

Nebraska State Accountability (NeSA)

Test Administration Orientation for Winter/Spring 2014



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NeSA Test Security Procedures
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NeSA Security Procedures





NeSA Security Procedures apply to *ALL* State tests:

- Nebraska State Accountability NeSA-Reading
- Nebraska State Accountability NeSA-Mathematics
- Nebraska State Accountability NeSA-Science
- Nebraska State Accountability NeSA-Writing
- Nebraska State Accountability NeSA Alternate Tests
- English Language Development Assessment (ELDA)





Districts are responsible for maintaining test security.

- Security procedures and documents are included in the NeSA-testing manuals, the SAA Update, Volume 12, and the Nebraska State Accountability Security manual.
- NDE has collected signed security agreements from District Assessment Contacts and Principals that outline their responsibilities.





NeSA Security Procedures

Do not:

- Discuss, disseminate, or otherwise reveal the contents of the test to anyone.
- Keep, copy, reproduce, or use any test, test item, any specific test content, or examine responses to any item or any section of a secured test in any manner inconsistent with the instructions provided by and through the Nebraska Department of Education.
- Leave students unattended with testing materials.





NeSA Security Procedures

Do not:

- Possess any secure test materials at any time other than during the actual administration of the test. Test Administrators should be given their secure materials the morning of the administration of the test and materials must be counted and collected at the end of each day of testing.
- Allow students to leave the testing site with test tickets or test materials for any reason.
- Allow students to leave the testing site with scratch paper/scrap copies or leave them in the garbage
- Allow students to look ahead to the second session before being instructed to do so.





NeSA Security Procedures

Do not:

- Coach or provide feedback in any way, which includes answering any questions relating to the contents of the test, before, during, or after the test.
- Alter, influence, or interfere with a test response in any way or instruct the student to do so. Students who move to alternate testing sites for extended time should be escorted and school personnel should carry all secure testing materials to the new testing location.





NeSA Security Procedures

Do not:

- Return any test booklet or answer sheet to any student after it has been turned in to the Test Administrator except in the case of students going to another testing site for extended time.





NeSA Security Procedures

Do not:

Online System Restrictions

- The NeSA assessment is not to be taken on any computing device that does not allow for the locking of the desktop or operating system for test security.
- The NeSA testing software does not support touch screen functionality.
- The NeSA testing client should be running natively on the computing device. Performance, security, and test validity cannot be guaranteed on virtualized desktop environments. Virtualization of a desktop is not allowed unless the security settings of the computer are held intact and/or by approval of a waiver by the Nebraska Department of Education Assessment Department.

NeSA Testing Environment





NeSA Testing Environment



Good organization of test materials and well-executed procedures will make the administration proceed smoothly.





NeSA Testing Environment

Do:

- Provide a testing location that has comfortable seating, sufficient workspace, and good lighting.
- Make arrangements for rooms and plan seating in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible.
- Seat students so they have enough room and will not be tempted to copy other students' answers.





NeSA Testing Environment

Do:

- Remove or cover visual aids and clues throughout the administration of all tests.
- Post a “Testing: Do Not Disturb” sign on the door to prevent interruptions.
- Eliminate cell phones and other electronic devices.





NeSA Testing Environment

Do:

- Project a positive approach to the test process to help students feel comfortable and relaxed.
- Prohibit talking during testing process.
- Provide adequate supervision throughout the testing process (recommendation is one adult assistant in addition to the test administrator for every 12-15 students).
- Move around the room to ensure students are adhering to the instructions given



NeSA Test Administration





NeSA Test Administration



In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedure when administering the test.





NeSA Test Administration

Do:

- Read through the pertinent information in the “NeSA Manual For Test Coordinators and Administrators” prior to the test administration.
- Distribute necessary test materials to students (paper/pencil administration).
- Allow students to use scratch paper for NeSA-R, NeSA-M, NeSA-S, and NeSA-W and the NeSA-M reference sheet as needed.





NeSA Test Administration

Do:

- Read aloud *word for word* the material that is printed in *bold type* and preceded by the word *“Say.”*
- Read only the bolded material to students as the *material that is italicized is information for the Test Administrator and is not read to the students.*
- Use a natural tone and manner when reading directions to students. If a mistake is made when reading, stop and say, “No, that is wrong. Listen again.” Then read the direction again.





NeSA Test Administration

Do:

- **Walk around the room while students are working to see that they are following directions and are on task.**
- **Follow appropriate protocol by not giving help on specific test questions.**
- **Allow students to read or sit quietly while others finish the test.**
- **Collect secure NeSA-online tickets**
- **Collect scratch paper and/or reference sheets after the students are done testing and submit to the School Test Coordinator.**





NeSA Test Administration (online only)

Do:

- Confer with the School Test Coordinator if something occurs that requires reactivation.
- Refer to Standards, Assessment, and Accountability Update #10 (p. 36-37) regarding reactivation questions.





NeSA Test Administration

Answers to Frequently Asked Questions

Do Not

- Deviate from scripted directions
- Play music during testing sessions
- Provide refreshments during testing sessions
- Require students to have proctor approval to move on to another question or to end their test session.
- Schedule breaks within testing sessions





NeSA Test Administration

Be sure to follow appropriate accommodation procedures as found in the “Nebraska State Accountability (NeSA) Approved Accommodations” Document.





Review with all Test Administrators the “Approved Accommodations Document” found at

http://www.education.ne.gov/Assessment/NeSA_Accommodations.htm

- Page 1 --- Testing Administration Practices (appropriate for all students)
- Page 2 --- Accommodations for Students with IEPs or 504 Plans
- Page 3 --- Accommodations for English Language Learners

Accommodations used on NeSA should match accommodations used in instruction and be documented in the IEP.





NeSA Test Administration



***The majority of
assessment irregularities
and/or security breaches that took place in
2013 involved:***

- A make-up testing session
- A testing session being assigned to a teacher, paraprofessional, substitute teacher, or administrator who either---
 - had not had any preparation for test administration procedures or
 - who may have had preparation, but had not originally been assigned to administer NeSA tests, so had not reviewed test administration procedures

Make sure everyone who will administer NeSA tests has clear, organized, and sufficient test administration preparation





THANK YOU!

**Contact the Statewide Assessment Office with
questions regarding NeSA Administration.**

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