NEBRASKA STATE ACCOUNTABILITY

2012 NeSA-Alternate Assessment Administration Manual

Reading (NeSA-AAR), Mathematics (NeSA-AAM), and Science (NeSA-AAS)

Directions

Nebraska State Accountability assessments are administered by the Nebraska Department of Education (NDE) – 301 Centennial Mall South – P.O. Box 94987 – Lincoln, Nebraska 68509 – (402) 471-2295.

TABLE OF CONTENTS

PART I – GENERAL INFORMATION 1
INTRODUCTION 1
IMPORTANT DATES FOR 2012 1
STUDENT INFORMATION 1
SCHEDULING THE TEST 1
STUDENT WITHDRAWAL/ENROLLMENT DURING TESTING WINDOW 2
RECEIPT AND RETURN OF MATERIALS 2
PART II – TEST SECURITY 3
NeSA SECURITY 3
PART III – TEST ADMINISTRATION 4
ACCOMMODATED TESTING MATERIALS 4
IEP ACCOMMODATIONS 4
ADMINISTERING THE SPRING 2012 NeSA-ALTERNATE ASSESSMENTS 4
ADMINISTRATION INSTRUCTIONS FOR ALL GRADES 4
COMPLETING ANSWER SHEETS 5
ADDITIONAL QUESTIONS 5
TEST ADMINISTRATION MANUAL EXAMPLE 6

PART I – GENERAL INFORMATION

INTRODUCTION

The Nebraska State Accountability—Alternate Assessment (NeSA-AA) Tests are based on the Nebraska State Standards with Extended indicators. In the 2011-2012 school year, the NeSA- Alternate Assessments – NeSA-AAR (Reading), NeSA-AAM (Mathematics), and NeSA-AAS (Science) – are to be administered to students who qualify for alternate assessment in grades 3–8 and 11. The NeSA-Alternate Assessments will provide teachers, students, and parents with an assessment of student progress in mastering skills identified on Nebraska's State Standards with Extended Indicators.

This *2012 NeSA-Alternate Assessment Administration Manual* has been designed to help teachers administer the NeSA-Alternate Assessments accurately and efficiently. Test Administrators are urged to become familiar with their responsibilities in this *2012 NeSA-Alternate Assessment Administration Manual* before testing to ensure success of the NeSA-Alternate program.

IMPORTANT DATES FOR 2012

DATE	ACTIVITY
By March 5	NeSA-Alternate Assessment secure materials arrive at districts
March 26- May 4	**NeSA-Reading, Mathematics, and Science Testing Window**
May 4	Return all NeSA secure testing materials to the District Assessment Contact
May 8	Last day for districts to call UPS to pick up materials
By May 9	Last day for UPS to pick up materials from districts

STUDENT INFORMATION

The 2012 NeSA-Alternate Assessments require the collection of specific student data at the time of testing. Schools received PreID Labels for every student indicated in NSSRS as requiring a NeSA-Alternate Assessment in any of the three subjects (Reading, Mathematics, or Science). If a PreID Label is provided for a student, but the student does not require an alternate assessment, the PreID Label may be used on a standard answer sheet. For students who require an alternate assessment, but for whom a PreID Label was not received, a District/School Label should be used and student information should be bubbled on the *NeSA-Alternate Assessment Answer Sheet*. To ensure student privacy and data accuracy, much of the information to be provided on the answer sheet must be completed by school personnel **after** testing is complete. Contact your School Test Coordinator or District Assessment Contact for instructions on barcode label usage or completing student information on the *NeSA-Alternate Assessment Answer Sheet*.

SCHEDULING THE TEST

Test administration should not begin before the testing window opens on March 26, and all assessment administration must be completed by the end of the testing window on May 4, 2012. Unlike the general NeSA Tests that must be given in two independent test sessions during the testing window, the administration of the NeSA-Alternate Assessments may be scheduled throughout the March 26-May 4, 2012 testing window. Independent student needs should determine each student's test administration schedule.

STUDENT WITHDRAWAL/ENROLLMENT DURING TESTING WINDOW

If a student with a PreID Label withdraws before the end of the testing window or before the school is scheduled to administer the NeSA-Alternate Assessments, return a *NeSA-Alternate Assessment Answer Sheet* for the student with "No Longer Enrolled (NLE) indicated in the space provided on page one to provide the reason the student was not tested.

If a student completes the NeSA-Alternate Assessment during the scheduled testing sessions but withdraws prior to the end of the established testing window, the testing district should return the student's *NeSA-Alternate Assessment Answer Sheet* for scoring with the secure materials for the rest of the district's students.

If a new student requiring an alternate assessment enrolls during the testing window, it is the new school's responsibility to determine if the student was tested at his or her previous school. If the new student has not yet taken the alternate assessment, it is the new school's responsibility to administer the test in its entirety to the student before the end of the testing window (May 4, 2012).

If the new student was already administered the alternate assessment for a required subject in its entirety at his/her previous school but the new school has not completed its scheduled testing, it is appropriate to make other educational arrangements for the student while the rest of the student's classmates are testing. It is the new school's responsibility to complete the research to avoid the unfair burden of re-testing a student who has already completed the test.

Note that DRC cannot combine scores from multiple answer sheets for a single student. If the student transfers to a new school after completing only part of the NeSA-Alternate Assessment for a given subject, the school the student is leaving should cover up the PreID Label or District/School Label on the student's answer sheet with a Do Not Score Label. It will be necessary for the new school to re-administer that section of the test in addition to any previously uncompleted section to the student so the student receives a score for the complete test. This scenario should be avoided whenever possible.

RECEIPT AND RETURN OF MATERIALS

Receipt of Materials: Secure test materials are packaged in 2012 NeSA-Alternate Assessment Test Kits, which include one *NeSA-Alternate Assessment Administration Manual*, one *NeSA-Alternate Assessment Student Test Booklet*, and one *NeSA-Alternate Assessment Answer Sheet*. These kits were sent to the District Assessment Contact who is responsible for distributing materials and overseeing all testing processes, including the administration of the NeSA-AAR, NeSA-AAM, and NeSA-AAS. If additional NeSA-Alternate Assessment materials are needed, contact the District Assessment Contact to complete an Additional Materials Request Form.

- For each grade level, instructions for administering the NeSA-AAR, NeSA-AAM, and NeSA-AAS are combined in this *NeSA-Alternate Assessment Administration Manual*.
- For each grade level, the NeSA-AAR, NeSA-AAM, and NeSA-AAS are combined in the *NeSA-Alternate Assessment Student Test Booklet*.
- For each grade level, the response grids for NeSA-AAR, NeSA-AAM, and NeSA-AAS are combined in the *NeSA-Alternate Assessment Answer Sheet*.
- A PreID Label is provided for every student indicated in NSSRS as requiring a NeSA-Alternate Assessment in any of the three subjects (Reading, Mathematics, or Science). A District/School Label must be used for students without PreID Labels. Contact your School Test Coordinator or District Assessment Contact for instructions on barcode label usage or completing student information on the *NeSA-Alternate Assessment Answer Sheet*. If you did not receive a PreID Label for a student requiring an alternate assessment, you must update the NSSRS Special Education Snapshot. If you need support regarding how to update NSSRS, contact Statewide Assessment at 402-471-2495.

Return of Materials: All **used** and **unused** secure test materials which include *2012 NeSA-Alternate Assessment Manuals for Test Coordinators and Administrators*, *NeSA-Alternate Assessment Student Test*

Booklets, and *NeSA-Alternate Assessment Answer Sheets* must be returned to your District Assessment Contact no later than May 4, 2012 for return to DRC. The District Assessment Contact must return all secure Alternate Assessment test materials to DRC with the general NeSA test materials.

PART II – TEST SECURITY

NeSA SECURITY

District Assessment Contacts, School Test Coordinators, and Test Administrators share the responsibility for ensuring that all NeSA test materials and student responses are handled securely and confidentially in accordance with security procedures. The NeSA-Alternate Assessments are to be administered on a one-to-one basis by professional staff members or para-educators that have been oriented in the proper test administration procedures for the NeSA-Alternate Assessments.

The NeSA-Alternate Assessments are confidential and proprietary documents owned by the Nebraska Department of Education. The test content is to be viewed only by those individuals directly responsible for test administration. No test materials are to be accessed outside the school building except under approved conditions. If districts have questions about this they are to contact the Nebraska Department of Education (NDE) Statewide Assessment office at (402) 471-2495.

The NeSA-Alternate Assessments rely on the measurement of individual achievement. Any deviation from testing procedures meant to ensure validity and security (group work, teacher coaching, pre-teaching or pre-release of the test items, etc.) would be a violation of test security. District and school personnel with access to the test materials must not discuss, disseminate, or otherwise reveal the contents of the tests to anyone.

While some of the guidelines below apply mainly to Test Administrators, it is important for all personnel involved in testing to be aware of these procedures:

- Do not discuss, disseminate, or otherwise reveal the contents of the test to anyone.
- Do not keep, copy, reproduce, or use any test, test item, any specific test content, or examine responses to any item or any section of a secure test in any manner inconsistent with the instructions provided by and through the Nebraska Department of Education.
- Do not coach or provide feedback in any way, which includes prompting or answering any questions relating to the contents of the test, before, during, or after the test.
- Do not alter, influence, or interfere with a test response in any way.
- Attend any district or school training for the administration of the test in order to be properly informed of the procedures to follow, including securing test materials.

Test Security Agreement: The principal of each school participating in the 2012 NeSA tests should have completed and signed a "Building Principal Security Agreement" (which covers ALL NeSA tests including NeSA-Alternate Assessment) and returned it to the Statewide Assessment Office by January 23, 2012. District Assessment Contacts should have completed and signed the "District Assessment Contact Confidentiality of Information Agreement" and returned it to the Statewide Assessment Office by January 23, 2012. District copies of the "Building Principal Security Agreement" and "District Assessment Contact Confidentiality of Information Agreement are included as Attachment D and Attachment E, respectively, in the Update: Standards, Assessment and Accountability (SAA-8) posted on the NDE website.

Secure Storage: Individuals responsible for the NeSA-Alternate Assessment test administration must keep all *NeSA-Alternate Assessment Manuals for Test Coordinators and Administrators*, *NeSA-Alternate Assessment Student Test Booklets*, and *NeSA-Alternate Assessment Answer Sheets* in a predetermined, locked, secure storage area at both the district and school levels. Secure materials must never be left unattended or in open areas.

Test Administrators for the NeSA-Alternate Assessment Tests may be given access to the *NeSA-Alternate Assessment Student Test Booklet* prior to the testing window to review items and prepare materials (e.g., manipulatives, large print, Braille) for test administration. All testing materials must be returned immediately to the predetermined, locked, secure storage area after testing is completed for the day. Materials must be kept secure after testing and prior to shipping to DRC.

PART III – TEST ADMINISTRATION

ACCOMMODATED TESTING MATERIALS

No accommodated versions of the NeSA-AAR, NeSA-AAM, or NeSA-AAS test materials are available for the 2012 test administration. However, the district may provide tests in Braille, large print, or another format that supports the student's primary mode of communication. If a district creates a format of the NeSA-Alternate Assessment to support the student's primary mode of communication, it must be destroyed when testing is completed.

IEP ACCOMMODATIONS

Accommodations used during the NeSA-Alternate Assessment process must be documented in the student's IEP and used consistently throughout the school year in regular instruction. These accommodations might include, but are not limited to: visual/presentation accommodations, response accommodations, setting accommodations, and timing/scheduling accommodations. If applicable, the Accommodations grid **must** be filled out on the student's answer sheet. Students should be allowed to access NeSA-Alternate Assessment content and to respond in their primary mode of communication. For additional information, please refer to the Nebraska State Accountability Approved Accommodations Document posted on the NDE website.

Manipulatives: The Nebraska Department of Education does not provide manipulatives/objects for NeSA-AAR, NeSA-AAM, or NeSA-AAS. However, manipulatives/objects are allowed if the use is a normal part of the student's instruction and written in the student's IEP.

ADMINISTERING THE SPRING 2012 NeSA-ALTERNATE ASSESSMENTS

Administration of the NeSA-Alternate Assessments is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that the student performance is highly dependent upon the student's motivation and attitude toward the test. The preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions are key. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

ADMINISTRATION INSTRUCTIONS FOR ALL GRADES

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedure when administering the test. Tests are to be given in a one student-one adult (teacher or trained para-educator) setting. Students are allowed to write in the *NeSA-Alternate Assessment Student Test Booklet* (if appropriate). However, the Test Administrator must record student responses on the *NeSA-Alternate Assessment Answer Sheet* as testing proceeds.

- NeSA-Alternate Assessment materials are received at the district by March 5, 2012. Test Administrators may use the time prior to the testing window to review Alternate Assessment items and prepare materials (e.g., manipulatives, large print, Braille) for test administration.
- The Test Administrator may determine the order in which test items are presented to the student. Additionally, the number of items given in one setting is determined by the Test Administrator.

- Test Administrators may stop and then return to testing based upon the individual student's needs. **It is important to note that Test Administrators may not present an item to a student more than one time.**
- The Test Administrator must follow the script provided in the box at the top of each page in the *2012 NeSA-Alternate Assessment Administration Manual* (refer to page 6 of this manual.)
- Read aloud **word for word** the materials that is printed in **bold type** and preceded by the word "**SAY**" or "**ASK.**" *The material that is italicized is informational for the Test Administrator and should not be read to the student.*
- The Test Administrator may read test items and responses (if allowed) as many times as needed (or requested) by the student. No limit should be placed on rereading opportunities.
- The student's primary mode of communication is always recognized and accommodated. Test pages and response methods may be adapted to meet individual student needs.
- The Test Administrator records student responses on the *NeSA-Alternate Assessment Answer Sheet*. If the Test Administrator attempts to administer the Alternate Assessment to a student, but the student does not provide a response, fill in the bubble on the front of the *NeSA-Alternate Assessment Answer Sheet* that says, "Student was administered one or more items but did not provide a response." Filling in this bubble will ensure the student is counted toward participation in the assessment.
- The testing process may be concluded when a student does not respond to a minimum of one item and the Test Administrator determines that the student will have no response to the remainder of the test items. The student will be counted as a participant in the NeSA process; however, incomplete items will be scored as incorrect.

COMPLETING ANSWER SHEETS

A *NeSA-Alternate Assessment Answer Sheet* is provided in the 2012 NeSA-Alternate Assessment Test Kit for each student identified in NSSRS as requiring a NeSA-Alternate Assessment. There is one answer sheet for each student which contains response grids for all subject areas. **All entries on an answer sheet must be made in No. 2 pencil in order to be scored.**

ADDITIONAL QUESTIONS

If you have any additional questions not covered in this *2012 NeSA-Alternate Assessment Administration Manual*, please call a DRC Nebraska Customer Service Representative at (866) 342-6280 or email necustomerservice@datarecognitioncorp.com. Representatives are available from 8:00 AM to 5:00 PM Central time, Monday through Friday (7:00 AM to 5:00 PM Central time from March 19-May 11, 2012).

This information is provided to support the test administration process.

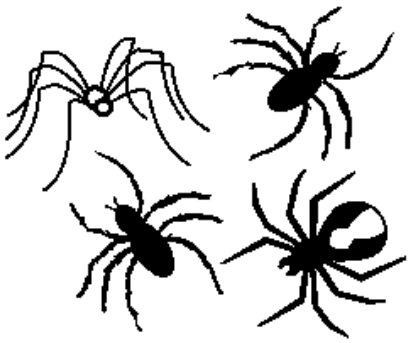
ADMINISTRATOR'S TEST BOOK	**Indicator LAE 4.1.5.a.11** **Word Structure** **DOK Level 1, Stage 3**
Prepare	• *Place student test page in front of the student.* • *Call student's attention to the page.*
SAY	**Look at this picture.** *Indicate*
ASK	**Which word goes with the picture?** *Indicate and read answers.* (1) **spider** (2) **spiders**

Text that is in bold print must be read by the Test Administrator ***word for word***.

Information in italics is only for the Test Administrator and is ***not*** to be read aloud.

NeSA ALTERNATE ASSESSMENT
Indicator # LAE 4.1.5.a.3

STUDENT TEST BOOK
Reading Grade 4



spider **spiders**

Corresponding numbers for option responses are only on the Test Administrator's page and may be used for recording student responses on the answer document.