

# **NEBRASKA STATE ACCOUNTABILITY**



## **2016 NeSA-WRITING PAPER/PENCIL MANUAL FOR TEST COORDINATORS AND ADMINISTRATORS GRADES 4, 8, and 11**

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) 471-2495. The assessment contractor is Data Recognition Corporation (DRC). DRC can be reached by calling toll-free (866) 342-6280, by emailing [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com), or by faxing (763) 268-2540.

**DRC's Nebraska Customer Service**

**(866) 342-6280 – [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com) – Fax: (763) 268-2540**

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# **PART 1 – GENERAL INFORMATION**

## **INTRODUCTION**

The Nebraska State Accountability (NeSA) Tests are developed specifically for Nebraska. Since 2004, the Nebraska statewide writing assessment has been annually administered in grades 4, 8, and 11 for the purpose of providing school districts with instructional information and to include writing results from grades 4 and 8 as the “other academic indicator” in the federal accountability requirements of the Elementary and Secondary Education Act (ESEA).

The Nebraska statewide writing assessment is intended to:

1. Gather information to assist teachers in determining the progress of students in meeting state or local standards for writing;
2. Provide each local school district with a report of student progress in meeting state or local standards for writing; and
3. Lead to improved writing by Nebraska students.

Data Recognition Corporation (DRC) is the provider of the printed version of the 2016 NeSA-Writing Tests. DRC also provides the online version of the 2016 NeSA-Writing Tests through INSIGHT.

This *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* has been designed to help you administer the printed version of the NeSA-Writing Tests accurately and efficiently. Please take the time to read this manual to become familiar with the administration of the NeSA-Writing Tests. Completing the steps in administering the NeSA-Writing Tests is essential to the success of the NeSA program.

Test Administrators are strongly urged to become thoroughly familiar with their responsibilities in the *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* before the first day of testing. However, test topics in the writing booklets are secure and may not be read by anyone before or after the test administration.

## **WHO SHOULD READ THIS MANUAL?**

The *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* is intended for use by District Assessment Contacts, School Test Coordinators, and Test Administrators and contains separate sections for each of these roles. District Assessment Contacts, School Test Coordinators, and Test Administrators should become familiar with *Part I – General Information* as well as the information presented in the specific sections of this manual that pertain to their responsibilities. A brief description of the responsibilities of each role follows.

- ***District Assessment Contacts*** are responsible for coordinating the testing activities of all schools within their districts. Responsibilities include central receipt of test materials from DRC, distribution of test materials to schools, coordinating the test schedules of the schools within the district, and returning test materials from all schools within the district to DRC for processing.
- ***School Test Coordinators*** serve as single points of contact at the schools for the District Assessment Contacts and are responsible for coordinating the testing activities within their schools. Responsibilities include secure handling of test materials, coordination of Test Administrators, and returning test materials to the District Assessment Contact for return shipment to DRC.
- ***Test Administrators*** are responsible for administering the tests to students.

## IMPORTANT DATES FOR 2016

DATE	ACTIVITY
By January 4	Writing manuals and secure materials arrive at districts
January 4–5	Writing Paper/Pencil and Online Test Administration Training
<b>January 18–February 5</b>	<b>NeSA-Writing Testing Window (Grades 4, 8, and 11; paper/pencil and online)</b>
February 9	Last day for districts to call UPS to pick up materials
By February 10	Last day for UPS to pick up materials from districts

## STUDENT INFORMATION

The 2016 NeSA-Writing Tests require the collection of specific student data at the time of testing. To ensure student privacy and data accuracy, much of the information to be provided on the writing booklet must be completed by school personnel **after** testing is complete. See the sections on *Barcode Labels* and *Completing Writing Booklets* in this manual.

## STUDENT PARTICIPATION IN THE TEST

The purpose of the 2016 NeSA-Writing Tests is to assess student progress in mastering basic skills based on Nebraska’s writing standards. Students in grade 4 will use a paper/pencil test and students in grades 8 and 11 will test primarily online. Each district **must** return a writing booklet for the 2016 NeSA-Writing Tests for **all** grade 4 students enrolled in the district. In addition, any students in grades 8 and 11 with an IEP, 504 Plan, or ELL classification that specifies the use of a paper/pencil test may take a paper/pencil test and **must** return a writing booklet.

### **Applies to Grade 4**

If any grade 4 student enrolled in the district is not tested, the reason the student was not tested should be indicated in the grid provided on page 1 of the writing booklet.

### **Applies to Grades 8 and 11**

If any grade 8 or 11 student enrolled in the district is not tested, the reason the student was not tested should be indicated online in eDIRECT Test Setup.

## PARTICIPATION WITH ACCOMMODATIONS

The Nebraska Department of Education expects to report writing results for all grade 4, 8, and 11 students listed in the Nebraska Student and Staff Record System (NSSRS) for the 2015–2016 school year. Because of the inclusionary testing requirements in the state system, any student not tested will receive a zero score. The only exceptions will be students with emergency medical waivers approved through the Statewide Assessment and Accountability Office, students with cognitive disabilities administered a local assessment, students responding in a language other than Spanish or English, and students who move.

After thorough research with internal and external groups, the Nebraska Department of Education (NDE) team built the Nebraska State Accountability Approved Accommodations Document. The most recent version of the document can be found on the NDE website at: <http://www.education.ne.gov/assessment>.

All students with disabilities, except those participating in a locally administered alternate assessment for writing, must participate in the 2016 NeSA-Writing Test. It is expected that a student's IEP or 504 Plan will include the appropriate accommodations for inclusion in all NeSA Tests and for regular instruction. Districts need to have all teachers review the allowable accommodations in this document. Page 1 of the writing booklet provides a space to indicate the category of accommodations used for students with IEP or 504 Plans. No large print or Braille versions of the NeSA-Writing test materials are available for the 2016 test administration. However, the district may provide a test in large print, Braille, or another format that supports the student's primary mode of communication. If a district creates a format of the NeSA-Writing Test to support the student's primary mode of communication, it should be considered a secure test material, and must be destroyed when testing is completed. Page 1 of the writing booklet provides a space to indicate if a student was administered the NeSA-Writing Test in a large print or Braille format.

Students designated as English Language Learners (ELL) are required to take the NeSA-Writing Test. The Approved Accommodations Document also contains details on test accommodations allowed for ELL students. A Spanish-translated version of the 2016 NeSA-Writing Test topic is available from DRC for students requiring that accommodated format. Page 1 of the writing booklet provides a space to indicate the category of accommodations used for English Language Learners, as well as whether the student responded in Spanish or another foreign language in the writing booklet.

## **SCHEDULING THE TEST**

It is important to establish a testing schedule prior to testing. This task is often coordinated by the District Assessment Contact for all the schools testing within the district.

### **Applies to Grade 4**

The NeSA-Writing Tests in grade 4 are to be administered in two independent sessions. The first administration session should not be scheduled before the beginning of the testing window, and all tests must be completed by the end of the testing window. The time scheduled for each session is 40 minutes. The tests are to be administered on two consecutive days during the testing window (January 18–February 5, 2016).

### **Applies to Grades 8 and 11**

Students in grades 8 and 11 that are administered a paper/pencil test based on their IEP or 504 Plan will take the test in one session. The administration session should not be scheduled before the beginning of the testing window, and all tests must be completed by the end of the testing window. The recommended time scheduled for the test session, even though this is not a timed test and students are to be allowed as much time as necessary to complete, does not generally exceed 90 minutes.

Districts are asked to consider the following scheduling considerations and to read Appendix A, *Suggestions for a Smooth Testing Process*.

### **Scheduling Considerations:**

1. Districts should not wait until the end of the testing window. Mondays are not the best testing days.
2. The test administration must be consistent and the scripted directions must be followed.
3. The scheduled 40-minute time span must be followed for all grade 4 students, except when other schedules are specified in a student's IEP or 504 Plan or for English Language Learners.
4. Arrangements should be made ahead of time for students in grades 8 and 11 who may exceed the suggested 90-minute period.
5. Student benefit should be considered first with regard to scheduling, not adult convenience or logistical issues.

6. Make-up sessions for operational testing will be required within the testing window, as students will be scored on the test completed and will receive no credit for a blank or missing test.
7. Planning ahead and coordinating within the district and building are critical for successful testing.

Whenever possible, it is recommended that the first week of the testing window be used for administering the test so that the remainder of the testing window may serve as a backup if unusual circumstances do not allow testing in the first week. It may be advisable to postpone the test if a large percentage of the school population is absent on any selected day or days, or if a disruption or event (such as a fire in the school, plumbing or heating problems, death of a classmate, bomb threat, etc.) may have caused a level of distress that could result in students performing below their capabilities. District personnel are urged to keep the best interests of the students in mind when making a determination to reschedule test dates. Early use of the testing window should eliminate most scheduling problems.

As a general guideline, when all students indicate that they have finished a session, that session should be closed. Students who finish early may read or sit quietly until the end of the test session. Under no circumstances should Test Administrators begin a test session unless there is enough time to complete it.

## **MAKE-UP SESSIONS**

Since the 2016 NeSA-Writing Test in grades 4, 8, and 11 is operational and student scores are calculated, it is necessary to schedule make-up sessions for students who miss one (grades 8 and 11) or both (grade 4) scheduled sessions of the test due to absence. Students who do not make up or do not participate in the test will receive a score of zero. All make-up sessions must be completed within the scheduled testing window (January 18–February 5, 2016).

## **STUDENT ENROLLMENT/WITHDRAWAL DURING TESTING WINDOW**

If a student enrolls during the established testing window but the new school has completed testing, 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 NeSA-Writing Test, it is the new school's responsibility to administer the test in its entirety to the student before the last day of the testing window (February 5, 2016). If the school has not yet completed testing, the newly enrolled student should participate in the regularly scheduled test sessions with the rest of the student population.

If the student already participated in the NeSA-Writing Test 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 necessary research to avoid the unfair burden of re-testing a student who has already completed the test.

If a student completes the NeSA-Writing Test during the scheduled testing sessions but withdraws prior to the end of the established testing window, the testing district should return the student's writing booklet for scoring with the secure materials for the rest of the district's students.

### **Applies to Grade 4**

If a student with a PreID Label withdraws before the testing window or before the school is scheduled to administer the NeSA-Writing Test, the district should return a writing booklet for the student and indicate that the student was "No Longer Enrolled (NLE)" in the space provided on page 1 of the writing booklet to provide the reason the student was not tested.

Note that DRC cannot combine responses from multiple writing booklets for a single student. If a student transfers to a new school after completing only part of the NeSA-Writing Test, the school the student is leaving should return the incomplete writing booklet with the "No Longer Enrolled" circle filled in on page 1. It will be necessary for the new school to administer the test to the student so the student receives a score for the complete test. This scenario should be avoided whenever possible.

### **Applies to Grades 8 and 11**

If a student in grades 8 or 11 withdraws before the testing window or before the school is scheduled to administer the NeSA-Writing Test, the district should indicate in eDIRECT Test Setup that the student was “No Longer Enrolled (NLE).”

## **NeSA SECURITY**

In a centralized testing process, it is critical that equity of opportunity, standardization of procedures, and fairness to students is maintained. Therefore, the Nebraska Department of Education is asking that all school districts review the *NeSA Security Procedures* outlined in Appendix B. It is critical that all administrators and teachers read the procedures, especially those who are administering the assessment. These procedures apply to all NeSA testing: reading, writing, mathematics, ELDA, science, and alternate tests.

Breaches in security are taken very seriously. They must be quickly identified and reported to the Nebraska Department of Education Statewide Assessment and Accountability Office. From there the determination is made as to whether or not a professional practices complaint will be filed.

Districts should maintain a set of district policies that includes a reference to Nebraska’s *NeSA Security Procedures*. A sample district testing and security policy is included in Nebraska’s *Standards, Assessment and Accountability* update posted on the NDE website.

This sample was drafted by a Nebraska legal firm and has been distributed across the state to the Educational Service Units. Whether districts use this sample, the procedures offered by the State School Boards Association, or policies drafted by other law firms, local district policy should address the NeSA security document. The Department would encourage all districts with questions to contact their own local school attorney for customization of such a policy.

### ***TEST SECURITY AGREEMENT***

The principal of each school participating in the 2016 NeSA Tests should have completed and signed a “Building Principal Security Agreement” and returned it to their Statewide Assessment and Accountability Office by October 30, 2015. District Assessment Contacts should have completed and signed the “District Assessment Contact Confidentiality of Information Agreement” and returned it to the Statewide Assessment and Accountability Office by October 30, 2015. District copies of the Building Principal Security Agreement and District Assessment Contact Confidentiality of Information Agreement are included in Nebraska’s *Standards, Assessment and Accountability* update posted on the NDE website.

### ***TESTING ETHICS AND APPROPRIATE PRACTICE***

It is important to note that all teachers need to be familiar with appropriate testing ethics and security practices related to testing. Professionalism, common sense, and practical procedures will provide the right framework for testing ethics. It is also important to note that school districts are bound to hold all certificated staff members accountable for following the *Regulations and Standards for Professional Practice Criteria* as outlined in Rule 27. The *NeSA Security Procedures* are intended to outline clear practice for appropriate security.

## **SECURE STORAGE**

All writing booklets must be kept 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 must not be given access to secure test materials before the administration day. Instead, Test Administrators should be given access to secure test materials on the morning of test administration, allowing them ample time to review and organize materials before the test begins. Note that the *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* is not considered a secure test material and should be provided to Test Administrators prior to testing for review.

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.

## **RETURNING/DESTROYING SECURE MATERIALS**

All writing booklets, both used and unused, will be inventoried by DRC upon receipt for scoring. Results of the inventory will be provided to NDE and to each district. To prevent any problems with the return of materials, Test Administrators should inventory materials immediately after every test session and store test materials securely before and after their use according to the process set forth by the School Test Coordinator. Further details on the handling of secure materials are presented in Parts II – IV of this manual.

## **DISTRIBUTING AND COLLECTING TEST MATERIALS**

Grade 4 standard writing booklets are provided in shrink-wrapped packages. Each shrink-wrapped package has a range sheet that identifies the quantity and the security range of writing booklets it contains (i.e., the security barcode numbers of the first writing booklet in the pack and of the last in the pack). These range sheets can be used to inventory the writing booklets without opening the packages. In most cases, the School Test Coordinator will be responsible for assigning secure materials for Test Administrators by range. It is still vital that District Assessment Contacts understand the importance of assigning materials by security range and encourage School Test Coordinators to follow this method. Grade 8 and 11 standard writing booklets and all Spanish translation booklets are shipped as individual booklets. These materials should be checked into inventory and distributed using the security barcode number located on the back of the booklet.

The shrink-wrapped packages may be broken open to assemble proper quantities for each Test Administrator. Shrink-wrapped packages should only be opened at the school level and should not be opened until school personnel are ready to affix barcode labels, no more than one week prior to the start of the testing window.

A Security Checklist is provided with each school's materials to assist School Test Coordinators in tracking the secure test materials. An electronic version of the Security Checklist is also available online on eDIRECT. The checklist contains the security barcode for each secure material and a blank line to indicate to whom the secure material has been assigned. On the day(s) of the test, the School Test Coordinator should distribute the correct writing booklets needed for that day's test to each Test Administrator as recorded on the Security Checklist. A standard writing booklet should accompany each Spanish translation booklet distributed. Writing booklets should be distributed to Test Administrators early enough on the day(s) of the test to give them ample time to review the layout of the writing booklets prior to testing. **Do not distribute any test materials except the *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* until the day of each session. All test materials should be returned to the School Test Coordinator for secure storage as soon as possible on each day of the test.**

After all testing is complete, be sure Test Administrators return **all** materials, including used and unused writing booklets, the *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators*, and scratch paper to the School Test Coordinator.

## **BARCODE LABELS**

The School Test Coordinator has the primary responsibility for the accurate application of barcode labels, but it is important for Test Administrators and other personnel involved in testing to understand these guidelines as well. The four types of barcodes are BLANK (preprinted on writing booklets), PreID (label), District/School (label), and Do Not Score (label). The barcodes and labels are intended to increase the accuracy of information collected from the writing booklets.

- **BLANK**—DRC has preprinted a “blank” barcode on the front of every writing booklet. A “blank” barcode indicates that the writing booklet has not been used and should not be processed.
- **PreID**—NDE provided DRC with student-level enrollment information in December. This information was used to create PreID Labels for schools testing grade 4. The PreID Labels contain barcodes that indicate the writing booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to fill in circles for the student’s name and the demographic items on page 2 of the writing booklet.

**Schools should return a writing booklet containing either a student response or the reason a student was not tested for every student who receives a PreID Label.**

- **District/School**—If a student does not have a PreID Label or the student information is incorrect, school personnel must use a District/School Label and fill in circles for all demographic information on pages 1 and 2 of the writing booklet. The label contains a barcode that indicates the writing booklet should be processed and scored for the student whose information is on the writing booklet.
- **Do Not Score**—These labels contain barcodes that indicate the writing booklets should NOT be processed. Writing booklets that have a Do Not Score Label will be handled as if they are blank.

### ***GENERAL INSTRUCTIONS FOR USING BARCODE LABELS***

- Before affixing any label to a writing booklet, check the label to ensure that the information is correct.
- School personnel must affix the appropriate label to each writing booklet that will be used by a student.
- Place the label in the box located in the lower left-hand corner on the front of the writing booklet.
- Do not remove any label that has been affixed to a writing booklet; this will damage the booklet. Instead, the label may be covered with another label of the appropriate type.
- Do not write on the labels. Doing so will not correct information on a label.
- Schools should destroy any District/School Labels containing inaccurate information.

### ***PREID LABEL INSTRUCTIONS***

All schools with grade 4 enrollments will receive PreID Labels printed on plain white label stock that are linked to individual student demographic information and district/school information in NSSRS. It is important that school personnel make sure the readable information printed on the label is correct.

- PreID Labels are provided for grade 4 students only.
- Districts and schools are expected to affix all PreID Labels to grade 4 writing booklets unless the PreID Label is damaged or contains incorrect information. All grade 4 writing booklets with a PreID Label should contain either a student response or the reason the student was not tested.
- Note that all embedded information linked to a PreID Label will supersede any demographics on pages 1 and 2 of the writing booklet. Also, student information will not be updated based on notes written on the label or the writing booklet. **If a PreID Label is damaged or contains incorrect information, school personnel must use a District/School Label in its place and fill in circles on pages 1 and 2 of the writing booklet.**

## ***DISTRICT/SCHOOL LABEL INSTRUCTIONS***

All sites will receive District/School Labels that contain district- and school-specific information only. District/School Labels (label with orange stripe across the top) must be used when PreID Labels are not used. When using District/School Labels, school personnel must fill in circles for all demographic information on pages 1 and 2 of the writing booklets.

- If a PreID Label contains any incorrect demographic information, place a District/School Label for the correct school over the PreID Label and fill in circles for demographic information on pages 1 and 2.
- **Do not use labels from another school.** Additional District/School Labels may be ordered through eDIRECT Additional Materials. See Additional Materials Requests on page 15 of this manual.
- Make every effort to match all information reported on a writing booklet for a student to the information on record in the NSSRS for that student. All student records will be compared to the NSSRS data used to create the PreID Labels. Mismatched data, new students, and students from that file who were not tested will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office.

## ***DO NOT SCORE LABEL INSTRUCTIONS***

Do Not Score Labels are supplied for use on writing booklets that are defective and cannot be scored or writing booklets that should not be scored. **Always place the Do Not Score Label directly on top of the PreID Label or District/School Label that was originally affixed to the writing booklet.** Use Do Not Score Labels (label with blue stripe across the top) when the following has occurred:

- A used writing booklet is torn, soiled, or defective. When a student has used a writing booklet and it becomes torn, soiled, or is found to be defective, the student's response must be transcribed into a new writing booklet and a Do Not Score Label affixed to the defective writing booklet. If a student becomes ill on a writing booklet, notify the Nebraska Department of Education Statewide Assessment and Accountability Office that the student's response will require transcription, transcribe the response into a new writing booklet, record the security number found on the back of the soiled writing booklet on the school's Security Checklist, and securely destroy the soiled writing booklet. Follow the Transcription Instructions for returning transcribed responses found on page 12 of this manual.
- A student uses two writing booklets. Submit one writing booklet for scoring and return the other with a Do Not Score Label (the student's response must be transcribed from one writing booklet into the other).
- A District/School Label is inadvertently affixed to a blank/unused writing booklet (a blank/unused writing booklet does not have any circles marked or any student response). Affix a Do Not Score Label over the label.

**Do not use Do Not Score Labels for blank/unused writing booklets.** The preprinted "BLANK" barcode in the box located in the lower left-hand corner on the front of the writing booklet indicates that the writing booklet is blank/unused.

## **COMPLETING WRITING BOOKLETS**

A writing booklet must be returned for every grade 4 student enrolled in the school during the testing window. **All entries on a writing booklet must be made with a No. 2 pencil. Do not take writing booklets apart. Writing booklets that are disassembled cannot be scored. You may make copies for local scoring and appeals, but are not to take the writing booklets apart. Images of student responses provided in a paper writing test booklet will be available to download in eDIRECT beginning March 16, 2016.**

### ***STUDENTS WITH PREID LABELS***

Schools should return a writing booklet containing either a student response or the reason a student was not tested for every student for which they receive PreID Labels. If a student is using a PreID Label, the demographic information captured on pages 1 and 2 of the writing booklet is embedded in the barcode on the label; therefore, these items do not need to be completed by hand. However, STUDENT NOT TESTED codes, TEST FORMAT, and ACCOMMODATIONS on page 1 of the writing booklet, whenever applicable, need to be filled in by hand using a No. 2 pencil for students with PreID Labels.

## **STUDENTS WITH DISTRICT/SCHOOL LABELS**

Students with District/School Labels must have the name grid on page 1 completed by hand using a No. 2 pencil. School personnel must also complete the demographic items on page 2 and, whenever applicable, the STUDENT NOT TESTED codes, TEST FORMAT, and ACCOMMODATIONS on page 1. Make every effort to match all demographic information reported on a writing booklet for a student to the information on record for that student in the NSSRS. All student records will be compared to the NSSRS data used to create the PreID Labels. Mismatched data, new students, and students from that file who were not tested will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office.

## **DEMOGRAPHICS, STUDENT NOT TESTED CODES, TEST FORMAT, AND ACCOMMODATIONS GRIDS**

### **A. FIRST NAME, LAST NAME, AND MIDDLE INITIAL (WRITING BOOKLET PAGE 1)**

The name grids must be completed for all assessed students using a District/School Label by writing the students' names in block letters in the space provided and darkening the corresponding letters and/or symbols in the circles below them. It is important to write and fill in circles for names exactly as they appear in the NSSRS. Mismatched names will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office. If the writing booklet is returned with a PreID Label, the name on file in the NSSRS will be used for reporting.

### **B. STUDENT NOT TESTED DUE TO (WRITING BOOKLET PAGE 1 OR eDIRECT TEST SETUP)**

#### **Applies to Grade 4**

**If applicable, this grid must be filled out when the not-tested student's writing booklet is returned with a District/School Label or a PreID Label.** Darken the circle next to the applicable reason any enrolled student was not tested. The STUDENT NOT TESTED codes will appear on score reports and all individual and summary scores will be handled and calculated according to rules established by the Statewide Assessment and Accountability Office.

- **Emergency Medical Waiver (EMW)** may only be granted through the Statewide Assessment and Accountability Office. Scores for students with approved Emergency Medical Waivers will be waived.
- **No Longer Enrolled (NLE)** should be reported for any student with a PreID Label who withdraws from the school prior to being tested. Scores for students with No Longer Enrolled will be waived.
- **Parent Refusal (PAR)** may be reported for any student whose parent or guardian expressly indicates the student should not be tested. Parents/guardians are not required to provide a reason for excluding their children from testing. Students whose parents/guardians indicated they should not be tested will receive a zero score.
- **Student Absent for Entire Testing Window (SAE)** should only be reported for any student who did not attend school at any point during the testing window and was therefore unable to participate in the scheduled testing sessions with the rest of the student population or be administered a make-up session. Students Absent for Entire Testing Window will receive a zero score.

#### **Applies to Grades 8 and 11**

If applicable, the student must be indicated online as not tested by selection of one of the NOT TESTED codes in eDIRECT Test Setup.

### C. ALTERNATE ASSESSMENT (WRITING BOOKLET PAGE 1 OR eDIRECT TEST SETUP)

All students, including those tested with an alternate test, are included in the Nebraska State Accountability System. The NDE will be seeking writing test scores for all students in grades 4, 8, and 11 in 2016. Because of the inclusionary testing requirements in the state system, any student not tested will receive a zero score. The NDE does not provide a state-scored alternate assessment for students with the most significant cognitive disabilities (1%), so districts are to assess them locally and account for them through the DRC system.

#### Applies to Grade 4

**If applicable, this grid must be filled out when the not-tested student's writing booklet is returned with a District/School Label or a PreID Label.** Darken the circle if the student was administered an alternate assessment in writing.

#### Applies to Grades 8 and 11

If applicable, the student must be indicated online as taking an alternate assessment by checking the alternate assessment code in eDIRECT Test Setup.

### D. FOREIGN LANGUAGE (WRITING BOOKLET PAGE 1)

If the student responded in Spanish or another language other than English or Spanish, darken the applicable circle. If the student used the Spanish translated test topic, but responded in English, the circle on page 1 does not need to be marked. Responses provided in any language other than English or Spanish will not be scored, but the students responding will be considered participants, and the results will be sent to NDE for accounting purposes.

### E. TEST FORMAT (WRITING BOOKLET PAGE 1)

**If applicable, this grid must be filled out when the student's writing booklet is returned with a District/School Label or a PreID Label.** Darken the appropriate circle if the student was administered the test in a large print or Braille format.

### F. ACCOMMODATIONS (WRITING BOOKLET PAGE 1)

- **If applicable, this grid must be filled out when the student's writing booklet is returned with a District/School Label or a PreID Label.** The guidance provided in the *Nebraska State Accountability Approved Accommodations Document* should be used to complete this section of the writing booklet. The most recent version of the document can be found on the NDE website at: <http://www.education.ne.gov/assessment>.
- Darken the circle next to **each** accommodation category that the student used to take the test. It's understood that an individual student may receive multiple types of accommodations, and that the types of accommodations used may vary for each subject.

#### Applies to Grade 4

If the student's response was transcribed, this must be indicated on the writing booklet by darkening the applicable circle.

#### Applies to Grades 8 and 11

If the student's response was transcribed, this must be indicated in the student's accommodations in eDIRECT Test Setup.

#### **G. BIRTH DATE (WRITING BOOKLET PAGE 2)**

The BIRTH DATE grid must be completed for all students using a District/School Label by darkening the appropriate month of the birth date, followed by writing the two-digit day and year in the boxes provided and darkening the corresponding circles below. The birth date on writing booklets returned with District/School Labels should match the birth date on record in the NSSRS. Mismatched birth dates will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office. The birth date information on file in the NSSRS will be used for students with PreID Labels.

#### **H. STUDENT NSSRS ID (WRITING BOOKLET PAGE 2)**

All public school students should have a 10-digit identification number assigned by the Nebraska Staff and Student Record System. The STUDENT NSSRS ID grid must be completed for all students using District/School Labels by writing the student's state-assigned, ten-digit ID in the boxes provided and darkening the corresponding circles. Mismatched NSSRS IDs will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office. The NSSRS ID on file in the NSSRS will be used for students with PreID Labels.

#### **I. RACE/ETHNICITY (WRITING BOOKLET PAGE 2)**

Darken the circle next to the race/ethnicity with which the student most closely identifies for all students using a District/School Label. You must choose only one. Note that federal requirements indicate students who identify their race/ethnicity as Hispanic and another race should be reported as "Hispanic" rather than "Two or More Races." The race/ethnicity information on file in the NSSRS will be used for students with PreID Labels.

#### **J. GENDER (WRITING BOOKLET PAGE 2)**

For students using District/School Labels, darken the circle to indicate whether the student is Female or Male. The gender on writing booklets returned with District/School Labels should match the gender on record in the NSSRS. Mismatched genders will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office. The gender information on file in the NSSRS will be used for students with PreID Labels.

#### **K. LEP/ELL ELIGIBLE (WRITING BOOKLET PAGE 2)**

For students using District/School Labels, darken the Yes circle for all students who are categorized as English Language Learners or having Limited English Proficiency. The LEP/ELL information on file in the NSSRS will be used for students with PreID Labels.

#### **L. SPECIAL EDUCATION/IEP (WRITING BOOKLET PAGE 2)**

For students using District/School Labels, darken the Yes circle for all students who receive special education services. The Special Education/IEP information on file in the NSSRS will be used for students with PreID Labels.

### **TRANSCRIPTION INSTRUCTIONS**

DRC has provided a red envelope labeled "NeSA-Writing Transcription Envelope" for districts to return students' original hand-written or typed responses with a **copy** of their transcribed response. Districts must complete a *Transcription Submission Form* for **each** student paper transcribed by a Test Administrator into a writing booklet or in the INSIGHT online system (grades 8 and 11). The *Transcription Submission Form* is provided as Appendix C in this manual. Carefully follow the instructions included on the *Transcription Submission Form* for returning transcribed responses to DRC. Please do not place original NeSA-Writing booklets (used or unused) in the red Transcription Envelope. Districts must indicate that the student's response was transcribed by darkening the applicable circle on the writing booklet or by marking the accommodation in eDIRECT Test Setup>Edit Student>Accommodations. Return writing booklets to DRC by following the procedures described in **Packaging Materials for Return to DRC** on page 16 of this manual.

## **SPANISH TRANSLATION PROCEDURES**

The 2016 NeSA-Writing test topics for all grades are available in Spanish translation from DRC for students who require Spanish translation as an accommodation. These students should respond by writing in the standard English writing booklet, **and the Test Administrator should fill in the circle on page 1 of the writing booklet indicating if the student responded in Spanish.** If students used the Spanish translated writing topic, but responded in English, the circle on page 1 of the writing booklet does not need to be marked. All papers, including those written in Spanish or any other language are to be sent to DRC. The Spanish papers will be scored by DRC. Responses provided in any language other than English or Spanish will count toward participation even though the paper is not scored.

## **LARGE PRINT AND BRAILLE PROCEDURES OR PROCEDURES FOR STUDENTS WHOSE IEP REQUIRES WORD PROCESSING**

Districts are permitted to produce large print or Braille versions of the writing booklet to support a student’s primary form of communication. **However, all student responses must either be entered in a regular writing booklet or, for grades 8 and 11 only, typed into the online NeSA Test software using the student’s Test Session Ticket.** If the response is entered into a writing booklet, please fill in the Braille or large print circle in the TEST FORMAT grid on page 1 of the booklet. If the response is entered online, please access eDIRECT Test Setup and indicate Braille or large print under the Add/Edit Students Demographics Tab.

If a student’s accommodation allows them to respond some other way (e.g., with a Braille writer, word processor, etc.), an administrator must transcribe the student’s response into a regular writing booklet or into the online NeSA Test software. The student’s original response must be returned to DRC. Please follow the Transcription Instructions on page 12 of this manual for directions on returning the student’s original response along with the *Transcription Submission Form*.

Note that students who use a large print or Braille version of the writing booklet should have the “Content Presentation” accommodation indicated on page 1 of the regular writing booklet containing the student’s response. If the student’s response is entered into the online NeSA Test software, the “Content Presentation” accommodation should be entered in eDIRECT Test Setup. Likewise, if the student’s response was transcribed by an administrator, the “Response” accommodation should be indicated on the writing booklet in which the response was transcribed or, in eDIRECT Test Setup if the administrator entered the response online using the student’s Test Ticket.

## **ADDITIONAL QUESTIONS**

If you have any additional questions not covered in this *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators*, please call a DRC Nebraska Customer Service Representative at (866) 342-6280 or email [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com).

For questions about the online version of the 2016 NeSA-Writing Test for grades 8 and 11, please review the *2016 NeSA Online Test Administration Manual for Writing* and the additional support documentation available on eDIRECT by going to <https://ne.drccdirect.com> and selecting *General Information>Documents*.

DRC representatives will always try to answer your questions when you call. If they are not able to answer your questions immediately, they will return your call within 24 hours. The representatives will log each call and record the nature of the question or problem reported, whether a resolution has been made, and whether a return call is needed. 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 January 11–February 12, 2016).

**All entries on a writing booklet must be made with a No. 2 pencil.**

**Images of student responses provided in a paper writing test booklet will be available for districts to download in eDIRECT > Reports > View Writing Responses beginning March 16, 2016. School personnel may make copies of student responses; however, writing booklets that are disassembled cannot be scored.**

## ***PART II – DISTRICT ASSESSMENT CONTACT RESPONSIBILITIES***

### **RECEIPT AND INVENTORY OF DISTRICT MATERIALS**

All 2016 NeSA-Writing test materials will be shipped to districts. Materials for each school will be packed separately and marked clearly. Boxes should be opened immediately upon receipt to inventory the contents. If not inventoried centrally at the district, boxes of school materials should be distributed intact to schools, allowing enough time for the School Test Coordinator to inventory the materials. A copy of each school’s packing list is contained in the district administrative materials. **All district and school boxes should be kept for use when returning materials to DRC when testing is finished.**

The quantity of materials shipped to each school was based on data collected via DRC’s Enrollments System October 5–16, 2015. An overage of materials was sent to account for new students who have enrolled since student data was submitted to DRC.

#### ***DISTRICT – ADMINISTRATIVE MATERIALS***

- *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators*
- Copies of School Packing List(s)—one per school
- School Box Range Sheet—indicates the number of boxes packaged for each school in the district
- DRC Return Shipment Labels
- UPS Return Shipment (RS) Labels
- NeSA-Writing Transcription Envelope

#### ***SCHOOL – ADMINISTRATIVE MATERIALS***

- *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators*
- School Packing List
- Security Checklist

#### ***SCHOOL – SECURE MATERIALS (WRITING BOOKLETS)***

Secure test materials (standard writing booklets and Spanish translation booklets) are packaged by school.

### **ADDITIONAL MATERIALS REQUESTS**

If the overage of materials you received is not sufficient to test those students requiring a paper/pencil NeSA-Writing test, or you determine that any additional NeSA-Writing materials are needed after inventorying the materials you received in your original shipment, additional materials may be requested using the online Additional Materials functionality in eDIRECT. District Assessment Contacts have been assigned eDIRECT permissions to access Additional Materials.

To submit an Additional Materials Request:

1. Log into eDIRECT at <https://ne.drccdirect.com/>.
2. Select Additional Materials under the Materials menu item on the left of the screen.
3. Select “2015–2016 NeSA-Writing” in the Administration dropdown.
4. In the School dropdown, select the school for which the materials are being requested.
5. Click the **Add Order** button.
6. Find the desired material and enter the Requested Quantity.
7. Click on the **Submit** button to submit your order to DRC.

To check the status of an existing Additional Materials Request, select “(All)” in the Status dropdown, and click on the **Find Orders** button.

## **SCHEDULE THE TEST**

As noted in *Part I – General Information*, the District Assessment Contact is typically responsible for scheduling the test for all schools within the district in order to coordinate the efficient distribution and collection of test materials.

## **SCHOOL TEST COORDINATOR ORIENTATION**

It is recommended that the District Assessment Contact conduct an orientation session for School Test Coordinators prior to their meetings with Test Administrators. Meet to review and/or discuss the following topics.

1. The district test schedule.
2. *Part I – General Information*, in this manual. Make sure to emphasize:
  - a. Student participation;
  - b. Requirements for completing pages 1 and 2 of the writing booklet for students who are testing;
  - c. Requirements for using a No. 2 pencil when writing in the writing booklet;
  - d. Barcode label use.
3. Procedures for distribution and collection of test materials, including the NeSA-Writing Transcription Envelope. It will be the DAC’s responsibility to coordinate the return of transcribed responses.
4. Test Administrator orientation.

School Test Coordinators should be given ample time to distribute copies of the *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* to Test Administrators and to schedule a Test Administrator orientation session prior to the testing window.

## **PACKAGING MATERIALS FOR RETURN TO DRC**

The following process outline should serve as a guideline for District Assessment Contacts when packaging materials for return to DRC.

After schools have returned test materials to the district, condense school boxes whenever possible. DRC does not require districts to sort writing booklets by grade or school within the district boxes. **All used and unused NeSA-Writing test booklets must be returned to DRC.**

1. Condense all *Transcription Submission Forms* with attached original student responses into the red envelope labeled “NeSA-Writing Transcription Envelope.” Write the district name and number on the affixed label. Return the envelope with the rest of the materials to DRC. Please do not place NeSA-Writing booklets (used or unused) in the red envelope.
2. Seal the boxes securely by using heavy-duty shipping tape following the guidelines on the shipping boxes. Please make sure that the box flaps with the old labels are folded down first and the blank box flaps are on top.
3. Affix a DRC RETURN SHIPMENT LABEL to flap A on the top of each box.
4. Affix a UPS RS Label to flap B on the top of each box. DRC and district addresses have been preprinted on the label. Use care not to cover the DRC Return Shipment Label.
5. Make a note of the UPS Tracking Number for each package. Please keep the number(s) for future reference to document the materials returned to DRC.
6. Keep the boxes in a secure location until they are given to the UPS driver.
7. Schedule a pickup with UPS as soon as schools have returned all writing booklets. **Pickup should occur no later than February 10, 2016.**

If the district office does not have a daily, scheduled UPS pickup, call UPS at (866) 857-1501 to arrange for materials pickup. Specify that you are using pre-paid, UPS Ground return service labels. You must call at least one day prior to the day on which you will ship your materials. If you need additional labels, please submit an order through eDIRECT Additional Materials. See Additional Materials Requests on page 15 of this manual.

## **DISTRICT ASSESSMENT CONTACT’S CHECKLIST**

The following checklist is intended as a suggested set of dates and tasks for District Assessment Contacts.

<b>District Assessment Contact’s Checklist for the 2016 NeSA-Writing Test</b>		
_____	Receive Shipment from DRC	By January 4, 2016
_____	Distribute School Materials to School Test Coordinators	By January 6, 2016
_____	Read the <i>2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators</i>	By January 7, 2016
_____	Conduct orientation session for School Test Coordinators	By January 11, 2016
_____	NeSA-Writing Testing Window (Grades 4, 8, and 11; paper/pencil and online)	January 18–February 5, 2016
_____	Inventory test materials returned by schools and arrange for UPS pickup	By February 9, 2016
_____	Schedule a pickup with UPS for return of test materials to DRC	By February 9, 2016 (pickup should occur no later than February 10, 2016)
_____	Destroy manuals, administration directions, and scratch paper	By February 10, 2016

## **PART III – SCHOOL TEST COORDINATOR RESPONSIBILITIES**

### **RECEIPT AND INVENTORY OF SCHOOL MATERIALS**

Boxes should be opened immediately upon receipt to inventory the contents. School Test Coordinators should verify that the contents of their boxes match what was indicated on the School Packing List, including the security ranges of the writing booklets. All boxes should be kept for use when returning materials to the District Assessment Contact and, eventually, to DRC when testing is finished.

If you determine that any additional NeSA-Writing materials are needed after inventorying the materials you received, additional materials may be ordered by contacting your District Assessment Contact.

#### **SCHOOL – ADMINISTRATIVE MATERIALS**

- *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators*
- School Packing List
- Security Checklist

#### **SCHOOL – SECURE MATERIALS**

Secure test materials (standard writing booklets and Spanish translation booklets) are packaged by school.

### **ASSIGNING WRITING BOOKLETS TO TEST ADMINISTRATORS**

The School Test Coordinator will be responsible for assigning secure ranges of materials for Test Administrators. Grade 4 standard writing booklets are provided in shrink-wrapped packages, each with a range sheet that identifies the quantity and the security range of writing booklets the package contains. These range sheets can be used to inventory the writing booklets without opening the packages. Grade 8 and 11 standard writing booklets and all Spanish translation booklets are shipped as individual booklets. These materials should be checked into inventory and distributed using the security barcode number located on the back of the booklet.

The shrink-wrapped packages may be broken open to assemble proper quantities for each Test Administrator. Shrink-wrapped packages should only be opened at the school level and should not be opened until school personnel are ready to affix barcode labels, no more than one week prior to the start of the testing window. Do not distribute any test materials except the *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* until the day of each test session. All test materials should be returned to the School Test Coordinator for secure storage as soon as possible on each day of the test.

On the days of the test, the School Test Coordinator should distribute the correct writing booklets needed for that day's test to each Test Administrator as recorded on the Security Checklist. A standard writing booklet should accompany each Spanish translation booklet distributed. Writing booklets should be distributed to Test Administrators early enough on the days of the test to give them ample time to review the layout of the writing booklets prior to testing.

After each day of testing is complete, be sure Test Administrators return **all** materials, including used and unused standard and Spanish translation writing booklets, the *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators*, and scratch paper, to the School Test Coordinator for secure storage.

## **PROCEDURES FOR USING THE SECURITY CHECKLIST**

A Security Checklist is provided to assist School Test Coordinators in tracking the secure test materials. An electronic version of the Security Checklist is also available online on eDIRECT. The checklist contains the security barcode for each secure material and a blank line to indicate to whom the secure material has been assigned. The Security Checklist should be used as a tool to account for the secure materials as they are distributed to the Test Administrators and to monitor the materials as they are returned by the Test Administrators.

On the days of the test, the School Test Coordinator should distribute the correct writing booklets needed for that day to each Test Administrator as recorded on the Security Checklist. Writing booklets should be distributed to Test Administrators early enough on the days of the test to give them ample time to organize and prepare for testing. Do not distribute any test materials except the *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* until the day of each session. Use the Security Checklist to verify that all test materials have been returned for secure storage after each day of testing has been completed.

Account for any difference between the number of materials distributed and the number returned by noting the reason on the Security Checklist. No one is permitted to retain any test materials for any reason after all testing is complete. The Security Checklist should not be returned to DRC. Instead, keep this list on file after you return materials to DRC. If DRC determines that a site has not returned all materials, the Security Checklist may help the site locate the missing document(s).

## **TEST ADMINISTRATOR ORIENTATION**

Prior to the scheduled test dates, School Test Coordinators should conduct an orientation session for Test Administrators. Any teacher, counselor, administrator, or other qualified education personnel may act as Test Administrators. In this orientation session, please discuss the following topics:

- 1. Test Schedule**—Be certain that Test Administrators know the test schedule.
- 2. Administration Preparation**—Test Administrators are to have received and studied this *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* prior to orientation.
- 3. Students with Special Needs**—Explain what special accommodations may be provided for students with special needs (see *Student Participation in the Test* in *Part I – General Information* of this manual).
- 4. Testing Conditions**—Impress upon Test Administrators the importance of good testing conditions (e.g., a comfortable, quiet room) and a positive approach to the test.
- 5. Barcode Labels**—Emphasize the important aspects of barcode label use.
- 6. Special Instructions**—Remind Test Administrators that all students must use a No. 2 pencil when responding to the test. Additionally, student name, demographic data, not-tested codes, and accommodations must be completed by authorized school personnel using a No. 2 pencil.
- 7. Additional Instructions**—Remind Test Administrators that writing booklets that are disassembled cannot be scored.
- 8. Lined or Blank Scratch Paper**—Remind Test Administrators that lined paper or blank scratch paper may be provided to students to use to create a rough draft of their writing but that it must be collected and returned to the School Test Coordinator. All scratch paper must be removed from the writing booklets when the test is complete.
- 9. Security**—Emphasize that all test materials must be kept secure at all times prior to and during the test, and that completed writing booklets must be kept confidential.

## PACKAGE MATERIALS FOR RETURN TO THE DISTRICT ASSESSMENT CONTACT

As soon as testing has been completed, the school’s writing booklets should be returned to the District Assessment Contact for packaging and return to DRC. Clear communication and a predefined process are essential to the success of this initiative. School Test Coordinators should be prepared to box and deliver their school’s writing booklets immediately after the testing population has completed the test.

The following process outline should serve as a guideline for School Test Coordinators when packaging materials for return to their District Assessment Contact.

1. Verify that all used writing booklets returned to DRC have a barcode label (PreID, District/School, or Do Not Score) affixed to the front cover of the writing booklet.
2. Remove all scratch paper from the writing booklets. Scratch paper will not be processed or used for scoring.
3. Verify that all student responses are written in No. 2 pencil and that all writing booklets are intact and have not been disassembled.
4. If a student’s response was transcribed by a Test Administrator, confirm that a *Transcription Submission Form* has been completed and is attached to the student’s original response.
5. Place **all** used and unused standard writing booklets and Spanish translation booklets in the boxes saved from DRC’s original shipment. All booklets belong in this box and not in the transcription envelope. **Note:** DRC does not require that writing booklets be sorted by class or grade within the school boxes.
6. Immediately return the boxes of writing booklets to your District Assessment Contact.
7. Do not return the *2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators* or scratch paper. Please follow instructions from the District Assessment Contact for the secure destruction of these materials. This procedure is part of test security.

## SCHOOL TEST COORDINATOR’S CHECKLIST

The following checklist is intended as a suggested set of dates and tasks for School Test Coordinators.

School Test Coordinator’s Checklist for the 2016 NeSA-Writing Test		
_____	Receive test materials from the District Assessment Contact	By January 6, 2016
_____	Read the <i>2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators</i>	By January 7, 2016
_____	Attend district’s School Test Coordinator orientation	By January 11, 2016
_____	Earliest date to affix barcode labels to writing booklets	January 11, 2016
_____	Distribute the <i>2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators</i> to Test Administrators	By January 12, 2016
_____	Conduct orientation session for Test Administrators	By January 15, 2016
_____	Assist and supervise Test Administrators during the NeSA-Writing Testing Window	January 18–February 5, 2016
_____	Inventory, package, and return test materials to District Assessment Contact	By February 8, 2016
_____	Destroy <i>2016 NeSA-Writing Paper/Pencil Manual for Test Coordinators and Administrators</i> and scratch paper	By February 8, 2016

## ***PART IV – TEST ADMINISTRATOR RESPONSIBILITIES***

### **ADMINISTERING THE 2016 NeSA-WRITING TEST**

Administration of the NeSA Tests is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that 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. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Test Administrators are responsible for the following:

- distributing writing booklets to students,
- administering the 2016 NeSA-Writing Test,
- assuring the written responses are in No. 2 pencil, and
- returning all test materials to the School Test Coordinator when testing is complete.

Test Administrators may also:

- arrange the testing room;
- restrict electronic devices of any type: smartphones, cell phones, PDAs, wristwatches with electronic displays, calculators, iPods, MP3 players, etc.;
- fill in or check student-identifying information;
- distribute test materials;
- make sure students are working in the correct place in the writing booklet;
- prohibit talking or sharing of responses; and
- collect or secure materials at the end of the session (closing the writing booklet is sufficient if an individual student must take a break).

### **PREPARING STUDENTS FOR THE TEST**

Inform students of the scheduled test sessions in advance. Explain to the students why they are being given the test and how the results will be used. Usually, students can sense the importance the Test Administrator places on the test and their performance may be affected accordingly. Students should realize that doing their best is important.

### **PREPARING THE TESTING LOCATION**

Good organization of test materials and well-executed procedures will make the administration proceed smoothly. The following guidelines are recommended.

- Provide a testing location that has comfortable seating, sufficient workspace, and good lighting.
- Arrangements for rooms and seating should be announced 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.
- Students should be seated so they have enough room and will not be tempted to copy other students' writing.
- Visual aids and clues, including word lists, graphic organizers, or transition lists, should be removed or covered and remain hidden throughout the administration of all tests.
- Post a "Testing in Progress" sign on the door to prevent interruptions.
- Test Administrators may not provide direct instruction that pertains to the writing topic prior to, during, or between assessment session(s). Test administrators are to read only scripted directions.

For large groups, it is advisable to have one adult assistant for every 12 students tested, in addition to the Test Administrator.

## **COLLECTING MATERIALS**

After each testing session, collect the writing booklets and ensure that all responses are written in No. 2 pencil and all writing booklets are intact. Inventory test materials immediately after administering the test. Make sure all scratch paper has been removed from the writing booklets. Return all test materials to the School Test Coordinator so they may be put into secure storage.

**All entries on a writing booklet must be made  
with a No. 2 pencil.**

**Images of student responses provided in a paper writing  
test booklet will be available for districts to download in  
eDIRECT > Reports > View Writing Responses beginning  
March 16, 2016. School personnel may make copies of  
student responses; however, writing booklets that are  
disassembled cannot be scored.**

## **ADMINISTRATION INSTRUCTIONS FOR ALL GRADES**

Distribute the writing booklets. Check to see that each student has a writing booklet and a No. 2 pencil. Students may use lined paper or scratch paper to pre-write while taking the NeSA-Writing Test—have paper available for students to use. No graphic organizers are allowed unless included on a student’s IEP or 504 Plan.

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedure when administering the test. Follow the script provided below for administering the NeSA-Writing paper/pencil tests. The directions are to be followed verbatim. No one is to deviate from the scripted directions.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “**Say.**”

*The material that is italicized is information for you and should not be read to the students.*

Read the directions to the students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.”

Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer.

Begin the test when all students are present.

**Say: Today you will take the Nebraska State Accountability Writing Test. Give this test your best effort. You will have enough time to read and answer the writing topic. Be sure to read the entire writing topic carefully. If you really do not know how to begin writing, use your best test-taking skills.**

**If you need help once the test has started, raise your hand and the Test Administrator (Proctor/Teacher) will come to you.**

**The Test Administrator (Proctor/Teacher) is not allowed to provide you with any additional information during the test. The Test Administrator (Proctor/Teacher) cannot help you with any words. You must write your response in No. 2 pencil.**

**Are there any questions?**

*Answer student questions as needed.*

# **ADMINISTERING THE GRADE 4 WRITING TEST**

## **SESSION 1/DAY 1**

**Say:** We are about to begin the Grade 4 Writing Test. Please check the cover of your writing booklet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct writing booklet or if you need help filling in the student-identifying information on the front cover of your writing booklet. Raise your hand if you do not have a No. 2 pencil.

*Assist students as needed.*

**Say:** Now open your writing booklet to page 3. Do not make any stray marks on the writing booklet. You should see the Instructions for Day 1 in your writing booklet. Raise your hand if you need help finding the instructions.

*Assist students as needed.*

**Say:** We will read the instructions together. Please follow along as I read aloud.

For the next two days you will participate in an assessment that asks each fourth grade student to write on one topic. You will have 40 minutes on each day to work on your writing. It is important that you not talk with anyone else during these sessions so that everyone can concentrate. If you finish early, turn in your assessment materials to me. Then you may read or work on some activity on your own while others finish their writing.

**Today you will begin your work on this writing assessment by:**

- reading the topic,
- thinking of some ideas, and
- completing your rough draft.

While you are working today you will use your own paper or paper given to you. Dictionaries and thesauruses are available in the room, and you may use them whenever you wish.

At the end of the 40-minute session today I will collect your notes and rough draft. Tomorrow they will be returned to you so that you may continue working. Then you will write your final copy in the writing booklet.

Now please look at the writing topic. Listen carefully as I read it aloud and then you can begin working.

*Read the writing topic from an extra writing booklet you have.*

**Are there any questions?**

*Answer student questions as needed.*

**Say:** You are now ready to begin your rough draft.

*Assist students as needed.*

*While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not give specific help or hints to students. As students complete the test, please follow your school's plan for dismissing students.*

## **SESSION 2/DAY 2**

**Say:** You will complete your final writing on the pages in your writing booklet. Do not make any stray marks on the writing booklet.

Now open your writing booklet to page 4. You should see the Instructions for Day 2 in your writing booklet. Raise your hand if you need help finding the instructions.

*Assist students as needed.*

**Say:** We will read the instructions together. Please follow along as I read aloud.

Today I will return your notes and the rough draft of your writing so that you may continue working on this assessment and write your final copy in the writing booklet. You may not use any notes or drafts completed outside of class.

You should use your time today to:

- re-read the writing topic, your notes, and your rough draft and then use the Rubric Self-Assessment Tool to review your rough draft;
- make revisions to your rough draft; and
- prepare a final copy of your writing in the writing booklet.

Your final copy must be written on the pages provided in this writing booklet. You must use a No. 2 pencil to write your final copy. Responses written in ink will not be scored.

Now re-read the writing topic on the bottom of page 3 silently as I read it aloud. Then begin working.

*Read the writing topic from an extra writing booklet you have.*

**Say:** You will be dismissed after everyone has finished the test. Sit quietly or read your book until I dismiss you. Are there any questions?

*Answer student questions as needed.*

**Say:** You are now ready to begin the test.

*While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not give specific help or hints to students. As students complete the test, please follow your school's plan for dismissing students.*

## **ADMINISTERING THE GRADE 8 WRITING TEST**

**Say:** We are about to begin the Grade 8 Writing Test. Please check the cover of your writing booklet and make sure that your name is filled in on the cover. Raise your hand if you do not have the correct writing booklet or if you need help filling in the student-identifying information on the front cover of your writing booklet. Raise your hand if you do not have a No. 2 pencil.

*Assist students as needed.*

**Say:** Now open your writing booklet to page 3. Do not make any stray marks on the writing booklet. You should see the Student Instructions in your writing booklet. Raise your hand if you need help finding the instructions.

*Assist students as needed.*

**Say:** We will read the instructions together. Please follow along as I read aloud.

You will be participating in a writing assessment that asks you to describe a person, place, or thing. It is important that you do not talk with anyone during the session so that everyone can concentrate, think, and write well.

You will accomplish this writing assessment by doing the following:

- Reading the topic.
- Thinking about your ideas on the topic.
- Jotting down your thoughts about the topic and organizing them.
- Writing your rough draft essay.
- Editing your essay.
- Self-assessing the quality of your writing with the Rubric Self-Assessment Tool and making necessary changes.
- Writing your final copy in the booklet provided.

To do your pre-writing you may use your own paper or paper given to you by your teacher. Dictionaries and thesauruses are available in the room, and you may use them whenever you wish.

Your final copy must be written on the pages provided in your writing booklet.

You must use a No. 2 pencil to write your final copy. Responses written in ink will not be scored.

Now please look at the writing topic. Listen carefully as I read it aloud and then you can begin working.

*Read the writing topic from an extra writing booklet you have.*

**Say:** Are there any questions?

*Answer student questions as needed.*

**Say:** You are now ready to begin your test.

*While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not give specific help or hints to students. As students complete the test, please follow your school's plan for dismissing students.*

## **ADMINISTERING THE GRADE 11 WRITING TEST**

**Say:** We are about to begin the Grade 11 Writing Test. Please check the cover of your writing booklet and make sure that your name is filled in on the cover. Raise your hand if you do not have the correct writing booklet or if you need help filling in the student-identifying information on the front cover of your writing booklet. Raise your hand if you do not have a No. 2 pencil.

*Assist students as needed.*

**Say:** Now open your writing booklet to page 3. Do not make any stray marks on the writing booklet. You should see the Student Instructions in your writing booklet. Raise your hand if you need help finding the instructions.

*Assist students as needed.*

**Say:** We will read the instructions together. Please follow along as I read aloud.

You will be participating in a writing assessment that asks you to persuade others to agree with your point of view. It is important that you do not talk with anyone during the session so that everyone can concentrate, think, and write well.

You will accomplish this writing assessment by doing the following:

- Reading the topic.
- Thinking about your ideas on the topic.
- Jotting down your thoughts about the topic and organizing them.
- Writing your rough draft essay.
- Editing your essay.
- Self-assessing the quality of your writing with the Rubric Self-Assessment Tool and making necessary changes.
- Writing your final copy in the booklet provided.

To do your pre-writing you may use your own paper or paper given to you by your teacher. Dictionaries and thesauruses are available in the room, and you may use them whenever you wish.

Your final copy must be written on the pages provided in your writing booklet.

You must use a No. 2 pencil to write your final copy. Responses written in ink will not be scored.

Now please look at the writing topic. Listen carefully as I read it aloud and then you can begin working.

*Read the writing topic from an extra writing booklet you have.*

**Say:** Are there any questions?

*Answer student questions as needed.*

**Say:** You are now ready to begin your test.

*While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not give specific help or hints to students. As students complete the test, please follow your school's plan for dismissing students.*

## **APPENDIX A. SUGGESTIONS FOR A SMOOTH TESTING PROCESS**

- Start testing preparations early, plan ahead, and assign a building coordinator.
- Gather testing materials as soon as online tools/booklets are available. Keep secure and in a locked room.
- Read all security requirements; building principals and District Assessment Contacts should sign the security agreement and return to NDE.
- Attend training. Prepare to train all test administrators and proctors.
- Examine student lists for accuracy and building assignments. Verify all NSSRS testing rosters.
- Take advantage of all practice test opportunities.
- Develop scheduling plan for testing window: January 18 – February 5, 2016.
- Establish a testing setting that matches the instructional setting as much as possible. (For example, an auditorium setting for testing is not like a classroom setting.)
- Protect instructional time as much as possible.
- Do not wait until the end of the testing window to begin testing.
- Avoid Mondays as test days.
- Communicate the testing plan with all staff.
- Communicate the importance of the test with staff and students.
- If testing online, prepare the computer room setting or the laptops ahead of time.
- Determine the availability of dictionaries and thesauruses.
- Prepare signs for the doors, “Testing in Progress.”
- Assign one proctor for every 12 students being tested.
- Encourage students to do their best.
- Develop a consistent building plan for what students are to do when they are done with the test.
- Follow the scripted directions for all testing, both online and paper/pencil.
- Use common sense.

## **APPENDIX B. NeSA SECURITY PROCEDURES**



### **• Security Procedures**

*This document should be shared with all staff, particularly those who administer state tests.*

#### **Introduction**

The security of state administered assessments is of the utmost importance to the Nebraska Department of Education. This document outlines the state's expectations and procedures on test booklet and online security, test administration security, and the identification and reporting of test security violations. Breaches in test security must be quickly identified and reported to the Nebraska Department of Education. This document explains to participants at the school, district, and state levels how to identify breaches in test security and what actions should be taken in response to those breaches.

#### **Test Security**

District Test Coordinators, School Test Coordinators, and Test Administrators share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The Nebraska Statewide Accountability (NeSA) Tests are to be administered by professional staff members who have been oriented in the proper test administration procedures for NeSA.

The NeSA Tests are confidential and proprietary and are owned by the Nebraska Department of Education. The test content is not to be viewed by anyone prior to the test administration. Only students being tested are allowed access to the test at the time of testing. Once a test is started during test administration, only the student taking the test is allowed to view that student's booklet or screen. No testing materials are to be reproduced. No test materials are to be accessed outside the school building except under conditions approved by the Nebraska Department of Education.

The NeSA Tests 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. Teachers, Proctors, Test Administrators, or other district or school personnel may not read test items aloud, silently, to themselves, or to another individual or student group. Parents/guardians may not read test items under any circumstances.

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's**

*Do* eliminate all cell phones and electronic devices.

*Do* 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.

*Do* move around the testing site to ensure students are adhering to the instructions given.

*Do* collect scratch paper and return it to the School Test Coordinator for secure destruction.

*Do* follow appropriate accommodation procedures as found in the "Nebraska NeSA Approved Accommodations Document."

*Do* make students feel comfortable and relaxed.

*Do* escort all students and carry all secured testing materials to alternate site for extended time, etc.

*Do* have test booklets or test tickets/online set-up ready for students ahead of time.

*Do* remove from the wall all curriculum materials that relate to the tested content.

*Do* maintain standardized testing procedures.

**Don'ts**

*Do not* discuss, disseminate, or otherwise reveal the contents of the test to anyone.

*Do not* keep, copy, reproduce, or use any reading, mathematics or science test, test item, any specific test content, or examine responses to an item or any section of a secured test in any manner inconsistent with the instructions provided by and through the Nebraska Department of Education. \*

*Do not* leave students unattended with testing materials.

*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.

*Do not* allow students to leave the testing site with test materials for any reason.

*Do not* allow students to look ahead to the second session before being instructed to do so.

*Do not* coach or provide feedback in any way, which includes answering any questions relating to the contents.

*Do not* 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 an extended time should be escorted and school personnel should carry all secure testing materials to the new testing location.

*Do not* fill any unanswered item or provide actual answers to students.

*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 an extended time. (Note: If, after the student returns the test booklet and answer sheet, it is noticed that not all of the test items were answered, the test booklet and answer sheet cannot be returned to the student to complete.

*Do not* place students in situations in which they can discuss test items or answers.

\* When students have completed their writing, NeSA-Writing Tests may be copied for purposes of local scoring.

## **Test Security Agreement**

The principal of each building must complete a test security agreement. The agreement includes all state accountability tests. It is the District Assessment Contact's responsibility to collect each school principal's signature and to disseminate the test security information to school personnel as appropriate. Additionally, the DACs are responsible for signing a confidentiality agreement.

## **Breaches in Test Security**

The Test Security Procedure for the Nebraska State Accountability-NeSA establishes guidelines for dealing with breaches in test security. Breaches may include student impropriety, test violations, educator misconduct, or the mishandling of test materials. In order to maintain the integrity of the test, there must be strict adherence to the rules and procedures for administering the test.

## **Reporting and Investigating Test Security Violations**

Any identification or suspected violation of defined testing procedures must be reported immediately. If a student suspects a breach in test security, the student should report the alleged incident to a teacher or administrator. If a teacher, parent, assessment administrator, or school administrator suspects a breach in test security, he or she should report the alleged incident in writing to the district's superintendent or the Nebraska Statewide Assessment and Accountability Office.

In the case of a test contractor suspecting a breach in test security, the suspected tests should be "flagged." The contractor's scoring director and project manager will then review the flagged tests and determine whether a test security breach has occurred. The test contractor should immediately notify the Nebraska Statewide Assessment and Accountability Office of any test security breach and send a summary file of the flagged student work.

As soon as a suspected test security breach has been verified either by the test contractor or the Nebraska Department of Education, a district superintendent or designee of the investigation will have 45 days to complete a report. The report will be sent to the Nebraska Statewide Assessment and Accountability Office indicating the following:

- The details of the investigation
- The findings
- The action taken by the school, administrators, and/or district, if any.

Upon completion of the report, the superintendent should return any student answer documents involved in the incident to the contractor with the other student answer documents.

## **Consequences of Test Security Violations**

School districts are responsible for conducting the investigation and taking appropriate actions in response to breaches in test security. NDE may, at the discretion of the Statewide Assessment and Accountability Director, initiate a formal educator misconduct investigation that may result in disciplinary action. In addition, NDE may invalidate any or all test scores involved in the investigation and/or retest the students.

# APPENDIX C. TRANSCRIPTION SUBMISSION FORM



NEBRASKA DEPARTMENT OF EDUCATION  
Statewide Assessment



## TRANSCRIPTION SUBMISSION FORM – WRITING

Student's NSSRS Number

### From: Test Accommodations for Students with IEP or 504 Plan

25. Student uses computer, word processor, Braille Production Device, or specialized writing materials to respond to the NeSA-W Test prompt. Test Administrator transfers student response to the test booklet (Grade 4) or online system (Grades 8 and 11). The student response is to be transcribed exactly as it is written – i.e., with spelling, punctuation, and spacing replicated. The original student essay will be sent to DRC with returned testing materials.
26. Student responds orally to test items or writing prompt OR uses sign language to indicate response. Test Administrator records student response. For NeSA-W Test, students must indicate the placement of punctuation, capital letters, indentations, etc.
- Student had emergency physical injury (e.g. broken arm)**  
Please contact the Assessment and Accountability Office for approval.

Brief description of the process followed with this student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions? Please contact the Statewide Assessment and Accountability Office at (402) 471-2495 or [nde.stateassessment@nebraska.gov](mailto:nde.stateassessment@nebraska.gov).

Test Administrator transcribed student paper into  Writing booklet **OR**  INSIGHT online system

- Indicate that the student's response was transcribed by darkening the applicable bubble on the writing booklet or by marking the accommodation in eDIRECT Test Setup>Edit Student>Accommodations.
- **Make a copy of the completed writing booklet or online response.**
- Staple together this completed Transcription Submission Form, the original student generated paper, and the copy of the student's writing booklet or online response as transcribed by the Test Administrator.
- Place in the red Transcription Envelope to be returned to DRC.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

District: \_\_\_\_\_ School: \_\_\_\_\_

Please **DO NOT** place original NeSA-Writing booklets (used or unused) in the red Transcription Envelope. Return them to DRC by following the procedures described in the 2016 NeSA-Writing Paper/Pencil Test Administration Manual. Questions? Contact DRC Customer Service: (866) 342-6280 or [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com)



**2016 NeSA-WRITING  
PAPER/PENCIL MANUAL FOR TEST COORDINATORS  
AND ADMINISTRATORS**



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