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TEST

ADMINISTRATION

HANDBOOK

DIVISION OF ASSESSMENT AND ACCOUNTABILITY

INTRODUCTION

In an effort to standardize test administration procedures in all New York City classrooms, the Division of Assessment and Accountability (DAA) convened a meeting of a Test Taking Task Force to clarify and resolve many test administration issues that had never been developed into clear and comprehensive rules. The result of this committee's work culminated in the development of this "Test Administration Handbook."

This complete document may be found on the New York City website at: www.nycenet.edu/daa.

This Test Administration Handbook should be distributed and discussed at general faculty conferences, grade conferences, and on staff development days. In addition, a sign-off sheet must be submitted to the Regional Senior Assessment Coordinator verifying that all personnel involved in the testing program have reviewed this document prior to administration of standardized exams. (See Attachment #1.)

If you have any questions regarding the information in this document, please call Joan Flig, Manager, Test Administration and Scanning at (718) 349-5627.

The Division of Assessment and Accountability would like to thank the following for participating in this endeavor:

March 2001 Test Taking Task Force:

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TESTING DO'S AND DON'TS

GENERAL PROCEDURES FOR ADMINISTERING ALL STATE AND CITYWIDE TESTS

These procedures apply to all school staff involved in the administration of State and City tests, including principals, assistant principals, test coordinators, support staff, and proctors. This document should be photocopied and given to all staff members involved in the administration of State and City tests prior to each test administration.

SECURITY ISSUES AND PROCEDURES

- Please refer to appropriate Division of Assessment and Accountability (DAA) Memoranda describing test administration procedures for specific State and City tests.
- In order to maintain the integrity of each test administration, all security procedures, instructions, and schedules must be strictly observed without deviation.
- Due to copyright laws and for reasons of test security, **YOU MAY NOT MAKE COPIES OF ANY TESTS.**
- Unless otherwise instructed, **ALL TEST BOOKLETS MUST BE RETURNED TO DAA AFTER THE TEST ADMINISTRATION** on the dates indicated in test memoranda.
- No one may take test materials out of schools except to transport them directly from one Department of Education building to another.
- Unless otherwise instructed, **NO FORM OF ANY TEST MAY BE USED FOR PRACTICE OR FOR TEST PREPARATION.**
- **SUSPECTED SECURITY VIOLATIONS MUST BE REPORTED IMMEDIATELY TO THE PRINCIPAL, OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION (212) 510-1500, AND TO THE REGIONAL SENIOR ASSESSMENT COORDINATOR.**
- Unannounced monitoring inspections will be conducted before, during, and after testing by Central Office staff, Regional Office staff, and staff from the State Education Department.
- Test results will also be reviewed to ascertain possible security violations. In the event that it is determined that a serious security violation has occurred, it may be necessary to declare results invalid and possibly retest students.

HANDLING TEST MATERIALS

- Test materials must be secured in a locked facility when they are first received and also after the completion of the day's testing. The security of test materials in the school is the responsibility of the building principal.

Test Booklets

- On dates specified in the test calendar (contained in specific DAA MEMORANDA on test administration), principals or designees may open cartons and inspect the contents to verify that appropriate test levels and quantities have been received. DO NOT OPEN SHRINK-WRAPPED PACKAGES. Materials have been packaged according to orders submitted by regions. After inspection, cartons must be resealed and securely stored.
- Boxes of materials received at schools that are labeled "DO NOT OPEN UNTIL . . ." must not be opened until the specified date. Monitors may inspect these boxes during unannounced visits to ensure that seals have not been broken before the appropriate date.
- Tests may not be distributed to proctors for administration until the morning of the test.
- Each teacher and test coordinator will be required to sign the "*Test Material Security Form*" indicating the number of test booklets picked up and the number of test booklets returned. The "*Test Material Security Form,*" signed by the Principal, must be included in the package of answer documents returned to the Regional Senior Assessment Coordinator by 1:00 p.m. on the day of the test. A copy of the security form is to be kept on file at the Regional Office and at the school.

Test Answer Documents

- Student answer documents will be pre-slugged with students' biographical information. A supply of non pre-slugged answer documents will also be delivered to schools to be used for students who do not have a pre-slugged form or for absentees on the day of the exam.
- All non pre-slugged answer documents delivered to schools will have the school number and a serial number preprinted in the student information field. These answer documents must be accounted for.
- Only cartons marked "Non Secure Materials" may be opened immediately.

TEST ADMINISTRATION REMINDERS

Prior to Test Administration

Please make sure that:

- Parents have been notified regarding the test date and time.
- Children have been reminded to bring #2 pencils to class.
- Schools have assigned teachers to all classes being tested and assigned an adequate number of hall proctors.
- Rooms have been set aside for latecomers and students who are not being tested.
- Teachers have read appropriate test administration procedures (i.e., timing, test modifications, etc.).

Room Organization During Test Administration

Please make sure to:

- Keep the door closed.
- Post a sign on the door indicating “TESTING, DO NOT ENTER.” **Do not cover door window.**
- If necessary, open doors with no windows **only** if there will be no distractions from the hallway.
- Administer tests **only** in rooms where there are no distractions.
- Keep ventilation and lighting in the classroom at a comfortable level.
- Keep students’ desks cleared of books, papers, etc.
- Seat students so that they cannot look at each other’s work.
- Classes **are not to be divided into small groups and/or tested in different rooms** without the written approval from the Division of Assessment and Accountability.
- All bulletin boards, displays, and/or charts that may contain material pertinent to each test are to be covered or removed. These include, but are not limited to, word walls, spelling/punctuation rules, writing checklists, graphic organizers, multiplication tables, graphs, charts, definitions of terms, key words, calendars, counting numbers, number lines, fractions, weights and measures, and any other item that might pertain to the subject matter being tested.

REMINDERS FOR ADMINISTRATORS

It is the principal's responsibility to make sure that all secure testing procedures are followed as described in all testing memoranda. Principals should review all test procedures with staff and make sure of the following:

- All bulletin boards/materials that pertain to the test have been covered or removed.
- All tests have been counted out properly.
- All pre-slugged answer documents are given to the correct teacher.
- At the completion of the test administration, all test answer documents and test booklets are collected from staff members.
- Any irregularities are reported immediately to your Regional Senior Assessment Coordinator and, when appropriate, the Office of the Special Commissioner of Investigation (212) 510-1500. Call irregularities in to the appropriate offices and follow up with a letter.
- Refrain from using the PA system during testing.
- After the test administration is complete, that every test booklet has been accounted for, placed in a carton, and put in a secure, locked facility.
- Teachers and principals have signed the "*Test Material Security Form.*"
- The "*Test Material Security Form*" and the packing slip have been included with the answer documents that are to be delivered to the Regional Office. A duplicate "*Test Material Security Form*" is presented to the Regional Senior Assessment Coordinator. Another copy of both forms should be kept on file in the school for one year.

PICK-UP OF USED AND UNUSED TEST MATERIALS

- All used and unused test materials (unless specified in a testing memorandum) will be collected shortly after testing is completed. The principal or the principal's designee is responsible for signing the trucker's receipt, which attests to the fact that all used and unused test materials are accounted for and included in the shipment.

REMINDERS FOR PROCTORS

Before the Test

Please make sure that:

- All test modifications have been provided as indicated on a student's IEP or Part 504 Plan.
- All students who need glasses, hearing aids, etc., have them before you start the test.
- Each student receives his/her correct pre-slugged answer document.
- All announcements are made before the beginning of the test.

During the Test

- Read all directions verbatim. Do not paraphrase directions unless indicated on a student's IEP or Part 504 Plan.
- Directions may be translated into another language if the student is an English Language Learner (ELL) and there is no translated version of the test available.
- Answer only student questions that pertain to the directions. Read only the portion of the directions that is addressed by the student's question. Do not interpret the directions for your students.
- Do not give help on specific questions. Do not give clues that indicate an answer. Do not help to eliminate answer choices. Do not tell a student to review an answer.
- Adhere to all time limits. Make sure beginning, remaining, and ending times are displayed in a location where all students can see them.
- Read listening passages at a moderate, steady pace, and the specified number of times.

Please note: Students may use highlighters only if they are used for instruction during the regular school year.

After the Test

- Report all unusual circumstances to your principals, such as defective test booklets, problematic answer documents, children getting sick, etc.
- When in doubt, report all perceived test administration irregularities to your principal.
- Make sure you sign the "*Test Material Security Form*" when you pick up and return test booklets. If the number of booklets returned is not equal to the number given out, notify the principal immediately.

FREQUENTLY ASKED QUESTIONS

WHAT TYPES OF PRACTICE MATERIALS MAY I USE?

Many staff members have asked for a description of the kinds of test preparation materials that may be used with students. While we feel that good instruction is sufficient to prepare students for their assessment, we realize that schools/staff use practice materials and need guidance in selecting the types of materials that are appropriate. Any materials that are used should be aligned with the New York State and New York City standards. Two types of test preparation materials are usually used:

1. Commercially published test preparation materials, and
2. Regional Office/school-prepared test preparation materials

Commercially published test preparation materials are costly. Many regions or schools do not buy such materials. The Division of Assessment and Accountability does not recommend any particular materials. However, it is the region/school's responsibility to make sure that practice materials DO NOT contain any part of any previously administered standardized exam. When preparing Regional Office or school test preparation materials, one must remember:

1. **Standardized citywide exams may not be used as practice material, neither the entire exam nor selections from the exam unless specified by the Division of Assessment and Accountability (DAA).**
2. Selections of authentic literature that are taught in class may appear on a standardized test. This does not present a problem because exam questions relating to the passage will be different from what is covered in class.

MAY A SUBSTITUTE TEACHER OR PARAPROFESSIONAL BE ASSIGNED AS THE ONLY CLASSROOM PROCTOR?

Substitute teachers and paraprofessionals may not be assigned as the main classroom proctor. However, both may assist in the classroom or be assigned as hall proctors.

DO I NEED TO ASSIGN HALL PROCTORS?

Staff needs to be assigned as hall proctors in case of emergencies.

MAY I REMOVE DISRUPTIVE STUDENTS FROM MY CLASS BEFORE THE EXAM BEGINS?

A student cannot be removed from the class before testing begins unless the student has an IEP/Part 504 Plan, which indicates such a test accommodation.

However, if you are concerned that a student may be disruptive during the exam, the following steps should be taken:

1. Seat the student near the door.
2. If the student misbehaves, have the hall proctor take the student and his/her paper to an appropriate setting and have the student finish the exam. The hall proctor will notify the principal.
3. Speak to the administration if any further action is needed.
4. Notify the parent.

WHAT HAPPENS WHEN A STUDENT IS NOT BEING DISRUPTIVE BUT REFUSES TO TAKE AN EXAM?

The principal must be notified. The principal will then decide whether to remove the student from the classroom. A non pre-slugged answer document is to be completed with the appropriate information. Bubble in "Other" on the answer document under the heading EXEMPT or MOD. REASON.

WHAT HAPPENS WHEN A STUDENT IS DISRUPTIVE AND IS REMOVED FROM THE CLASSROOM?

Have the student complete his/her exam in another location.

WHAT HAPPENS WHEN A STUDENT HAS STARTED THE EXAM AND REFUSES TO COMPLETE THE EXAM?

Notify the principal. The principal must notify the Regional Senior Assessment Coordinator for further direction.

WHAT DO I DO WHEN A STUDENT HAS TO GO TO THE BATHROOM AFTER THE TEST STARTS?

For an emergency such as this, a hall proctor is required. The classroom teacher should:

1. Record the amount of time the student spent out of the room if it is a timed test.
2. Have the hall proctor take the child to bathroom.
3. Allow the child to complete the exam after he/she returns, taking into account the amount of time the child was out of the room. It is the teacher's responsibility to make sure all students keep test booklets closed and that the class is silent while the student is finishing the exam.
4. Have the class wait for the student to complete the test, then collect all test booklets and answer documents.
(An alternative to this is to have the child escorted to another location to complete the exam with a proctor).

WHAT DO I DO IF A CHILD RAISES HIS/HER HAND DURING THE EXAM AND SAYS, "I DON'T UNDERSTAND THIS"?

First, the teacher must determine if the student's question pertains to the directions or a specific test question. **At no time does a proctor assist a student with a specific test question.**

In the rare circumstance that a student does not understand the directions, the teacher should ask, "What don't you understand about the directions?" The teacher should read only the specific directions to the student. The teacher should not paraphrase or interpret the directions for the student.

WHAT IS ACTIVE PROCTORING?

Active proctoring is defined as a teacher circulating around the room, making sure students are working independently.

MAY TEACHERS CIRCULATE AROUND THE ROOM WITH A PEN/PENCIL AND/OR A TEST BOOKLET IN THEIR HANDS?

No. Pens and papers are to be left on the teacher's desk. Proctors can hold a test booklet during the directions but should then place it on the teacher's desk. Teachers **should not** be reading the booklet during the test administration time.

WHAT IF A TEACHER SEES THAT A STUDENT SKIPPED AN ANSWER OR IS ANSWERING IN THE WRONG COLUMN?

At no time does the teacher correct an individual student. If the teacher notices that a student has skipped an answer, he/she should make a note of the skipped question number, and notify the principal after the test is completed. The principal will then contact the Regional Senior Assessment Coordinator. The teacher should make a class announcement telling all students to check their score documents for skipped or double bubbled responses.

SHOULD ANY ANNOUNCEMENTS BE MADE OVER THE LOUDSPEAKER?

No. The students taking exams should not be distracted in any way.

MAY TEACHERS USE ELECTRONIC EQUIPMENT SUCH AS CELL PHONES DURING AN EXAM?

No. Cell phones or beepers, must be turned off during an exam. In addition, teachers should not play music for the students or talk in the hallway to other staff members or visitors.

MAY STUDENTS USE SCRAP PAPER WHILE TAKING EXAMS?

Directions for use of scrap paper are indicated in Teacher's Directions for specific tests.

IF STUDENTS COMPLETE AN EXAM EARLY, MAY THEY TAKE OUT A BOOK TO READ?

No.

CAN STUDENTS WITH EXTENDED TIME MODIFICATIONS RETURN TO THEIR CLASSROOM IF THEY FINISH THE EXAM BEFORE THE TIME EXTENSION IS REACHED?

No. If other children are taking the exam in a special location and are still at work on the test, it may be disruptive to allow a student to leave the room. A student may leave only for an emergency.



THE NEW YORK CITY DEPARTMENT OF EDUCATION

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ATTACHMENT #1

Region _____ Borough _____ District _____ School _____

I, _____, Principal of PS/MS _____,

verify that all personnel involved in the testing program have reviewed the Test Administration Handbook prior to the administration of standardized exams.

Attached, please find a signature roster of all personnel.

Print Name

Signature