



south dakota
DEPARTMENT OF EDUCATION

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End of Course Exams Procedure Manual

Credit Before Grade Nine

HS Credit by Course Equivalency

End of Course Flowchart

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Quick Reference Guides

Using Achievement Series for End of Course Exams

**Office of Assessment and Technology Systems
Office of Accreditation and Teacher Quality**

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Pierre, SD 57501**

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Credit Before Grade Nine End of Course Exam

Purpose:

The South Dakota End of Course Exam/Credit Before Grade Nine is required when students want to take a high school level course for credit below the 9th grade. Districts must apply for, and receive, a waiver for **Credit Before Grade Nine** in order for the student to participate in the EOC Exam/Credit Before Grade Nine.

Administrative Rule:

(July 2008) Administrative Rule in South Dakota (ARSD) 24:43:11:01 governs the accreditation requirements for grades 9-12, stating that “required units for high school graduation must be earned in grades 9 through 12.” In the event that a school district would like to deviate from this rule and offer courses for high school credit prior to grade nine, the district may apply for a waiver from the administrative rule.

As defined by the Department of Education, a district may apply for a waiver from an administrative rule when the intent of the waiver is to better meet local learning goals, enhance educational opportunity, promote equity, or increase accountability. (ARSD 24:43:08:02)

Application for a waiver is available from the Department of Education and must demonstrate the district’s rationale for offering high school credit to students before grade nine. This rationale will include a statement as to how the waiver outlined in the application will better meet local learning goals, enhance educational opportunities, promote equity, or increase accountability. (Waiver Request Form can be downloaded from:

<http://doe.sd.gov/oatq/accreditation/documents/WaiverforHSCreditBeforeGrade9.doc>)

The application will also include the evidence of continuing educational opportunities. This should include a description of what expanding educational opportunities the participating student(s) would have available in the content area in which the district is applying for a waiver, if applicable. For example, if a district is applying to offer Algebra I at the 7th and 8th grade levels, what are the continuing courses in math that the student(s) would have opportunities for as they continue through high school graduation at grade 12?

Applications must be received by the Department of Education no later than July 1 of the year of implementation, unless the district requests and explains the reasons for an alternate date. Faculty teaching waived courses in any content area **must** be South Dakota certified to teach not only the content area waived. Please note that the teachers of courses for which waivers are approved must be high school certified and the waived courses must remain at high school-level rigor.

At the conclusion of the waived course, all students that wish to receive high school credit for the coursework completed must pass an end of course exam. The following guidelines should be noted:

1. If the South Dakota Department of Education (DOE) has an exam available in the waived area, the State exam should be used.

2. If an exam is not available from the State, the district may create an exam, standards-based when applicable. The exam must be approved by the State before it may be administered.
3. The student must pass the exam with at least 80% proficiency.
4. The exam may be administered up to two times, per district policy.
5. The end of course exam must be passed with proficiency prior to the start of the following school year.
6. The school district must proctor and score the exam (if district-created).
7. The district will send results of the exam including a list of participants (the students' name, grade in school, district attendance center) and percentage on the best attempt of the completed exam before the start of the following school year (if district-created).

Upon passage of an end of course exam, a letter grade shall be recorded on the student's transcript and the course shall be calculated as a part of the student's cumulative grade point average. (ARSD 24:43:08:12)

For more information on Administrative Rule waivers, please visit the DOE website (<http://doe.sd.gov/oatq/accreditation/adminrulewaivers.asp>) or contact Carol.Uecker@state.sd.us or at 605.773.4771.

Blueprints:

Each state-created end of course exam follows a blueprint. The blueprint lists the category, percent of questions needed for each category, standards followed, and the Bloom's Taxonomy level. If there is a state-created exam available and a district chooses to create their own end of course exam, the content area blueprint **must** be followed by the district. The state generic blueprint guide must be used when a district creates an exam that is not currently available from the State. The blueprint must be included when the district sends a district-created exam to the SD Department of Education for approval.

The generic blueprint is located in Appendix A (can also be found at: http://doe.sd.gov/octa/assessment/EOC/docs/alignment_form/Algebra%201.rtf). All state-created blueprints, including the generic blueprint guide, are located at: <http://doe.sd.gov/octa/assessment/EOC/index.asp>.

State-Created End of Course Exams:

Exams are available in the following content areas:

Biology	Algebra I	Geography
Chemistry	Algebra II	Government
Physical Science	Geometry	US History
Physics		World History

All state-created end of course exams are locked until permission is given for a district to give the exam. The exams are available on Achievement Series (<http://www.achievementseries.com>). It is recommended that students take exams online, using Achievement Series, however it is recognized there may be times when that is not feasible. If you have questions about delivering an End of

Course exam using paper and pencil, please contact Laura Snow in the Office of Assessment and Technology Systems at Laura.Snow@state.sd.us or 605.773.8193.

Achievement Series is a web-based, state-wide assessment tool that allows K-12 educators to develop and administer online and paper-based tests, capture immediate results of those tests, and produce standards-based reports.

The test items that are used for the end of course exams have been added to Achievement Series as an item bank. This bank of items has been created with very tight security and will not be available for use in other exams. Test ID's must be requested from the State Department of Education and will be released a minimum of two work-days prior to the testing date (if all required forms and agreements are in place).

Steps for districts wishing to administer a State-created End of Course Exam:

Step 1: Make sure the district has an administrative waiver in place that allows permission to give the requested end of course exam. Administrative Waiver information can be found on pages 3-4 of this manual. The form to request an administrative waiver can be downloaded from <http://doe.sd.gov/oatq/accreditation/documents/WaiverforHSCreditBeforeGrade9.doc>. Questions regarding administrative waivers should be directed to Carol.Uecker@state.sd.us. Once approved, district administrative waivers are in effect for 5 years.

Step 2: Determine the date of the exam. The timeframe for giving an end of course exam is determined by each district according to student needs and scheduling. Some things to keep in mind when scheduling the exam:

- Block scheduling
- Allowing a student enough time to retake a Credit Before Grade Nine end of course exam if necessary
- Other district or state assessment timeframes
- The state-created end of course exam covers material for an entire course. It is important to consider this when scheduling the exam so students have ample opportunity to learn the material that is covered on the exam.

Step 3: Inform the SD Department of Education when the exam will be administered. Email the testing date and all contact information for the person who is responsible for administering the exam to Laura.Snow@state.sd.us.

Step 4: Security Agreement. Before a district will be given the test ID for an end of course exam, a Test Security Agreement must be signed by all district personnel who have access to the exam. The agreement must be received by the SD Department of Education, Office of Assessment and Technology Systems, at least two days before the release of a test ID. The Security Agreement can be found in Appendix B of this manual or on the SD DOE website at <http://doe.sd.gov/octa/assessment/EOC/documents/SECURITYGUIDELINES.doc>. The **original document must be mailed, with original signatures**, to the SD Department of Education. **No faxed agreements will be accepted.** A security agreement **must** be submitted for each exam given.

Note: Faculty that teach waived courses in any content area **must** be South Dakota certified to teach not only the content area waived, but also the grade level at which they are offering instruction. Additionally, an administrator must download the Restricted Mode Online Test within the Achievement Series test site. Students will not be allowed to test using a browser.

District preparation for administering an exam:

Location and Time: An end of course exam may be administered to one student, a small group of students, or an entire class. Please keep in mind the number of computers the district will have available for student testing. It is recommended that students are tested in a facility that is familiar to the student. The testing facility should be coordinated with other staff and administrators so everyone is aware of the testing schedule. Since the exam involves the use of the internet, staff should be advised that testing has a 'priority' of usage for the internet.

There is no time limit for a student taking an end of course exam. However, the end of course exam **must be completed in one sitting**. In an emergency (determined by the exam proctor), students will have the ability to pause the exam. However, pausing the exam could cause testing irregularity issues. If an exam is paused for any reason, the district must complete a Test Irregularity Form (located in Appendix F or online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/e.pdf>) and return it to Laura.Snow@state.sd.us or fax it to 605.773.3782 immediately following the completion of the exam.

This is a high-stakes exam and it cannot be stressed enough the importance of allowing time for students to take the exam in one sitting.

Use of Calculators: Students will be allowed to use permissible calculators. A list of all permissible and prohibited calculators can be found in Appendix D or online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/c.pdf>. All students should have access to school-owned or student-owned calculators for use on the Math and Science exams. All students should be familiar with the calculator they are going to use on the exam.

On the day of testing, proctors should check each student's calculator to verify if it is a permitted type. Also, proctors will monitor calculator use to ensure the student does not store test material in the calculator's memory, does not share calculators, and uses a backup calculator **only** if a primary calculator fails.

Formula Sheets and Periodic Table: Formula sheets have been developed for the state-created end of course exams for use in Chemistry, Geometry, Physical Science, and Physics. These formula sheets, and the Periodic Table, are located in Appendix E or online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/75-79.pdf>. The formula sheets and periodic table may be printed off for student use during the exam. Students are not required to return the formula sheets or periodic table at the conclusion of the exam.

Proctoring an End of Course Exam:

Exam proctors should make sure everything is in order prior to testing day and that the student(s) taking the exam are prepared with all necessary materials. Proctors need to verify that students are entered into Achievement Series (with correct names and ID's) and also make sure all computers that will be used for the testing are prepared. Additionally, an

administrator must download the Restricted Mode Online Test within the Achievement Series test site. Students will not be allowed to test using a browser. Students should bring a calculator and pencils and paper to the exam.

Test administrator (proctor) responsibilities:

- Download the Restricted Mode Online Test from Achievement Series
- Make sure the exam is not saved on a computer or copied on scratch paper
- Make sure the room is prepared and does not provide assistance in the content area of the exam
 - Room should be comfortable and well-lit
 - Computers arranged so students are not able to see other monitors
 - Clear the area of magazines, newspapers, etc.
 - Have scratch paper, calculators, and pencils available for student use
- Be in the room at all times
- Provide instructions for students to take the exam on Achievement Series
- Verify that all students are working independently
- Report any test irregularities
- Collect any scratch paper that was used during testing

Exam Results and Data:

Test scores are available in Achievement Series, immediately following the completion of the exam.

Steps for Using District-Created End of Course Exams:

If district chooses to create an end of course exam for a course not listed as a state-created exam, the following steps **must** be followed:

Step 1: Make sure the district has an administrative waiver in place that allows permission to give the requested end of course exam. Administrative Waiver information can be found on pages 3-4 of this manual. The form to request an administrative waiver can be downloaded from <http://doe.sd.gov/oatq/accreditation/documents/WaiverforHSCreditBeforeGrade9.doc>. Questions regarding administrative waivers should be directed to Carol.Uecker@state.sd.us. Once approved, district administrative waivers are in effect for 5 years.

Step 2: Inform the SD Department of Education. Inform Laura.Snow@state.sd.us of the district decision to create and use an end of course exam.

Step 3: Develop and Submit the End of Course Exam. Each state-created end of course exam follows a blueprint. The blueprint lists the category, percent of questions needed for each category, standards followed, and the Bloom's Taxonomy level. If there is a state-created exam available and a district chooses to create their own end of course exam, the content area blueprint **must** be followed by the district. The state generic blueprint guide must be used when a district creates an exam that is not currently available from the State. The blueprint must be included when the district sends a district-created exam to the SD Department of Education for approval. There must be 45-60 questions on a district-created exam and two different versions of the exam must be created.

The generic blueprint is located in Appendix A (can also be found at: http://doe.sd.gov/octa/assessment/EOC/docs/alignment_form/Algebra%201.rtf). All state-created blueprints, including the generic blueprint guide, are located at: <http://doe.sd.gov/octa/assessment/EOC/index.asp>.

Once the exam has been developed it must be submitted to the SD Department of Education, Office of Assessment and Technology Systems, for approval.

Exam submissions must contain all of the following:

- Cover Sheet with district and contact information
- Copy of both versions of the exam with correct responses for every question
- Completed Blueprint Form (appendix A)
- Scoring Guide (if applicable)
- Formula Sheets and/or Periodic Table (if applicable)
- Security Plan
- Other supporting instructional materials that will be included with the exam

Upon receipt of the documentation required for the district-created end of course exam, SD DOE will send a confirmation email. Questions regarding the exam creation or questions will be directed to the contact person identified by the district. Once the exam is approved, a letter confirming approval will be sent to the district contact person.

The exam must be submitted to the SD Department of Education, Office of Assessment and Technology Systems, no later than February 1st of the current school year. The Department of Education will require a minimum of 30 working days for the exam approval process to be complete. For example, if a district wants to test on February 15th, the exam must be in the hands of the Department of Education no later than early January for approval.

Step 4: Prepare a security plan. There must be a plan in place to ensure the security of the district-created end of course exam. The exam must not be available to students or staff prior to testing day and must be kept in a secure, locked, location outside of the classroom. A security plan checklist can be found in Appendix C.

Step 5: Determine the date of the exam. The timeframe for giving an end of course exam is determined by each district according to student needs and scheduling. Some things to keep in mind when scheduling the exam:

- Block scheduling
- Allowing a student enough time to retake a Credit Before Grade Nine end of course exam if necessary
- Other district or state assessment timeframes
- The state-created end of course exam covers material for an entire course. It is important to consider this when scheduling the exam so students have ample opportunity to learn the material that is covered on the exam.

Step 6: Inform the SD Department of Education when the exam will be administered. Email the testing date and all contact information for the person who is responsible for administering the exam to Laura.Snow@state.sd.us.

Step 7: Security Agreement. Before a district will be given the test ID for an end of course exam, a Test Security Agreement must be signed by all district personnel who have access to

the exam. The agreement must be returned to the SD Department of Education, Office of Assessment and Technology Systems, and received by the SD Department of Education, at least two days before the release of a test ID. The Security Agreement can be found in Appendix B of this manual or on the SD DOE website at <http://doe.sd.gov/octa/assessment/EOC/documents/SECURITYGUIDELINES.doc>.

The **original document must be mailed, with original signatures**, to the SD Department of Education. No faxed agreements will be accepted. A security agreement **must** be submitted for each exam given.

Note: Faculty that teach waived courses in any content area **must** be South Dakota certified to teach not only the content area waived, but also the grade level at which they are offering instruction.

District preparation for administering a district-created exam:

Location and Time: An end of course exam may be administered to one student, a small group of students, or an entire class. Please keep in mind the number of computers the district will have available for student testing. It is recommended that students are tested in a facility that is familiar to the student. The testing facility should be coordinated with other staff and administrators so everyone is aware of the testing schedule. Since the exam involves the use of the internet, staff should be advised that testing has a 'priority' of usage for the internet.

There is no time limit for a student taking an end of course exam. However, the end of course exam **must be completed in one sitting**. In an emergency (determined by the exam proctor), students will have the ability to pause the exam. However, pausing the exam could cause testing irregularity issues. If an exam is paused for any reason, the district must complete a Test Irregularity Form (located in Appendix F or online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/e.pdf>) and return it to Laura.Snow@state.sd.us or fax it to 605.773.3782 immediately following the completion of the exam.

This is a high-stakes exam and it cannot be stressed enough the importance of allowing time for students to take the exam in one sitting.

Use of Calculators: Students will be allowed to use permissible calculators. A list of all permissible and prohibited calculators can be found in Appendix D or online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/c.pdf>. All students should have access to school-owned or student-owned calculators for use on the Math and Science exams. All students should be familiar with the calculator they are going to use on the exam.

On the day of testing, proctors should check each student's calculator to verify if it is a permitted type. Also, proctors will monitor calculator use to ensure the student does not store test material in the calculator's memory, does not share calculators, and uses a backup calculator **only** if a primary calculator fails.

Proctoring a district-created End of Course Exam:

- Make sure the room is prepared and does not provide assistance in the content area of the exam
 - Room should be comfortable and well-lit

- Computers arranged so students are not able to see other monitors
- Clear the area of magazines, newspapers, etc.
- Have scratch paper, calculators, and pencils available for student use
- Be in the room at all times
- Provide instructions for students to take the exam
- Verify that all students are working independently
- Report any test irregularities
- Collect any scratch paper that was used during testing

Exam Results and Data:

Districts must score the exam and complete the End of Course Reporting Form. A test administrator must enter the student answers into Achievement Series. The Reporting Form information is located in Appendix G or online at <http://doe.sd.gov/octa/assessment/EOC/docs/EOCreporting.rtf>. The Reporting Form must be returned, **electronically**, to the SD Department of Education Office of Assessment and Technology Systems no later than July 1st.

Retaking the Credit Before Grade Nine End of Course Exam:

If a student does not pass the exam with 80% proficiency, the student may take the exam a second time. The student must still pass the exam with 80% proficiency on the second attempt.

HS Credit by Course Equivalency End of Course Exam

Purpose:

The South Dakota End of Course/Course Equivalency Exam is required when students want to 'test out' of a high school level course without taking the actual class. Districts must apply for, and receive, a waiver for the Course Equivalency Exam in order for the student to participate in the end of course/Course Equivalency Exam.

Administrative Rule: Administrative Rule Policy for Earning High School Credit by Equivalency Exam went into effect in May, 2007.

Overview:

Administrative Rule in South Dakota (ARSD) 24:43:01:01 (50) governs the accreditation requirements for earning a unit of credit. This rule states that a unit of credit is equivalent to 146 hours. In the event that a school district would like to deviate from this rule and offer credit for an eligible high school course by the passage of an equivalency exam, the district may apply for a waiver from the administrative rule. The specific rules outlining the structure of this process are found in ARSD 24:43:11:08.

Eligibility:

As defined by the Department of Education, a district may apply for a waiver from an administrative rule when the intent of the waiver is to better meet local learning goals, enhance educational opportunity, promote equity, or increase accountability. (ARSD 24:43:08:02).

Application Process:

Application for a waiver is available from the Department of Education and must demonstrate the district's rationale for offering high school credit to students through a course equivalency exam. This rationale must include a statement as to how the waiver outlined in the application will better meet local learning goals, enhance educational opportunities, promote equity, or increase accountability. The application must also include the evidence of continuing educational opportunities. This should include a description of what furthering educational opportunities the participating student(s) may have available. Applications must be received by the Department of Education no later than July 1 of the year of implementation, unless the district requests and explains the reasons for an alternate date.

Eligible Courses:

The Department of Education must approve all course equivalency exams.

Evaluation:

Credit shall be granted by equivalency exam based on the following guidelines:

- If the South Dakota Department of Education (DOE) has a course equivalency exam available, the State exam may be used.
- If a course equivalency exam is not available from the State, the district may create an exam, standards-based when applicable.
- The exam must be approved by the State before it may be administered.
- The student must pass the exam with at least 85% proficiency.

- The course equivalency exam must be passed on the first attempt for credit to be issued.
- The school district must proctor and score the exam (if district-created).
- The DOE should receive a roster of participants, including the students' name, grade in school, district attendance center, and percentage on completed exam before the start of the following school year (if district-created).

Course Record:

Upon passage of the course equivalency exam, the credit shall be included on the student transcript as a “pass” grade only. The pass grade shall not be calculated as a part of a student’s cumulative grade point average. A failed attempt on the course equivalency exam shall not be included on a student’s transcript and shall not be calculated as a part of a student’s cumulative grade point average.

If a student wishes to have a letter grade for the test out included on his or her transcript as a means of scholarship eligibility or entrance into a post-secondary institution, a formal request may be made to that student’s school district to have a “course grade” included. The “course grade” should be a letter grade that is equivalent to the student’s test score on the course equivalency exam. The “course grade” shall not be calculated as a part of the student’s cumulative grade point average.

<http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=24:43:11:09>

For more information on Administrative Rule waivers, please visit the DOE website (<http://doe.sd.gov/oatq/accreditation/adminrulewaivers.asp>) or contact Carol.Uecker@state.sd.us or at 605.773.4771.

Blueprints:

Each state-created end of course exam follows a blueprint. The blueprint lists the category, percent of questions needed for each category, standards followed, and the Bloom’s Taxonomy level. If there is a state-created exam available and a district chooses to create their own end of course exam, the content area blueprint **must** be followed by the district. The state generic blueprint guide must be used when a district creates an exam that is not currently available from the State. The blueprint must be included when the district sends a district-created exam to the SD Department of Education for approval.

The generic blueprint is located in Appendix A (can also be found at: http://doe.sd.gov/octa/assessment/EOC/docs/alignment_form/Algebra%201.rtf). All state-created blueprints, including the generic blueprint guide, are located at: <http://doe.sd.gov/octa/assessment/EOC/index.asp>.

State-Created End of Course Exams:

Exams are available in the following content areas:

- | | | |
|------------------|------------|---------------|
| Biology | Algebra I | Geography |
| Chemistry | Algebra II | Government |
| Physical Science | Geometry | US History |
| Physics | | World History |

All state-created end of course exams are locked until permission is given for a district to give the exam. The exams are available on Achievement Series (<http://www.achievementseries.com>). It is recommended that students take exams online, using Achievement Series, however it is recognized there may be times when that is not feasible. If you have questions about delivering an End of Course exam using paper and pencil, please contact Laura Snow in the Office of Assessment and Technology Systems at Laura.Snow@state.sd.us or 605.773.8193.

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The test items that are used for the end of course exams have been added to Achievement Series as an item bank. This bank of items has been created with very tight security and will not be available for use in other exams. Test ID's must be requested from the SD Department of Education and will be released a minimum of two work-days prior to the testing date (if all required forms and agreements are in place).

Steps for districts wishing to administer a State-created End of Course Exam:

Step 1: Make sure the district has an administrative waiver in place that allows permission to give the requested end of course exam. Administrative Waiver information can be found online at <http://doe.sd.gov/oatq/accreditation/adminrulewaivers.asp>. The form to request an administrative waiver can be downloaded from <http://doe.sd.gov/oatq/accreditation/documents/WaiverforCreditbyExam.doc>. Questions regarding administrative waivers should be directed to Carol.Uecker@state.sd.us. Once approved, district administrative waivers are in effect for 5 years.

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Step 4: Security Agreement. Before a district will be given the test ID for an end of course exam, a Test Security Agreement must be signed by all district personnel who have access to the exam. The agreement must be received by the SD Department of Education, Office of Assessment and Technology Systems, at least two days before the release of a test ID. The Security Agreement can be found in Appendix B of this manual or on the SD Department of Education website at <http://doe.sd.gov/octa/assessment/EOC/documents/SECURITYGUIDELINES.doc>. The **original document must be mailed, with original signatures**, to the SD Department of Education. No faxed agreements will be accepted. A security agreement **must** be submitted for each exam given.

District preparation for administering a state-created exam:

Location and Time: An end of course exam may be administered to one student, a small group of students, or an entire class. Please keep in mind the number of computers the district will have available for student testing. It is recommended that students are tested in a facility that is familiar to the student. The testing facility should be coordinated with other staff and administrators so everyone is aware of the testing schedule. Since the exam involves the use of the internet, staff should be advised that testing has a 'priority' of usage for the internet.

There is no time limit for a student taking an end of course exam. However, the end of course exam **must be completed in one sitting**. In an emergency (determined by the exam proctor), students will have the ability to pause the exam. However, pausing the exam could cause testing irregularity issues. If an exam is paused for any reason, the district must complete a Test Irregularity Form (located in Appendix F or online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/e.pdf>) and return it to Laura.Snow@state.sd.us or fax it to 605.773.3782 immediately following the completion of the exam.

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Formula Sheets and Periodic Table: Formula sheets have been developed for the state-created end of course exams for use in Chemistry, Geometry, Physical Science, and Physics. These formula sheets, and the Periodic Table, are located in Appendix E or online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/75-79.pdf>. The formula sheets and periodic table may be printed off for student use during the exam. Students are not required to return the formula sheets or periodic table at the conclusion of the exam.

Proctoring an End of Course Exam:

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Test administrator (proctor) responsibilities:

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- Make sure the exam is not saved on a computer or copied on scratch paper
- Make sure the room is prepared and does not provide assistance in the content area of the exam
 - Room should be comfortable and well-lit
 - Computers arranged so students are not able to see other monitors
 - Clear the area of magazines, newspapers, etc.
 - Have scratch paper, calculators, and pencils available for student use
- Be in the room at all times
- Provide instructions for students to take the exam on Achievement Series
- Verify that all students are working independently
- Report any test irregularities
- Collect any scratch paper that was used during testing

Exam Results and Data:

Test scores are available in Achievement Series, immediately following the completion of the exam.

Steps for Using District-Created End of Course Exams:

If district chooses to create an end of course exam for a course not listed as a state-created exam, the following steps **must** be followed:

Step 1: Make sure the district has an administrative waiver in place that allows permission to give the requested end of course exam. Administrative Waiver information can be found online at <http://doe.sd.gov/oatq/accreditation/adminrulewaivers.asp>. The form to request an administrative waiver can be downloaded from <http://doe.sd.gov/oatq/accreditation/documents/WaiverforCreditbyExam.doc>. Questions regarding administrative waivers should be directed to Carol.Uecker@state.sd.us. Once approved, district administrative waivers are in effect for 5 years.

Step 2: Inform the Department of Education. Inform Laura.Snow@state.sd.us of the district decision to create and use an end of course exam.

Step 3: Develop and Submit the End of Course Exam. Each state-created end of course exam follows a blueprint. The blueprint lists the category, percent of questions needed for each category, standards followed, and the Bloom's Taxonomy level. If there is a state-created exam available and a district chooses to create their own end of course exam, the content area blueprint **must** be followed by the district. The state generic blueprint guide must be used when a district creates an exam that is not currently available from the State. The blueprint must be included when the district sends a district-created exam to the SD Department of Education for approval. Once the exam has been developed it must be submitted to the SD Department of Education Office of Assessment and Technology Systems for approval. There must be 45-60 questions on a district-created end of course exam and two different versions of the exam must be created.

Exam submissions must contain all of the following:

- Cover Sheet with district and contact information
- Copy of both versions of the exam with correct responses for every question

- Completed Blueprint Form (appendix A)
- Scoring Guide (if applicable)
- Security Plan
- Formula Sheets (if applicable)

Upon receipt of the documentation required for the district-created end of course exam, SD DOE will send a confirmation email. Questions regarding the exam creation or questions will be directed to the contact person identified by the district. Once the exam is approved, a letter confirming approval will be sent to the district contact person.

The exam must be submitted to the SD Department of Education Office of Assessment and Technology Systems no later than February 1st of the current school year. The DOE will require a minimum of 30 working days for the exam approval process to be complete. For example, if a district wants to test on February 15th, the exam must be in the hands of the Department of Education no later than early January for approval.

Step 4: Prepare a security plan. There must be a plan in place to ensure the security of the district-created end of course exam. The exam must not be available to students or staff prior to testing day and must be kept in a secure, locked, location outside of the classroom. A security plan checklist can be found in Appendix C.

Step 5: Determine the date of the exam. The timeframe for giving an end of course exam is determined by each district according to student needs and scheduling. Some things to keep in mind when scheduling the exam:

- Block scheduling
- Allowing a student enough time to retake a Credit Before Grade Nine end of course exam if necessary
- Other district or state assessment timeframes
- The state-created end of course exam covers material for an entire course. It is important to consider this when scheduling the exam so students have ample opportunity to learn the material that is covered on the exam.

Step 6: Inform the SD Department of Education when the exam will be administered.

Email the testing date and all contact information for the person who is responsible for administering the exam to Laura.Snow@state.sd.us.

Step 7: Security Agreement. Before a district can give an end of course exam, a Test Security Agreement must be signed by all district personnel who have access to the exam. The agreement must be returned to the SD Department of Education, Office Assessment and Technology Systems prior to the test date. The Security Agreement can be found in Appendix B of this manual or on the SD Department of Education website at <http://doe.sd.gov/octa/assessment/EOC/documents/SECURITYGUIDELINES.doc>.

Note: Faculty teaching waived courses in any content area **must** be South Dakota certified to teach not only the content area waived, but also the grade level at which they are offering instruction. A security agreement **must** be submitted for each exam given.

District preparation for administering a district-created exam:

Location and Time: An end of course exam may be administered to one student, a small group of students, or an entire class. Please keep in mind the number of computers the district will have available for student testing. It is recommended that students are tested in a facility that is familiar to the student. The testing facility should be coordinated with other staff and administrators so everyone is aware of the testing schedule. Since the exam involves the use of the internet, staff should be advised that testing has a 'priority' of usage for the internet.

There is no time limit for a student taking an end of course exam. However, the end of course exam **must be completed in one sitting**. In an emergency (determined by the exam proctor), students will have the ability to pause the exam. However, pausing the exam could cause testing irregularity issues. If an exam is paused for any reason, the district must complete a Test Irregularity Form (located in Appendix F or online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/e.pdf>) and return it to Laura.Snow@state.sd.us or fax it to 605.773.3782 immediately following the completion of the exam.

This is a high-stakes exam and it cannot be stressed enough the importance of allowing time for students to take the exam in one sitting.

Use of Calculators: Students will be allowed to use permissible calculators. A list of all permissible and prohibited calculators can be found in Appendix D or online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/c.pdf>. All students should have access to school-owned or student-owned calculators for use on the Math and Science exams. All students should be familiar with the calculator they are going to use on the exam.

On the day of testing, proctors should check each student's calculator to verify if is a permitted type. Also, proctors will monitor calculator use to ensure the student does not store test material in the calculator's memory, does not share calculators, and uses a backup calculator **only** if a primary calculator fails.

Proctoring a district-created End of Course Exam:

Exam proctors should make sure everything is in order prior to testing day and that the student(s) taking the exam are prepared with all necessary materials. Students should bring a calculator and pencils and paper to the exam.

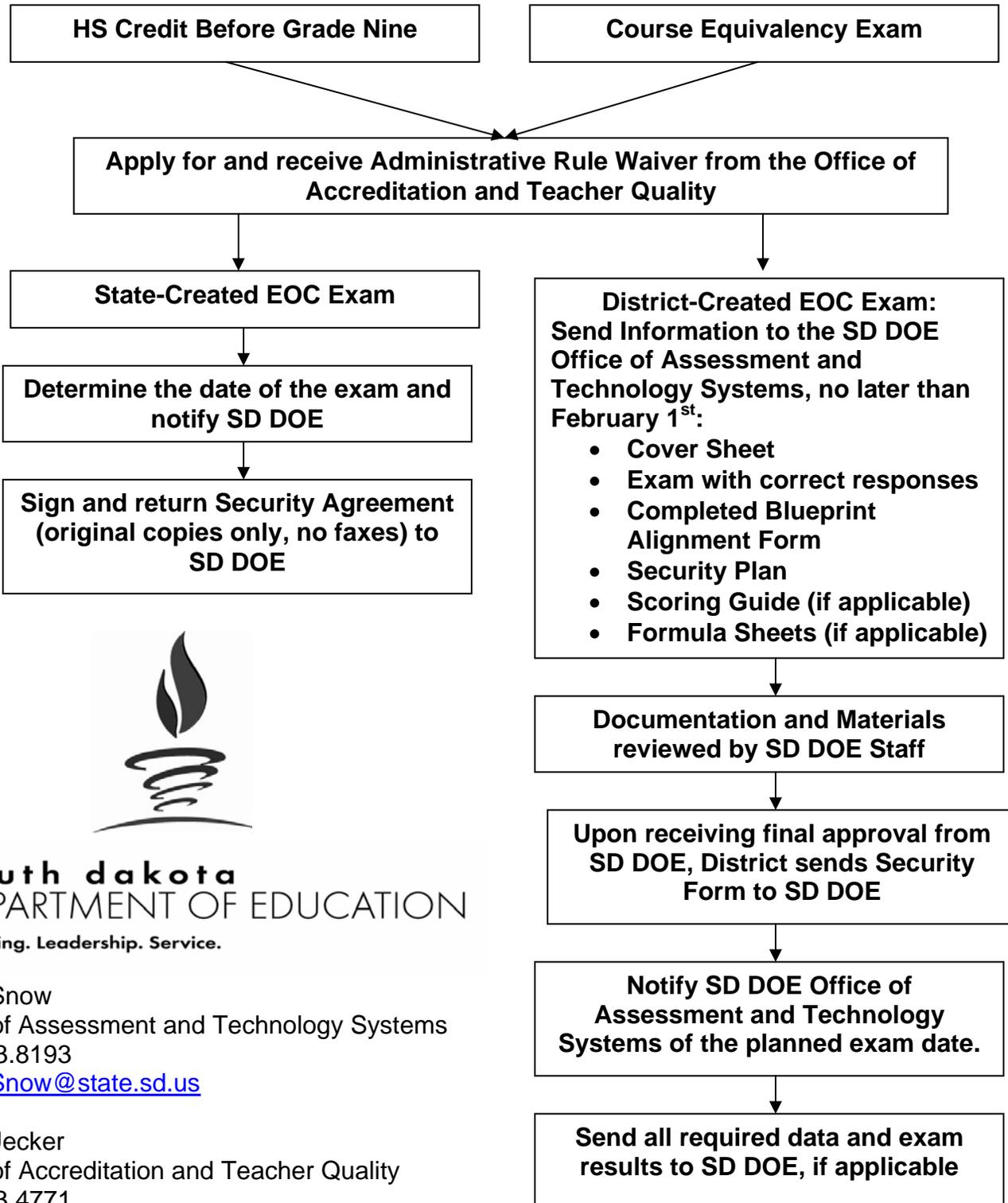
Test administrator (proctor) responsibilities:

- Make sure the room is prepared and does not provide assistance in the content area of the exam
 - Room should be comfortable and well-lit
 - Computers arranged so students are not able to see other monitors
 - Clear the area of magazines, newspapers, etc.
 - Have scratch paper, calculators, and pencils available for student use
- Be in the room at all times
- Provide instructions for students to take the exam on Achievement Series
- Verify that all students are working independently
- Report any test irregularities
- Collect any scratch paper that was used during testing

Exam Results and Data:

Districts must score the exam (automatically scored on Achievement Series) and complete the End of Course Reporting Form. A test administrator must enter the student answers into Achievement Series. The Reporting Form is located in Appendix G or online at <http://doe.sd.gov/octa/assessment/EOC/docs/EOCreporting.rtf>. The Reporting Form must be returned to the SD Department of Education, Office of Assessment and Technology Systems by the start of the following school year.

South Dakota Department of Education End of Course Exams



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Laura Snow
Office of Assessment and Technology Systems
605.773.8193
Laura.Snow@state.sd.us

Carol Uecker
Office of Accreditation and Teacher Quality
605.773.4771
Carol.Uecker@state.sd.us

Frequently Asked Questions

South Dakota Department of Education

End of Course Exams

When does a school district need to request a waiver from the Department of Education?

A school district needs to request a waiver from the Department of Education when that district would like to be excused from following an administrative rule. Most commonly, districts request to be excused from Administrative Rules 24:43:11:01 and 24:43:01:01. These rules state that high school credit can only be earned in grades 9-12, and also that a unit of credit is earned by 146 hours of seat time (Administrative Rule 24:43:11:01). Also, many districts like to offer high school credit to students before ninth grade for courses such as Algebra I. In this instance, a district would need to request a waiver from Administrative Rule 24:43:11:01.

Can a middle school student ‘test-out’ of a course?

No, the administrative rules states that the waiver can only be applied to students in grades 9-12 who wish to ‘test-out’ of a high school level class for credit or that a student below 9th grade may earn a high school credit by actually taking the course **and** passing the end of course exam.

How does a district request a waiver?

A school district can request a waiver by obtaining the applicable waiver application form as located on the Department of Education website (<http://doe.sd.gov/oatq/accreditation/adminrulewaivers.asp>) (and also Appendix H of the Procedure Manual) and submitting it to the appropriate staff, as noted on the application.

How long is a waiver valid?

A waiver is valid for five years.

Once the waiver has been approved, what are the next steps to give an end of course exam?

Information regarding the process can be found on the End of Course Exams Flowchart. The flowchart is included in this procedure manual and also on the Department of Education website at http://doe.sd.gov/octa/assessment/EOC/docs/eoc_flowchart111907.pdf.

In order to get high school credit for a course taken before ninth grade, students not only have to physically take the class but must also pass an end of course exam. Why?

The decision to require end of course exams was made by the South Dakota Board of Education as a mechanism to ensure rigor for those students taking any courses before grade nine. In addition, State Administrative Rule clearly states that credit for high school must be earned in grades 9-12, so

schools that wish to offer high school credit to students before ninth grade are requesting to be “excused” from a State Rule. This exception is what demands higher accountability.

May districts write their own exam in lieu of using the State exam?

Districts may choose to write their own exam. If a district chooses to administer a district-created exam, the district needs to follow a strict list of requirements that can be found in the procedure manual, on the End of Course Flowchart, and on the website at <http://doe.sd.gov/octa/assessment/EOC/index.asp>.

Can the school district see a copy of a state-created exam prior to deciding whether or not to utilize it for student testing?

Because the end of course exams are considered to be “high stakes”, the exam is not released until the testing date is set, security agreement is signed and returned (not faxed), and students are ready to take the exam. However, a district may examine the standards covered and the exam item percentage from reviewing the exam blueprints, as located on the Department of Education website at <http://doe.sd.gov/octa/assessment/EOC/index.asp>.

Is the state-created exam based on South Dakota content standards and aligned to the test blueprints?

Yes, all state-created exams are based on, and aligned to, South Dakota content standards.

Where are the state-created exams located?

The end of course exams are housed in a program called Achievement Series and can be obtained by contacting Laura Snow in the Office of Assessment and Technology Systems (Laura.Snow@state.sd.us) or 605.773.8193.

Does the exam have to be taken on a computer?

The district may choose to use a state-created exam through Achievement Series and then print off that exam for paper and pencil administration. A test administrator must enter the student answers into Achievement Series.

Is there a specific window of time in the school year during which the district must administer an end of course exam?

There is no specific time that districts must give an end of course exam. However, districts should consider school schedules in regard to other testing windows (ie: Dakota STEP). Also, the district would most likely consider administering the exam at a time which allows the students to gain as much knowledge as possible while also providing a window for the student to retake the exam, if applicable. Students must pass the Credit Before Grade Nine exam before the student starts the next school year.

Is there a specific amount of time that the student has to complete the exam?

The district must provide enough time for the students to complete the exam in one sitting. If this is not possible, the district must complete a Testing Irregularity Form and submit it to the Office of Assessment and Technology Systems immediately following the conclusion of the exam. The Testing Irregularity Form is located in the procedure manual and can also be found online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/e.pdf>.

Can students use calculators on the exam?

Students can use calculators on the end of course exams. An approved list of calculators can be found in the procedure manual and online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/c.pdf>. The approved calculators are the same as those that are currently approved for use during the Dakota STEP test.

Are the students allowed to use formula sheets on the exam?

Formula sheets for Science (periodic table) and Geometry are included in the procedure manual and online at <http://doe.sd.gov/octa/assessment/EOC/docs/manual/75-79.pdf>. If formula sheets/periodic table sheets are used for a district-created exam they must be included with the submission of the exam.

When a student takes a course before ninth grade and intends to earn high school credit by passing the end of course exam, what letter grade/percentage and what grade level is recorded on the transcript?

The transcription of grades is a local district decision. The State requires that a student pass the end of course exam with a minimum proficiency. The local district may decide at which grade level is given the credit, according to their district policy and may also choose to list the actual percentage grade (letter grade equivalent) on the transcript or simply a “pass”.

Can a school district give two separate exams at semester breaks as opposed to administering a true end of course exam at the end of the school year?

Yes. However, the state has not created end of semester exams. If a district would choose to administer semester exams, the district would need to create the standards-based exam in alignment with the applicable end of course exam blueprint and submit that exam to the Department of Education for approval.

How many times can an end of course exam be administered?

The end of course exam that awards credit before grade nine exam can be taken up to two times with 80% proficiency. The course equivalency exam (testing out of a credit) exam may be taken only one time with 85% proficiency.

If a student took, and passed, a course for high school credit before grade nine in a school district that held an approved waiver, can that credit transfer to a district that does not hold such a waiver?

Yes, credit can be transferred if the student passed the end of course exam with at least 80% proficiency.

If a student does not pass the end of course exam in order to earn high school credit before grade nine for Algebra I, can the student still go on to the next math course in his/her district?

This is a local district decision. If the student does not pass the end of course exam, it simply means that no credit will be given. It does not prevent the student from going on to the next course or even from taking the same course again in high school to receive the credit.

If a student does not pass an end of course exam in order to earn high school credit before grade nine, can the student then utilize the “test out” (Course Equivalency) waiver to add that course to his/her transcript at a later date?

If a district holds the appropriate waivers, this is acceptable policy.

Are there certain deadlines that must be met in order to give an end of course exam?

Yes. If the district is creating an exam, the exam (and all required materials) must be submitted to the SD Department of Education Office of Assessment and Technology Systems no later than **February 1st**. The deadline for submitting the Reporting Form is July 1st. In addition, the Test Security Form must be received at least two days prior to the testing date. Note: **Test Security Agreement must be mailed. Faxes will not be accepted.**

If a district creates an end of course exam, what is the minimum number of questions that must be included on the exam?

There must be 45-60 questions for an end of course exam and there must be two different versions of the test created.

Quick Guide to the South Dakota State-Created Credit Before Grade Nine Exam and HS Credit by Course Equivalency Exam

The South Dakota Department of Education provides two End of Course opportunities for students.

The Credit Before Grade Nine Exam provides an opportunity for students to take a course for high school credit prior to entering high school (below 9th grade). If the student passes the course, credit is entered on the high school transcript. The student must pass this exam with a minimum proficiency of 80% and can retake the test one time.

The HS Credit by Course Equivalency Exam provides an opportunity for students to ‘test-out’ of a high school level class without actually taking the class. The student must pass this exam with a minimum proficiency of 85% and no retakes are allowed.

State Administrative Rule:

- State Administrative Rule 24:43:11:01 clearly states that credit for high school must be earned in grades 9-12, so schools that wish to offer high school credit to students before grade nine are asking to be “excused” from a State Rule. This State Administrative Rule also states that a unit of credit is equivalent to 146 hours. In the event that a school district would like to deviate from this rule and offer credit for an eligible high school course by the passage of an equivalency exam, the district may apply for a waiver from the administrative rule.

District Requirements:

In order for students to receive credit for a course taken before grade nine or to provide ‘test-out’ credit to a student in grades 9-12, the district must comply with the following guidelines:

- Complete the Waiver from Administrative Rule, with all signatures, and return to DOE
 - <http://doe.sd.gov/oatq/accreditation/documents/WaiverforHSCreditBeforeGrade9.doc> or <http://doe.sd.gov/oatq/accreditation/documents/WaiverforCreditbyExam.doc>.
 - Carol.Uecker@state.sd.us
 - Waiver application form must be received by DOE at least 60 days prior to implementation date
- The District must proctor and score the exam unless it is on the Achievement Series system. Results must be sent to the SD Department of Education if the exam is not taken on Achievement Series. The EOC Reporting Form information can be found in the End of Course Procedure Manual or online at <http://doe.sd.gov/octa/assessment/EOC/docs/EOCreporting.rtf> (Credit Before Grade Nine) or <http://doe.sd.gov/octa/assessment/EOC/docs/EOCreporting.rtf> (Course Equivalency)
- Faculty that teach waived courses in any content area **must** be South Dakota certified to teach not only the content area waived, but also the grade level at which they are offering instruction.

Quick Guide to South Dakota End of Course District-Created Exams

Districts that decide to create their own End of Course Exam must do the following:

- Inform the DOE, Office of Accreditation and Teacher Quality
 - <http://doe.sd.gov/oatq/accreditation/adminrulewaivers.asp>
 - Carol.Uecker@state.sd.us

District Requirements:

In order for students to receive credit for a course taken before grade nine or to provide 'test-out' credit to a student in grades 9-12, the district must comply with the following guidelines:

- Complete the Waiver from Administrative Rule, with all signatures, and return to DOE
 - <http://doe.sd.gov/oatq/accreditation/documents/WaiverforHSCreditBeforeGrade9.doc> or <http://doe.sd.gov/oatq/accreditation/documents/WaiverforCreditbyExam.doc>.
 - Carol.Uecker@state.sd.us
 - Waiver application form must be received by DOE at least 60 days prior to implementation date
- Develop the End of Course Exam
 - If a blueprint has been created by the Department of Education, the exam **must** follow the blueprint.
 - <http://doe.sd.gov/octa/assessment/EOC/index.asp>
 - The State-Created Blueprint lists all necessary information that must be included (category/class, % of questions, standards addressed, Bloom's level) in order for the test to be valid and reliable.
 - The State Blueprint required information:
 - Category (Topic)
 - % of questions required in that category
 - % of questions in that category that are included in the test
 - Which question numbers in the test correspond to the questions in this category?
 - What SD Content Standards are addressed in this topic?
 - Which Blooms level is being assessed?
 - Knowledge
 - Comprehension
 - Application
 - Analysis
 - Synthesis
 - Evaluation
 - Created blueprints include: Algebra I, Algebra II, Geometry, Biology, Chemistry, Geography, Government, Physical Science, Physics, US History, World History
 - If there is no state-created blueprint, districts must use the generic blueprint alignment form. There must be 45-60 questions in the exam.
 - Submit created exam to the Department of Education, Office of Assessment and Technology Systems, for approval no later than February 1st.
 - Email exam to: Laura.Snow@state.sd.us

- Items to include with exam submission:
 - Cover Sheet (district and contact person information)
 - Copy of Exam, **with** correct responses
 - Completed Blueprint Alignment Form
 - <http://doe.sd.gov/octa/assessment/EOC/index.asp>
 - Contact Information
 - Scoring Guide (if applicable)
 - Formula Sheets (if applicable)
 - Security Plan
 - Supporting material (if applicable)
- Approval Process
 - Districts will receive an email confirmation once the initial exam has been received by the Department of Education
 - Upon receiving approval, a letter confirming approval will be sent to the district contact person
 - District must sign and return the Security Agreement Form (all district personnel with access to the EOC exam must sign the form).
 - This form may **not** be faxed.
 - Mail to: Office of Assessment and Technology Systems, SD Department of Education, 700 Governors Drive, Pierre, SD 57501
- Administration of Exam
 - Determine when the exam will be given and who will be administering the exam. Email this information to Laura.Snow@state.sd.us.
 - Notify the Department of Education a minimum of two weeks prior to the exam being administered.
 - Faculty that teach waived courses in any content area **must** be South Dakota certified to teach not only the content area waived, but also the grade level at which they are offering instruction.
- Reporting Procedure
 - All student results must be sent to the SD Department of Education if the exam is not administered on Achievement Series via a state-created exam. This information must be reported on the End-of-Course Reporting Form available at: <http://doe.sd.gov/octa/assessment/EOC/docs/EOCreporting.rtf>.

Using Achievement Series for Administering End of Course Exams

Achievement Series (<http://www.achievementseries.com>) is a web-based assessment platform available, free of charge, to all schools in South Dakota. Features include:

- Create and administer tests
- Capture immediate results
- Produce standard-based reports
- Online testing
- View aggregated data

Districts needing assistance learning how to use Achievement Series need to contact Laura Snow with the Office of Assessment and Technology Systems (Laura.Snow@state.sd.us). The actual process of using Achievement Series will not be covered in the procedure manual. All schools will need to have their site ID, the student ID, and the test ID in order for a student to take an end of course exam using Achievement Series.

Restricted Mode Online Test:

All end of course exams that are given using Achievement Series **must** use the Restricted Mode. The Restricted Mode Online Test can be downloaded from the Achievement Series home page (<http://www.achievementseries.com>). Using the Restricted Mode Online Test prevents students from accessing other programs such as calculators, web-based programs, web-sites, etc., while taking the exam. If the Restricted Mode is used for testing, it will need to be downloaded onto each computer used for online testing.

Due to the high-stakes nature of the end of course exam, using the browser (just clicking on the Student log in button) will not be allowed to be used. In the browser mode, all internet options are available to the student (other web-based or computer-based programs). **Test Administrators must download the secure test client (Restricted Mode) on each computer that will be used for administering an end of course exam.**

Student Testing Using the Secure Test Client (Restricted Mode):

Windows	Mac
Hardware/Platform Requirements	Hardware/Platform Requirements
Window 2000 or XP	Mac OS x 10.2 or higher
Pentium III 500 MHz or higher	500 MHz or greater 63, G4 or G5
256 MB RAM	256 MB of RAM
Flash Player 8.0.34 or higher (free download)	800 x 600 minimum screen resolution
	Color Display (set to at least 256 colors)
Browser Requirements	
Microsoft Internet Explorer is required if using a proxy server for Secure Client	

APPENDIX B Test Security Agreement

TEST SECURITY AGREEMENT South Dakota End of Course Exam

For District Personnel and Test Coordinators

The following Test Security Agreement is applicable to state-created End of Course Exams accessed through online testing or paper testing. **The Test Security Agreement is also applicable to district-created End of Course Exams used for the purpose of waivers for Credit-Before Grade Nine and Course Equivalency Exams.**

The District will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff. All persons who will have access to or assist with the administration of the online or paper End of Course Exams must read and sign the Test Security Agreement before they administer any tests. This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials.

This agreement must be completed and forwarded to the South Dakota Department of Education before access to the state-created End of Course Exams is given. The Agreement must be signed each year. A security agreement must be submitted for **each** end of course exam that is given. Forms must be mailed (not emailed or faxed).

Signed forms should be sent to:

Laura Snow, End of Course Exams
South Dakota Department of Education
Office of Assessment and Technology Systems
700 Governors Drive
Pierre, SD 57501
Laura.Snow@state.sd.us
605.773.8193

(Title)

Date

This page must be signed by the appropriate official and mailed to the South Dakota Department of Education, Office of Assessment and Technology Systems. Districts may make as many copies of the Test Security Agreement as necessary.

School Division Personnel Test Security Agreement (Including Examiners/Proctors)

I acknowledge that I will have access to State-Created or District-Created End of Course Exams for the purpose of administering an End of Course Exam. I also acknowledge that I have read, understand, and agree to adhere to the Test Security Guidelines for the End of Course Exams. I understand these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will take all necessary precautions to safeguard all test materials by limiting access to persons within the school district to only those individuals who have a professional need to view the test.
2. I will not allow access to the test materials to any student or to any other person not so authorized to view the End of Course Exams.
3. The names of all persons having access to the materials will be kept on file (locally and sent to the SD DOE).
4. Test materials will be kept secure until they are distributed to students for the purpose of administering the test.
5. I will not hand out access codes (log-in information) prior to the administration of the test.
6. All test tickets or access codes must be collected following the test administration.
7. All persons are prohibited from logging into Achievement Series (the Web-based application) posing as a student, current or fabricated, to view any state-created End of Course Exam.
8. I will not improperly review test items, copy or take notes about any part of the test.
9. I will not divulge the contents of the test to anyone.
10. I will not provide answers to test items or any other improper assistance to students.
11. I will not alter students' responses in any way.
12. In no case will students be permitted to remove test materials from the room where testing takes place.
13. Upon completion of testing, I will return all test materials to the designated test coordinator of the school district.
14. If applicable, I will destroy all electronic and unused paper copies of the test immediately following testing.
15. I certify that any educator teaching waived courses in any content area **are** South Dakota certified to teach not only the content area waived, but also the grade level at which they are offering instruction.

Any action that leads to the invalidation of student test scores or compromises the security of the tests or test results will be viewed by the South Dakota Department of Education as an inappropriate use or handling of tests and will be treated as such.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.

Please be sure to print, sign and return the Test Security Agreement to the appropriate test administrator before administering any End of Course Exams. This agreement MUST be sent via regular mail service and not faxed. A Test Security Agreement must be submitted for each end of course exam that is given.

Signed: _____

Print Name: _____

Position: _____

District: _____

School: _____

Date: _____

Exam Type/Course: _____

This Testing Agreement may be photocopied.

APPENDIX C

End of Course Security Plan Checklist

This checklist is a quick way to verify that the district has the proper security in place for the preparation of, and administration of, a district-created end of course exam. All items contained within an end of course exam are to be secure and not to be copied or used for classroom instruction. Copying or sharing secure items in any form is a direct violation of the *South Dakota Code of Ethical Testing Practices and Procedures and HB 1033*.

Maintaining the security and integrity of South Dakota student assessment programs plays a crucial role in the effort to ensure valid test scores and to promote fairness at all levels. As the stakes associated with student performance rise and the complexity of the assessment program increases, test administration personnel face a more difficult challenge in managing the testing program.

Test security is important to:

- Maintain the integrity of the assessment results, testing environment, and assessment instrument;
- Give accurate measures of students' knowledge and skills; and
- Maintain the opportunity for fairness among all districts.

All test materials must be kept in a secure storage location when not in use. All persons who have access to the testing materials must sign the Test Security Agreement.

Prior to, and concluding, the administration of the end of course exams **DO NOT:**

- Prepare student guides or classroom assessments that are based on specific items from the district-created end of course exam.
- Make a copy of any portion of the end of course exam and use it in any instructional planning, classroom instruction, or assessment.
- Present items from any part of the exam before test administration.
- Provide students with correct answers or suggest to a student to reconsider an answer.
- Change student responses in any fashion.
- Fail to provide students with all allowable accommodations on the exam as prescribed on their IEP/504 or LAP.
- Allow anyone who is not certified in the content area of the exam, and at the grade level the exam will be given, to proctor the end of course exam.
- Fail to sign and return the test security agreement with all required signatures.
- Disclose individual student results to someone other than that student's parent, guardian or others not directly involved in the education of the student.
- Fail to report assessment results to the SD Department of Education by the required deadline.

APPENDIX D

GUIDELINES FOR CALCULATOR USE

Students in all grades will be allowed to use permissible calculators.

All students should have access to school-owned or student-owned calculators for use on the appropriate End of Course Exam. All students should be familiar with the calculator they are to use. Students may use any four-function, scientific, or graphing calculator, unless it has features described in the following **PROHIBITED** list.

For models on the **PERMITTED WITH MODIFICATION** list, proctors will be required to modify some of the features of the calculator before it is used.

The following types of calculators are **PROHIBITED**:

- Pocket organizers
- Handheld or laptop computers
- Electronic writing pads or pen-input devices—*The Sharp EL9600 is permitted for use because it is not considered a pen-input device.*
- Calculators built into cellular phones or other wireless communication devices
- Calculators with a typewriter keypad (keys in QWERTY format) – *Calculators with letter keys not in QWERTY format are permitted.*
- Calculators with built-in Computer Algebra Systems – **Prohibited** calculators in this category include **all** calculators in **all** of the following series:
 - Casio CFX-9970G and Algebrax2.0 have built-in Computer Algebra Systems.
 - Texas Instruments TI-89 and TI-92 (including TI-92 Plus). All calculators in the Texas Instruments TI-92 series are prohibited because they have QWERTY (typewriter) keyboards and built-in Computer Algebra Systems.
 - Hewlett-Packard HP-40G and HP-49G. Calculators in the Hewlett-Packard HP-38G series and HP-48G series may be used only if the infrared communications port is covered with heavy, opaque material.

The following types of calculators are **PERMITTED WITH MODIFICATION**:

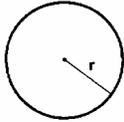
- Calculators with paper tape—*Remove the tape.*
- Calculators that make noise—*Turn off the sound feature.*
- Calculators that can communicate wireless with other calculators— *Completely cover the infrared data port with heavy, opaque material.*
- Calculators that have power cord—*Remove all power/electrical cords.*

On the day of testing, proctors should check each student's calculator to verify that it is a permitted type. Also, monitor calculator use to ensure the student uses a backup calculator **only** if a primary calculator fails, does not share calculators, and does not store test materials in the calculator's memory. If a calculator has characters one-inch high or larger, or a raised display, proctors may seat students where no other student can see the calculator.

APPENDIX E GEOMETRY FORMULA SHEET

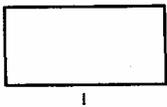
Geometry Reference Sheet 1

Circle



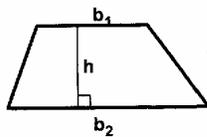
Area = πr^2
Circumference = $2\pi r$

Rectangle



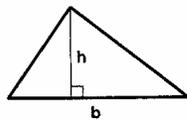
Area = $l \cdot w$
Perimeter = $2l + 2w$

Trapezoid



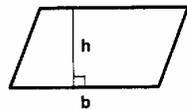
Area = $\frac{1}{2}h(b_1 + b_2)$

Triangle



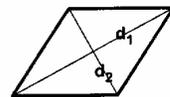
Area = $\frac{1}{2}bh$

Parallelogram



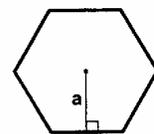
Area = bh

Rhombus or Kite



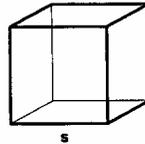
Area = $\frac{1}{2}d_1 \cdot d_2$

Regular Polygon



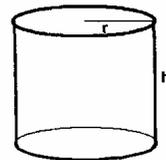
Area = $\frac{1}{2}a \cdot \text{perimeter}$

Cube



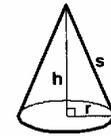
Volume = s^3
Surface area = $6s^2$

Right Circular Cylinder



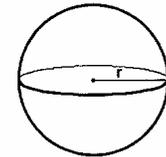
Volume = $\pi r^2 h$
Lateral area = $2\pi r h$
Surface area = $2\pi r h + 2\pi r^2$

Right Circular Cone



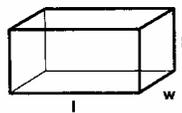
Volume = $\frac{1}{3}\pi r^2 h$
Lateral area = $\pi r s$
Surface area = $\pi r s + \pi r^2$

Sphere



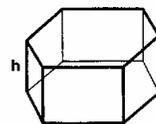
Volume = $\frac{4}{3}\pi r^3$
Surface area = $4\pi r^2$

Rectangular prism



Volume = $l \cdot w \cdot h$
Lateral area = $2(l + w) \cdot h$
Surface area = $2wl + 2lh + 2wh$

Right prism

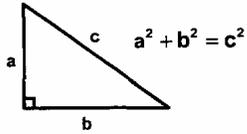


Volume = (base area) $\cdot h$
Surface area =
base area + face areas
Lateral area = sum of face areas

APPENDIX E Continued GEOMETRY FORMULA SHEET

Geometry Reference Sheet 2

Pythagorean theorem



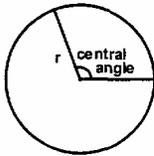
Distance between two points

$$d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$$

Midpoint between two points

$$\left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2} \right)$$

Sector of circle



$$\text{Arc length} = \frac{\text{circumference} \cdot \text{central angle}}{360^\circ}$$

$$\text{Sector area} = \frac{\text{total area} \cdot \text{central angle}}{360^\circ}$$

APPENDIX E Continued SCIENCE FORMULA SHEET

Equation

Variables

$$v = \frac{d}{t}$$

v = velocity
d = displacement
t = time interval

$$W = F \times d$$

W = work
F = force
d = displacement

$$P = \frac{W}{t}$$

P = power
W = work
t = time interval

$$a = \frac{\Delta v}{\Delta t}$$

a = acceleration
 Δv = change in velocity
 Δt = change in time

$$F = ma$$

F = force
m = mass
a = acceleration

$$PE = mgh$$

PE = gravitational potential energy
m = mass
g = acceleration due to gravity
h = height

APPENDIX E Continued SCIENCE FORMULA SHEET

Equation

Variables

$$KE = \frac{1}{2}mv^2$$

KE = kinetic energy

m = mass

v = velocity

$$v = \lambda f$$

v = wave velocity

λ = wavelength

f = frequency

$$I = \frac{V}{R}$$

I = current

V = potential

R = resistance

$$p = mv$$

p = momentum

m = mass

v = velocity

APPENDIX E Continued PERIODIC TABLE

Periodic Table of the Elements

	Group 1																										Group 18																																																																																																																																																																																																																					
1	1 H Hydrogen 1.00794																										2 He Helium 4.00260																																																																																																																																																																																																																					
2	3 Li Lithium 6.941		4 Be Beryllium 9.01218												5 B Boron 10.81		6 C Carbon 12.0111		7 N Nitrogen 14.0067		8 O Oxygen 15.9994		9 F Fluorine 18.998403		10 Ne Neon 20.179																																																																																																																																																																																																																							
3	11 Na Sodium 22.98977		12 Mg Magnesium 24.305												13 Al Aluminum 26.98154		14 Si Silicon 28.0855		15 P Phosphorus 30.97376		16 S Sulfur 32.06		17 Cl Chlorine 35.453		18 Ar Argon 39.948																																																																																																																																																																																																																							
4	19 K Potassium 39.0983	20 Ca Calcium 40.08	21 Sc Scandium 44.9559	22 Ti Titanium 47.88	23 V Vanadium 50.9415	24 Cr Chromium 51.996	25 Mn Manganese 54.9380	26 Fe Iron 55.847	27 Co Cobalt 58.9332	28 Ni Nickel 58.69	29 Cu Copper 63.546	30 Zn Zinc 65.39	31 Ga Gallium 69.72	32 Ge Germanium 72.59	33 As Arsenic 74.9216	34 Se Selenium 78.96	35 Br Bromine 79.904	36 Kr Krypton 83.80																																																																																																																																																																																																																														
5	37 Rb Rubidium 85.4678	38 Sr Strontium 87.62	39 Y Yttrium 88.9059	40 Zr Zirconium 91.224	41 Nb Niobium 92.9064	42 Mo Molybdenum 95.94	43 Tc Technetium (98)	44 Ru Ruthenium 101.07	45 Rh Rhodium 102.906	46 Pd Palladium 106.42	47 Ag Silver 107.868	48 Cd Cadmium 112.41	49 In Indium 114.82	50 Sn Tin 118.71	51 Sb Antimony 121.75	52 Te Tellurium 127.60	53 I Iodine 126.905	54 Xe Xenon 131.29																																																																																																																																																																																																																														
6	55 Cs Cesium 132.905	56 Ba Barium 137.33	57-71 Lanthanoids	72 Hf Hafnium 178.49	73 Ta Tantalum 180.948	74 W Tungsten 183.85	75 Re Rhenium 186.207	76 Os Osmium 190.2	77 Ir Iridium 192.22	78 Pt Platinum 195.08	79 Au Gold 196.967	80 Hg Mercury 200.59	81 Tl Thallium 204.383	82 Pb Lead 207.2	83 Bi Bismuth 208.980	84 Po Polonium (209)	85 At Astatine (210)	86 Rn Radon (222)																																																																																																																																																																																																																														
7	87 Fr Francium (223)	88 Ra Radium 226.025	89-103 Actinoids	104 Rf Rutherfordium (261)	105 Db Dubnium (262)	106 Sg Seaborgium (266)	107 Bh Bohrium (264)	108 Hs Hassium (277)	109 Mt Meitnerium (268)	110 Ds Darmstadtium (271)	111 Rg Roentgenium (272)																																																																																																																																																																																																																																					
																	Metals Nonmetals																																																																																																																																																																																																																															
	57 La Lanthanum 138.906																58 Ce Cerium 140.12																59 Pr Praseodymium 140.908																60 Nd Neodymium 144.24																61 Pm Promethium (145)																62 Sm Samarium 150.36																63 Eu Europium 151.96																64 Gd Gadolinium 157.25																65 Tb Terbium 158.925																66 Dy Dysprosium 162.50																67 Ho Holmium 164.930																68 Er Erbium 167.26																69 Tm Thulium 168.934																70 Yb Ytterbium 173.04																71 Lu Lutetium 174.967															
	89 Ac Actinium 227.028																90 Th Thorium 232.038																91 Pa Protactinium 231.036																92 U Uranium 238.029																93 Np Neptunium 237.048																94 Pu Plutonium (244)																95 Am Americium (243)																96 Cm Curium (247)																97 Bk Berkelium (247)																98 Cf Californium (251)																99 Es Einsteinium (252)																100 Fm Fermium (257)																101 Md Mendelevium (258)																102 No Nobelium (259)																103 Lr Lawrencium (262)															

Appendix F

South Dakota Department of Education

REPORT OF TEST IRREGULARITY

If it is determined that an irregularity in testing has occurred, the local district is to fax this completed form within 24 hours of the occurrence to the SD Department of Education 605-773-3782. The form may also be emailed to Laura.Snow@state.sd.us

District _____

School _____

Date _____

Test Coordinator _____

Phone _____

E-Mail _____

Description of Irregularity

Name of student:

SIMS#:

What session/subject was not completed:

Description:

Action taken to correct:

What actions will be taken to avoid this type of incident again?

APPENDIX G

End of Course Reporting Form

The End of Course Reporting Form must be submitted electronically. The form is located online. Each course needs to be reported on a separate form. For example, if the district gave an 8th grade Algebra I exam, World History and Physics exams, the district would need to report information for each of those exams on a separate form. Information that must be included on each reporting form includes:

- Type of Waiver (do not list “Multi-Course”). List the specific course waiver which is Credit before grade nine or Course Equivalency.
- The name of the school district administering the exam
- The name of the school
- The name of the Proctor (remember, faculty teaching waived courses must be South Dakota certified to teach not only the content area waived, but also the grade level at which they are offering instruction).
- Course name (Algebra I, Geometry, Physical Science, etc.)
- Student name
- Student ID number
- Student’s current grade level in school
- Percent correct on the exam

End of Course Reporting Form can be downloaded from <http://doe.sd.gov/octa/assessment/EOC/documents/Reporting%20Form.doc> and must be submitted electronically with all required information. Hard copies of this form will not be accepted.