

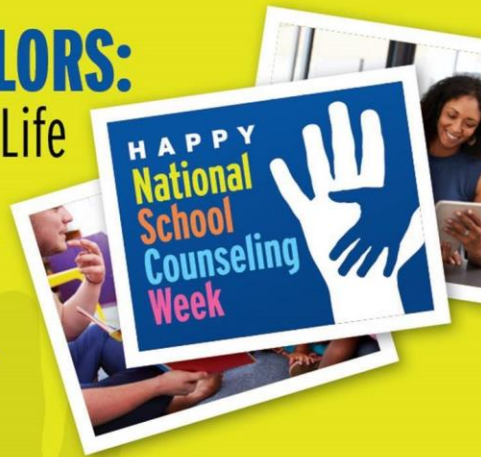
Winter Assessment Workshops Testing Potpourri

Division of Instruction and Learning
Office of Assessment

Happy National School Counseling Week!

SCHOOL COUNSELORS: Providing Lessons for Life

Take a photo/video of the day's theme and share on Twitter, Facebook and/or Instagram with the hashtag #NSCW19. Get students, families and school colleagues in on the fun. Encourage them to download and use the supporter signs listed below.



FEB 4 MONDAY: Happy National School Counseling Week

Take a picture/video with the National School Counseling Week sign

FEB 5 TUESDAY: Lessons Learned

SCHOOL COUNSELORS: Take a photo with the sign - "As a school counselor, I have learned..."

FEB 6 WEDNESDAY: Lessons Shared

SCHOOL COUNSELORS: Download the "As a school counselor, I want my students to know..." sign
SUPPORTERS: Download the "My school counselor taught me..." sign

FEB 7 THURSDAY: Life #Goals

SCHOOL COUNSELORS: Download the "This School Counselor's #Goal" sign and share your school counseling goals
SUPPORTERS: Download the "Thank you _____ (insert school counselor's name) for helping me set my #goal to become a..."

FEB 8 FRIDAY: Building Better Humans

SCHOOL COUNSELORS: Download the "I'm Building Better Humans by..." sign
SUPPORTERS: "My school counselor helps me be better by..."

Download all signs from www.schoolcounselor.org/NSCW

NATIONAL SCHOOL COUNSELING WEEK • FEB. 4-8, 2019

School Counselors

● foster student development ●

For ALL Students

In line with the Every Student Succeeds Act (ESSA), school counselors benefit all students through various avenues: classroom instruction, small group counseling, individual counseling, referrals to outside agencies, and collaboration with teachers, parents, and administrators.



Using Data-Driven Goals

Comprehensive school counseling programs use behavior, attendance and academic data to identify and address critical areas of need. School counselors are integral members of a school's decision-making team.



College, Career & Life Ready

School counselors focus on multiple pathways for career and college success. Since one size does not fit all, school counselors help students plan and prepare for life, including employability and interpersonal skill development.



brought to you by the


SDSCA

South Dakota School Counselor Association

www.counselors.k12.sd.us

Follow SDSCA on social media:

 @SDSCounselors

 South Dakota School Counselor Association

School Counselors make a difference!

[Celebrate!](#)

Potpourri – a miscellaneous collection



- Purpose
 - A mixture of topics related to an effective assessment system at the district level

ELEMENTS COMMON TO ALL ASSESSMENTS

[SDDOE Webpage](#)



Why should students care about Smarter Balanced scores?

Administrators
View more links for administrators.

1. School Finance/State Aid
2. Grants Management
3. School/Student Data
4. Content Standards
5. **Teacher 411**

Teachers
View more links for teachers.

1. Certification
2. Content Standards
3. Teacher Effectiveness
4. GoSignMeUp Registration
5. **Assessment**

Parents
View more links for parents.

1. Report Card
2. SD MyLife
3. Dual Credit Program
4. Content Standards
5. Special Education

Office Of Assessment

[Educator Opportunities](#)
[Required Assessments](#)
[Optional Assessments](#)
[Assessment Workshop Presentations and Webinars](#)
[Smarter Balanced](#)
[Weekly Communication](#)

The goal of the South Dakota Department of Education is that all high school students graduate college, career, and life ready. To this aim, the South Dakota assessment system is designed to provide districts, schools, and parents with the information they need to ensure that their students remain on track to reach this goal. South Dakota public school students participate in annual summative testing in English language arts and mathematics and the results of these tests are included in the state accountability system. In addition to annual tests in English language arts and mathematics, South Dakota requires assessment of science and writing annually and provides schools and teachers with resources to utilize other assessments to help identify strengths and areas for improvement.

[Review your child's test](#)

The Office of Assessment, housed within the Division of Assessment and Accountability, is responsible for implementing and supporting the SDDOE's summative, interim, and formative assessment programs.

RFP Blueprints

[Algebra 1 Blueprint](#)
[Biology Blueprint](#)
[Grade 11 ELA Blueprint](#)

Important Testing Documents

ACCESS: ADD New Student(s) Template	ACCESS: Additional Material Order Template
ACCESS 2.0 Security Log	Assessment Peer Review letter from USED, August 30, 2018
Accommodation Memo	Medical Exemptions
Print on Demand	Reading Passages (Gr 3-5)
Reading Passages (Gr 6-11)	SD Science SciAlt Test Irregularities
Smarter Balanced Test Security Log	Special Accommodation Consideration

NAEP – National Assessment of Educational Progress

Jan. 28 – March 8, 2019

ACCESS and ACCESS Alt (for EL students)

ACCESS 2.0: Jan. 28 – March 1, 2019

ACCESS Alt: Jan. 28 – March 1, 2019

Smarter Balanced (ELA and Math Assessment)

Grades 3-8 and 11: March 6 - May 3, 2019

(Paper/pencil window: March 18 – April 19, 2019. Tests shipped no later than April 25, 2019)

MSAA (Alternate ELA and Math Assessment)

March 18 - May 3, 2019

South Dakota Science and South Dakota Science Alt

April 1 – May 3, 2019

Home School Testing (State-provided SAT 10 ab)

March 25 – April 19, 2019

NCRC

Grade 11 or 12, schools work with CTE and Dept. of Labor to schedule

Support Contacts

- [Beth Schiltz](#) – Supports & Accommodations
- [Chris Booth](#) – Science, Science Alt & MSAA administration
- [Joe Moran](#) – WIDA ACCESS, Smarter Balanced Interim, Summative, & Digital Library

When in doubt, please utilize our common email: [DOEASSESSMENT](#)

- DOEAassessment@state.sd.us: Email to use when sending medical exemptions, security logs, requests to add students, appeals, and all other questions regarding test administration if unsure who to contact.
- There will be at least one DOE staff member in the office each day of the test window.
- Email and phone **Out of Office messages** will provide details regarding who to contact if someone is away from the office.

- CAMPUS is our source for all testing information.
- Alternate assessments require accurate identification in Infinite Campus prior to pre-ID data file extraction.
- Student transfers in TIDE take up to 72 hours if all data are correct in Campus: including the enrollment end date for the previous school.
- Do *NOT* call help desks for missing students.
 - Contact the appropriate SDDOE staff for assistance.

- Students test once
 - If the student’s IEP indicates alternate assessment, then the student **does not** take Smarter Balanced or SDSA.
- The “participate in alt assessment” box must be checked in Campus for students taking alternate assessments.

- First year in country students are exempt from taking ELA Smarter Balanced or MSAA - ELA.
- Data must be correct in Campus to get credit for being 1st year in country - English Learner (EL) tab, Census- People, and Enrollment – First Year in Country
- Students must take Math and Science (gr. 5, 8, 11) in order to be a participant.

Math is available in Spanish for Smarter Balanced for 1st year in country students

- Considerations for use:
 - Did the student have significant instructional opportunities in math prior to coming to South Dakota?
 - Is the student Spanish literate?
 - Is the student receiving Spanish instruction for math?
 - How are supports addressed in the student's LAP?

Considerations and Situations

- Did the student go from 10th to 12th grade in Campus?
- Has the student been with you since 9th grade?
- Was the student enrolled in another SD public school during high school?
- Is the student new to the state as a 12th grader?
- Was the student previously enrolled in home school or a non-public school?
- Are there test scores on the assessment tab for grade 11?

- The expectation is all students will test
- Track any refusals
- Refusals will be documented at the end of each test window in the test platform
- If a school or subgroup falls below 95% participation, it impacts accountability
- Contact [DOE.Accountability](#) for concerns regarding accountability.



TEST ADMINISTRATION TRAINING EXPECTATIONS

Training Expectations



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Who can test?

- Certified
- In Teacher 411
- Email must be a valid school email for being entered into admin sites

Why does it matter?

- Code of Ethics
- Currently employed
- Secure systems

An ounce of prevention is worth a pound of cure!

- If an educator is administering a test, there needs to be annual training, no matter how many times a test has been given
- Districts need to determine the best process for their needs.
 - Smarter, Science and Science Alt, MSAA
- Where are the training resources?

Medical Exemptions



Rule of Thumb

If the student can receive instruction, then the student can participate in the statewide assessment.



In rare instances, a student may be unable to participate in any part of the assessment due to **significant and documented and fully incapacitating medical emergency that extends through the end of each testing window.**

Situational Examples

- A serious car accident
- Hospitalization
- Severe emotional trauma
- Placement in hospice care

In general,

- a) Medical emergencies of this kind must be identified and verified in writing by a licensed physician and kept on file by the local district
- b) The incident or condition must be so severe as to prevent the student from participating in instruction offered either at school, hospital, or at home through the end of each testing window

Conditions that **DO NOT** qualify for exemption

- Medical fragility
- District-provided home-based educational programs (student remain enrolled in district)
- Pregnancy
- Students with acute, short-term minor illnesses or injuries
- Students placed in correctional facilities
- Student or parent refusal
- Mental health conditions that permit the students to receive instruction

Submission Process

The requests **must** be based on a decision made by an educational team that includes the student's teachers, special education staff as appropriate, school counselor, principal, parent or legal guardian, and, if possible, the student.

Documentation such as the medical information, attendance details, and other documents supporting the decision must be provided along with the **Request for Medical Exemption** form.

The principal must obtain the parent's consent and complete the **Request for Medical Exemption**. In addition, the superintendent must sign the request before submission.

Requests must be submitted **one week** after the last day of the testing window for each assessment. All required documents, information, and signatures must be included for committee consideration. A request must be submitted for **each** test that an exemption is needed.

Submission Process

- The Medical Exemption form is on the main Assessment [webpage](#)
- A separate form **MUST** be completed for each assessment that an exemption is being requested
- Complete documentation is required
- **Due no later than May 10, 2019**

Send by mail or email to:

Roxanne Weber

800 Governors Drive

Pierre, SD 57501

OR

DOEAassessment@state.sd.us

To exempt or not...

1. Student is attending half days and receiving physical therapy in the afternoon for six weeks during the test window.
2. Student had a 4-wheeler accident and broke their arm.
3. Student is receiving treatment for cancer out of state.
4. Student is due to give birth on April 1.

What additional information would you need to make an informed decision?

Test Security



- Training is key to maintaining test security.
- Each assessment has different training expectations for staff administering the assessment.
- No personal communication devices can be on a student's person during a test session including
 - a) cell phones,
 - b) personal tablets,
 - c) iWatches, or
 - d) other devices that could connect to social media.

- Social media is monitored by DOE and test providers
- SD is not the only state using the tests except for Science.
- Monitoring student test activity during test sessions can eliminate most issues.
- State law prohibits copying or other methods of distributing test materials.
- Handouts, physical materials, or instruction during a test session are security violations.

State Assessment Cheating Policy

- 13-3-56.1. Cheating on academic achievement test-- Investigation. If the superintendent of a school district has sufficient evidence that cheating occurred on a state-required academic achievement test, the superintendent of the school district shall investigate the circumstances. For the purposes of this section, cheating is the unauthorized acquiring of knowledge of the achievement test by a student or providing unauthorized access to secure test questions or tampering or altering of student answer sheets by school district personnel.
Source: SL 2007, ch 85, § 1.

- 13-3-56.2. determination of cheating. Following the investigation, the superintendent shall report the results of the investigation to the secretary of the Department of Education. Upon receiving the report, the secretary shall determine whether the alleged cheating occurred and, if so, if it was severe enough to affect the results of the achievement test. If the secretary finds that the cheating did occur, the affected score sheets may not count and shall be discarded. The secretary shall also determine if the cheating was severe enough to affect the school's adequate yearly progress under the terms of the state accountability system established pursuant to § 13-3-62. If the cheating was severe enough to affect the school's adequate yearly progress, the secretary may determine that the school does not meet adequate yearly progress for that school year. The decision of the secretary regarding adequate yearly progress may be appealed to the South Dakota Board of Education.

Source: SL 2007, ch 85, § 2.

Testing Environment

- Cover any materials that could provide assistance to students.
- Do not allow backpacks to be under chairs.
- Collect cell phones, etc.
- Post testing in progress signs.
- Collect all scratch paper at end of a test session.
- No materials related to testing can leave the room where testing occurs.
- LAN school will interfere with secure browsers.

Security Levels of Concern

1. Impropriety – Unusual circumstance that has low impact on the individual or group of students who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity.
- Have an example to share?

Security Levels of Concern

2. Irregularity - an unusual circumstance that impacts an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity. These circumstances can be contained at the local level.
- Have an example to share?

Security Levels of Concern

3. Breach – a test administration event that poses a threat to the validity of the test. Breaches require immediate attention and escalation to the Office of Assessment.
- Have an example to share?

Documenting & Reporting Security Incidents

- Each test will have a Test Security Log posted at <http://doe.sd.gov/Assessment/>
- Submit to DOEAssessment@state.sd.us as needed with a final log submitted at end of test window.
- Follow the security expectations & procedures for Smarter Balanced for **all tests as detailed in the TAM.**

Odds & Ends



- DOE staff will be visiting school districts during the test window to monitor administration and test security practices.
- Evidence of staff training and test monitoring will be collected.
- Criteria for 2019 visits is based on critical issues that emerged in 2018 that impact the reliable and valid administration of tests.
- No more than 72 hours notice will be provided and visits could be surprise visits if administration issues emerge during testing.

ESSA Requirements

- **TESTING TRANSPARENCY.—**
- (A) IN GENERAL.—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- At the present time, South Dakota law requires all students participate in required assessments.

Reporting Expectations

- Started in the 2017-18 school year, district and school websites must provide the following state and local assessment information:
 - Subject matter assessed;
 - Purpose for which the assessment is designed and used;
 - Source of the requirement for the assessment; and
 - Where such information is available:
 - Amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - Time and format for disseminating results

SDDOE Sample of Meeting Requirements

Test	Grades	Test Window
ACCESS 2.0 Screener	All grades	Within 30 days of student enrollment
ACCESS 2.0	All ELL students grades K-12	Last Monday in January through first Friday in March
Smarter Balanced (ELA & Math)	Grades 3 – 8 & 11	First Wednesday in March through first Friday in May
MSAA (alternate ELA & Math)	Grades 3-8 & 11	Same as for Smarter Balanced
South Dakota Science Assessment & Alt Science	Grades 5, 8, 11	First Wednesday in April through first Friday in May



Reporting Results to Families

- Families must receive student results as soon as practicably possible.
- State Perspective
 1. ACCESS 2.0 reports are sent to districts in early May. Reports can be printed in home languages as needed through WIDA AMS.
 2. Smarter Balanced reports are posted within 3 weeks of test submission. Reports can be provided with final report cards.
 3. MSAA reports are provided to districts in September for download.
 4. SDSA & SDSA ALT reports will be provided in late May.

Reporting

Student reports are distinct from the school accountability report card.

Parents/guardians have the right to know the results of student's tests.

Other than when there is a delay due to new tests, reports will be available shortly after testing is completed.

- A Report Card is not the same as student reports!



- Still the SAT 10 abbreviated until otherwise notified.
- All needed information is found on the [Assessment Home School webpage](#).
- Please note the test window and deadlines for sending tests to be scored!



