

# ACP

ASSESSMENT OF COURSE PERFORMANCE



**2015-2016**

Version 1.0

10/1/2015

# Dallas ISD ACP Test Administrator Guide

## Elementary - Grades K-5



For use with fall and spring ACPs in Reading/Language Arts, Math, Science, Social Studies, Physical Education and Visual and Performing Arts.



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# Why are we here?



## Supporting a Successful Test Administration

This guide was created to supplement the **ACP Test Administrator Manual**. It provides quick references and reminders for key items needed for the standard ACPs. Thoroughly read all directions within this guide, along with additional handouts provided by your Test Coordinator.

- Test Administrators should have prior knowledge and understanding of the ACPs, before reviewing with this guide.
- **This guide does not replace the test administrator manual.** Test Coordinators are responsible to cover the test administrator manual and all other testing materials before the start of the ACP testing periods. We will also provide other web-based tools and learning modules at <http://assessment.dallasisd.org>.
- Special instructions for Performance ACPs, grades K-2 ACPs and Written Composition ACPs are documented in separate manuals.

**ACPs are secure tests.** Please remain mindful of test security guidelines and what is covered by the oath of test security.

The elementary fall and spring testing dates for standard ACPs are:

**FALL 2015:** December 10-18, 2015 - Grades K-5  
**SPRING 2016:** May 18-26, 2015 - Grades K-5

## Test Administrator's Checklist

### Before Testing

Check	Action Items
	Attend your campus Test Administration training. Make note of who the lead and assistant Test Coordinators are and where to go for assistance.
	Thoroughly read all directions for the ACP administration within this guide along with additional handouts provided by your Test Coordinator.
	Revisit the test security requirements during testing
	Check out or print a copy of the <b>ACP Test Administrator Manual</b> to keep nearby during testing.
	Verify your assigned testing duties and who to call for help.
	Obtain all necessary materials for the test administration. - (Ex. pencils, erasers, scratch paper, clock to track the time, etc.)
	Double-check any special needs for your assigned testing class. - (Ex. Spanish test versions, large-print tests, small groups, medication schedules, etc.)
	Remove or cover up instructional materials.
	Forward the total number of students requiring test accommodations and what types to your Test Coordinator by the campus deadline.
	Create teacher-made tests for students exempted from ACPs due to IEPs, ELLs or new transfers to the district who will not receive a semester grade.
	Send reminders to parents about the testing window and encourage students to do their best.

## Test Administrator's Checklist

### During Testing

Check	Action Items
	Report early to check out and count your testing materials.
	Post "Do Not Disturb" testing signs and seating charts.
	Collect student backpacks and have the students put away their personal belongings.
	Double-check that you and the students do not have any electronic devices, cell phones, or smart watches present and activated during testing.
	Carefully assign the correct precoded answer sheets and test booklet versions.
	Follow the K-2 Administrator Manual or 3-5 Test Administrator scripts verbatim. Stop and call your Test Coordinator immediately, if the checkpoint in the script reveals that the incorrect test was passed out.
	Provide the appropriate test accommodations designated in the students' IEPs.
	Circulate throughout the room and actively monitor. Check that grades 3-5 students are bubbling in the correct content area of the answer sheet.
	<b>DO NOT</b> leave students unattended during testing.
	<b>DO NOT read or discuss the test with students. DO NOT copy, or take notes on test items.</b>

## Test Administrator's Checklist

### After Testing

Check	Action Items
	Collect the answer sheets, test booklets and scratch paper at the end of the test.
	Check through the test booklets to ensure that no answer sheets are inside.
	Before the students leave the room, count and check that the same number of answer sheets and test booklets were turned in.
	Sort and stack the answer sheets, used and unused test booklets, administrator manuals as directed to turn in to your Test Coordinator.
	Turn in all testing materials at the designated time and location to your Test Coordinator.
	Count your answer sheets and test booklets separately when checking them back in to your Test Coordinator.
	Report any concerns or test irregularities immediately to your Test Coordinator.
	Review the test results and ensure that all students who tested have a grade.
	Forward the names of your students who need make-up tests to your Test Coordinator.

# How does it fit together?



## The Big Pieces of the Puzzle

### Test Administrator Training

Test Coordinators will train the campus staff during the fall and spring semesters.

Test Administrators must be active district employees and trained on the specifics for administering ACPs, handling test materials and ACP test security.

Each Test Administrator must sign an oath of test security to acknowledge that he/she has read and understands all information for proper test administration, test security and possible consequences for test security violations.

The following items will be covered in the campus training with the Test Coordinators:

- **ACP Test Administrator Manual**
- **campus testing plan**
- **testing assignments**
- **test security**
- **handling testing materials**
- **how to facilitate the tests**
- **K-2 testing**
- **make-ups**

### Appropriate Testing Environments

Students require testing environments that are comfortable and free from distractions.

- Testing conditions must be consistent to ensure that all students can do their best.
- The desks or tables used for student testing must be cleared of all books, papers and electronic devices.
- Approved testing materials and supplies shipped from Local Assessment, reference pages printed within test booklets and specific manipulatives designated as an IEP testing accommodations, are allowed in the testing areas.

Testing areas must have adequate spacing for the number of students testing. Portable privacy shields may be used, if necessary.

Instructional materials providing guidance, descriptions, problem samples, formulas, facts or test-taking strategies must be removed from classroom walls or hallways or covered with an opaque material.

## Testing Accommodations

Test Administrators must ensure that all students with special learning needs receive the appropriate accommodations.

**Note:** Testing decisions and exemptions must be made in advance, **before** testing and documented appropriately.

Test accommodations only are available for students who have IEPs, covered by a Section 504 plan, identified as LEP or have a documented health disability.

If testing accommodations are provided as a routine part of a student's daily instruction, then it is permissible to use with ACPs.

Examples include:

- Extra time
- Small groups
- Oral administration
- Large-print
- Braille
- Dictionaries
- Transcription
- Graphic organizers
- Assistive technologies
- Stretch breaks

Test Administrators must carefully review the complexity of a student's prescribed testing accommodation.

Some special needs may require academic specialists to correctly administer a testing accommodation.

Failure to administer documented testing accommodations can jeopardize a student's success and result in testing irregularities.

## Test Security Reminders

The following steps must be taken by Test Administrators and campus personnel to keep testing materials secure:

- All campus personnel assigned to assist with testing must sign test security oaths.
- Test Coordinators will keep test booklets and answer sheets in locked storage until the testing day.
- Test booklets and answer sheets cannot be read, scanned, copied, photographed, reviewed or taken off campus by staff or students.
- Students cannot create note sheets or answer keys from the test items.
- Students must complete their tests in one session.
- Test booklets cannot be returned to students to transfer answer choices from the tests to the answer sheets after the testing period.

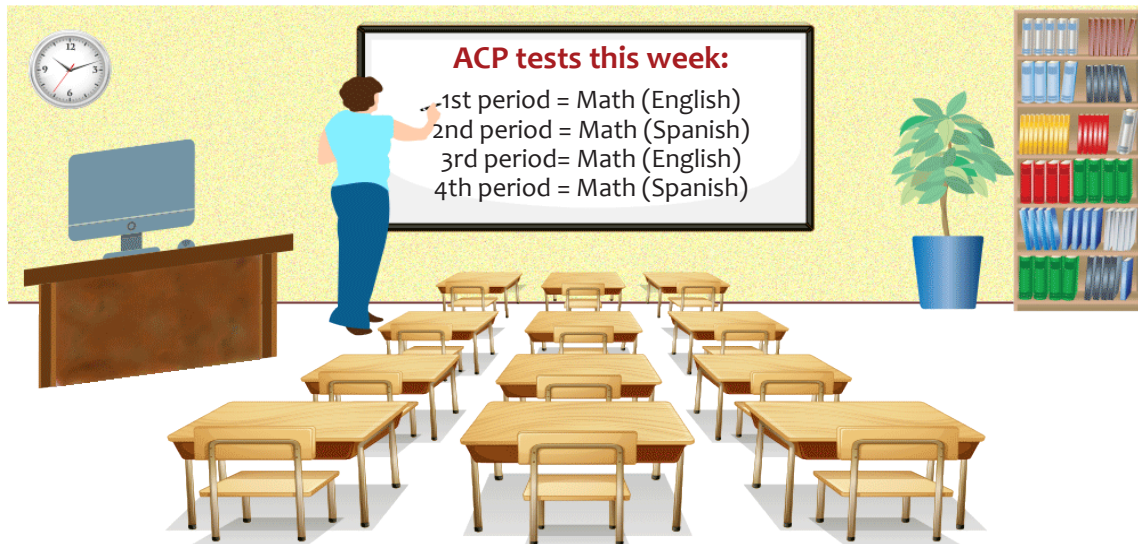
## Active Test Monitoring

Test Administrators are expected to remain alert as students are working during the testing sessions.

Active test monitoring involves circulating around the testing area.

- No cell phones or personal electronic devices, or any other study materials can be used after testing begins.
- Students must use only No. 2 pencils.
- Students cannot talk to each other.
- Students cannot assist each other.
- Do not leave students unattended.
- Remind students to bubble their answer sheets.
- **Keep track of the time.** The script has a reminder to alert students when only fifteen minutes are left.

# What next?



## Administering the Tests

### Testing Window

**ACPs are scheduled within a testing window.** Your campus testing plan will detail the days and times for each grade and subject to test.

**General Test Administrator scripts** are provided in English and Spanish versions for grades 3-5. However, K-2 teachers will use specially designed administrator manuals for Reading and Math.

- Both must be read verbatim and without paraphrasing or deviation. All students without testing accommodations work independently when instructed to begin.
- The scripts have final reminders before time is called, so you must stay abreast of the time.

**The ACP testing window is 90 minutes.** The time starts at the end of the script, when students are instructed to begin.

- Lunch periods cannot be scheduled in the middle of a test.
- Restroom breaks are allowed, but will not stop the clock.
- Routine nurse visits are allowed and must be noted with a start/stop time on the seating chart. Students may resume testing without losing this time.
- **Late arrivals must be scheduled for make-ups**, if their tests will end past the deadline for scanning sheets each day.
- Students in small groups should be seated in the area before the scripts are read. If they must relocate to another area, then a start/stop time must be noted to ensure they receive the full 90 minutes.
- Staff preparation does not count within the 90 minute testing window.

## Testing Irregularities

Testing irregularities result from negligent or intentional offenses that compromise the validity and reliability of the ACPs and students' results. Any suspected or known testing irregularities must be reported to Test Coordinator immediately. A testing irregularity form must be documented with details and statements about an incident occurring before, during or after testing.

- The full scope of test security is addressed by the *2015-2016 District Test Security Manual* and *ACP Test Administrator Manual*. Remember that the test security oath is an extension of the ethics and expectations for academic honesty and integrity.
- All aspects of the test are confidential, which includes test questions, passages, answer choices, directions, prompts, question formats and test design.
- Only trained Dallas ISD campus staff can administer ACPs and handle testing materials.

**Failing to seek assistance or to clarify late-arising questions can invalidate test results or result in severe consequences. Please remain aware of additional problems and details below that result in testing irregularities:**

Problem	Details
Administering the wrong test	-Students received tests for the incorrect grade or language. -Students exempt from ACPs did not receive teacher-made tests -Incorrect tests passed out not switched in time
Not managing the testing window	-90 full minutes not available for test taker -School dismisses during testing
Answer sheets not turned in on time	-Completed answer sheets kept overnight at a campus -Answer sheets inserted inside test booklets and not counted
Creating any form of an answer key	-Students directed to list answers on scratch paper -Test Administrators provided oral administration and took notes -A class read-along was done to verbalize test questions
Cheating	-Students caught in the act of cheating -Resources revealing answers collected from a student
Improper assistance given to students	-Clues for correct/incorrect answers choices voiced to students -Non-verbal or other physical motions done to prompt students -Coded notes about the test written on the board or projected -Instructional materials not removed or covered -Test accommodations not administered as documented
Intentional disruptions by staff or students	-Fighting -Verbal abuse -Refusal to abide by campus, district and test security guidelines -Leaving the testing area with secure materials during testing

# Prepare for scanning

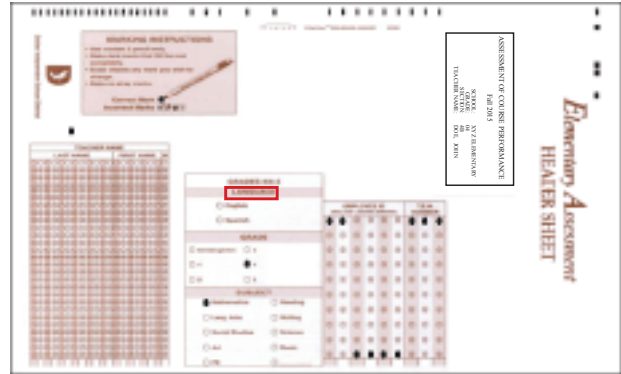


## Scanning for Grades 3-5

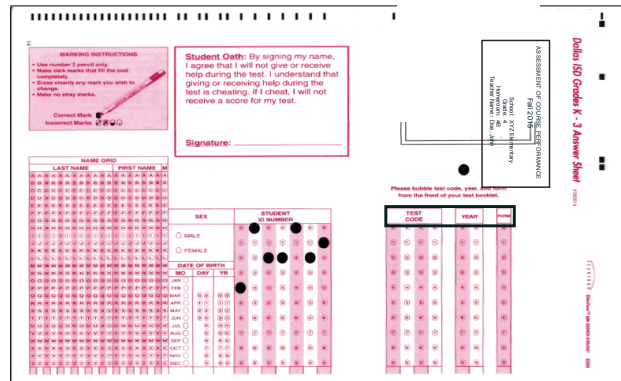
The scorables for ACPs are the **headers** and **answer sheets**.

During the testing window, scanning is done centrally by the Local Assessment Office.

- Answer sheets must be scanned on the day of the testing.
- Headers and answer sheets are precoded. Blanks are provided.
- Test booklets are not scanned, but are still secure.
- Student ID labels are not printed. Paper bands are not provided to separate sections.
- Only the student name and ID can be corrected by staff.
- The test code, year and form number columns on the answer sheets must only be filled in by the students.



Elementary Teacher Header



Grades 3-5 Student Answer Sheet

## Special Attention Areas

Please double-check that the following areas are filled out correctly, before checking in your testing materials.

1).

GRADES KN-5	
LANGUAGE	
<input type="radio"/> English	←
<input type="radio"/> Spanish	←

?

- You must always bubble the correct **language**!
- Chancery cannot flag the language of instruction for testing.

2).

EMPLOYEE ID <small>(INCLUDE LEADING ZEROES)</small>					
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
●	●	●	●	●	●
0	9	9	9	9	9

- Headers require six digits entered for the **Employee ID number**.
- Right-justify and bubble a leading zero first.
- Do not leave the sixth column blank!

# Test Administrator Scripts

## ACP

### Test Administrator Script (English)

Grades 3-5 only

#### Follow these scripted responses to begin testing.

All wording enclosed in text boxes, bold print, and preceded by the word “SAY”, must be read verbatim to your students.

- A. Move rapidly through these preliminary instructions to save time. Proceed when the students are ready to begin.

**SAY** Today, the ACP will determine how much you have learned this semester. I am going to pass out the test booklets, answer sheets, and scratch paper. Do not open your test booklet until you are told.

Please pace yourself to complete this exam within 90 minutes.

Is there anyone who did not turn in his/her cell phone or smart watch?

- B. Collect any remaining cell phones and smart watches. Distribute the test booklets and precoded answer sheets.

**SAY** Do not write or mark on your answer sheet until you are told. If you did not receive an answer sheet with your name printed on it, raise your hand.

- C. Pass out the blank answer sheets to students who raised their hands.

**SAY** Look at your answer sheet. If the black ovals on your answer sheet do not match up with the blank bubbles, or if the black ovals are outside of the columns, raise your hand.

For all students who raise their hands, correct precoded answer sheets if possible. Pass out the blank answer sheets to students who received precoded answer sheets that cannot be corrected. If any student needs assistance completing steps D through H, please provide assistance.

**SAY** If you have an answer sheet that has your name correct, please wait quietly. The next instructions are for students with blank answer sheets only.

Find the section that says NAME. Begin with the LAST NAME section. Print your last name at the bottom, with one letter in each box. Then fill in the correct bubble for each letter, one bubble in each column. If there is not enough room for all of the letters in your last name, print as much of it as you can.

Find the FIRST NAME section. Print your first name at the bottom, one letter in each box. Then fill in the correct bubble for each letter, one bubble in each column. If there is not enough room for all of the letters in your first name, print as much of it as you can. Leave the middle name section blank.

Find the STUDENT ID NUMBER section. Print your seven-digit ID number at the bottom, one number in each box. Then fill in the correct bubble for each number, one bubble in each column.

- D. After all answer sheets are verified as coded correctly,

**SAY** ALL students will now make sure they have the correct test booklet.

(PAUSE)

**SAY** Open the cover of your test booklet. On the first page, you will see two stop signs at the top, followed by a chart. The top of the chart should read, “Are you in...?” Answer the questions and follow the arrows on the chart. If the arrows lead you to the diamond shape on the right—or if you have a question about the chart—please raise your hand.

F. For all students who raise their hands, verify that their test booklets are correct and that they are in the correct grade and course for the test. If not, then contact the Test Coordinator immediately. Once all test booklets have been verified as correct,

**SAY** If you have the correct test booklet, the arrows on the chart will lead you to the correct test code for this ACP. You will use this test code and the example provided at the bottom of the chart to fill in the last sections on your answer sheet.

ALL students will now fill out the last sections of the answer sheet.

(PAUSE)

**SAY** Find the last 3 columns at the far right of your answer sheet. Find the TEST CODE section. In the boxes at the bottom, print the four-digit test code from the chart inside your booklet. Then fill in the correct bubble for each number, one bubble in each column.

Find the YR section. Print the number “15” and bubble in the two-digit code.

Last, find the FORM section and bubble in the one-digit code from the chart inside your test booklet. Make sure your answer sheet matches the example at the bottom of the chart inside your test booklet.

(PAUSE)

**SAY** Next, look at the cover of your test booklet. At the bottom of the cover, you will find a box with the test code, year, and form for your test booklet. Make sure these match the numbers you bubbled in on your answer sheet. If your numbers do not match, please raise your hand.

G. Correct any coding errors for students who raised their hand. After the test identification sections are verified as coded correctly,

**SAY** Now read the Student Oath at the top of your answer sheet. After you have read the oath, please sign your name on the line provided.

H. After the students sign the oath,

**SAY** Turn your answer sheet over. Find the row for question #1.

I. If the test has its own Administrator Manual, then begin following it now. If not, continue with these instructions.

**SAY** Open your booklets to page 1. The testing period will end after 90 minutes. Please raise your hand if you need assistance during the test and do not talk. You may now begin.

**Note:** You must actively monitor during the test by moving around the room to ensure test security. Follow the campus plan regarding students who finish early.

J. After 1 hour and 15 minutes, alert your students that only 15 minutes remain.

**SAY** You have 15 minutes left to finish the test. 15 minutes.

K. At the 90 minute mark,

**SAY** Stop! Time is up. Please close your test booklets. DO NOT INSERT YOUR ANSWER SHEET INSIDE THE BOOK.

L. Collect all of the answer sheets, test booklets, scratch paper, pencils, etc. separately. Keep answer sheet separate from test booklets. Do not allow students to leave until all materials are collected.

M. Check in your answer sheets and test booklets as directed. Do not use paper clips, rubber bands, Post-It notes, or any other items that can damage the answer sheets.

**N. Turn in the answer sheets and test booklets for each class section to your Test Coordinator.**

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# Test Administrator Scripts

## ACP Test Administrator Script (English) Grades 3-5 only

### Follow these scripted responses to begin testing.

All wording enclosed in text boxes, bold print, and preceded by the word “SAY”, must be read verbatim to your students.

- A. Move rapidly through these preliminary instructions to save time. Proceed when the students are ready to begin.

**SAY** Hoy este examen determinará cuanto han aprendido este semestre. Les voy a dar su cuaderno de examen, hoja de respuestas, y papel suelto. Por favor no abran o den vuelta a las páginas hasta que yo les diga.

Por favor, tomen su tiempo para terminar este examen dentro de 90 minutos.

¿Hay alguien que no haya entregado su aparato electrónico, incluyendo un teléfono celular o un reloj inteligente — “smart watch”?

- B. Collect any remaining cell phones and smart watches. Distribute the test booklets and precoded answer sheets.

**SAY** Por favor no escriba o marque en su hoja de respuestas hasta que yo les diga. Si no recibió una hoja de respuestas con su nombre impreso en el, levante su mano.

- C. Pass out the blank answer sheets to students who raised their hands.

**SAY** Mire su hoja de respuestas. Si en su hoja de respuestas los óvalos negros no coinciden con las burbujas en blanco, o si los óvalos negros están fuera de las columnas, levante su mano.

- D. For all students who raise their hands, correct precoded answer sheets if possible. Pass out the blank answer sheets to students who received precoded answer sheets that cannot be corrected. If any student needs assistance completing steps D through H, please provide assistance.

**SAY** Si tienes una hoja de respuestas que tiene su nombre correcto, por favor, espere tranquilo. Las siguientes instrucciones son para estudiantes con las hojas de respuesta en blanco solamente.

Busque la sección que dice NAME. Ahora, comience con la sección LAST NAME. Escriba su apellido en la parte inferior, con una letra en cada caja. Luego llene el círculo correcto para cada letra, una burbuja para cada columna. Si no alcanza suficiente espacio para todas las letras de su apellido, llene solo lo que pueda.

Busque la sección que dice FIRST NAME. Escriba su primer nombre en la parte inferior, con una letra en cada caja. Luego llene la burbuja correcta para cada letra, una burbuja para cada columna. Si no alcanza suficiente espacio para todas las letras de su primer nombre, llene solo lo que pueda. Ignora la sección que dice MIDDLE NAME.

**SAY** Busque la sección que dice STUDENT ID NUMBER. Escriba su número de identificación de 7 dígitos, un dígito por cada caja. Luego llene la burbuja correcta para cada número, una burbuja para cada columna.

E. After all answer sheets are verified as coded correctly,

**SAY** **TODOS** los estudiantes ahora se asegurarán que tienen el cuaderno de examen correcto.

(PAUSE)

**SAY** Abra la cubierta del cuaderno de examen. En la primera página, verás dos señales de alto en la parte superior, seguido con una tabla. La parte superior de la tabla debería leer, "¿Estás en...?" Responde a las preguntas y sigue las flechas en la tabla. Si las flechas te llevan a la forma de diamante a la derecha — o si tienes alguna pregunta acerca de la tabla, levante la mano.

F. For all students who raise their hands, verify that their test booklets are correct and that they are in the correct grade and course for the test. If not, then contact the Test Coordinator immediately. Once all test booklets have been verified as correct,

**SAY** Si tienes el cuaderno de examen correcta, las flechas en la tabla te llevará al código de prueba correcta para este ACP. Utiliza este código de prueba y el ejemplo proporcionado en el fondo de la tabla para llenar las últimas secciones en su hoja de respuestas.  
Todos los estudiantes llenarán ahora las últimas secciones de su hoja de respuestas.

(PAUSE)

**SAY** Busque las últimas 3 columnas en el lado extremo derecho de su hoja de respuestas. Encuentre la sección TEST CODE. En los cuadros al fondo, escriba el número de 4 dígitos, el código de la prueba, que se encuentra dentro de su cuaderno de examen. Luego llene la burbuja correcta para cada número, una burbuja para cada columna.  
Busque la sección que dice YR. Escriba el número "15" y llene la burbuja en el código de dos dígitos.  
Por último, encuentre la sección FORM y llene la burbuja en el código de un dígito que se encuentra en la tabla dentro su cuaderno de examen. Asegúrese que su hoja de respuestas coincide con el ejemplo en el fondo de la tabla dentro su cuaderno de examen.

(PAUSE)

**SAY** A continuación, mira la portada de su cuaderno de examen. En el fondo de la cubierta, encontrarás un cuadro con el código de prueba, el año y la forma para su cuaderno de examen. Asegúrese de que coinciden con los números que llenaste en su hoja de respuestas. Si sus números no coinciden, por favor, levante la mano.

G. Correct any coding errors for students who raised their hand. After the test identification sections are verified as coded correctly,

**SAY** Ahora lea el juramento del estudiante. Después de que hayas leído el juramento, por favor firme su nombre en la línea.

H. After the students sign the oath,

**SAY** Voltee su hoja de respuestas. Busque la línea para la pregunta #1.

**Note:** You must actively monitor during the test by moving around the room to ensure test security. Follow the campus plan regarding students who finish early.

J. After 1 hour and 15 minutes, alert your students that only 15 minutes remain.

**SAY** You have 15 minutes left to finish the test. 15 minutes.

K. At the 90 minute mark,

**SAY** Stop! Time is up. Please close your test booklets. DO NOT INSERT YOUR ANSWER SHEET INSIDE THE BOOK.

L. Collect all of the answer sheets, test booklets, scratch paper, pencils, etc. separately. Keep answer sheet separate from test booklets. Do not allow students to leave until all materials are collected.

M. Check in your answer sheets and test booklets as directed. Do not use paper clips, rubber bands, Post-It notes, or any other items that can damage the answer sheets.

**N. Turn in the answer sheets and test booklets for each class section to your Test Coordinator.**

