



DCAS – Alt1 District Test Coordinator Manual

Spring 2015

Delaware Department of Education
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1.0 Overview of the DCAS – Alt1: Spring 2015

1.1 Important Dates

DTC receives DCAS – Alt1 materials	2/17/15
DCAS – Alt1 Help Desk	1/5/14 – 6/12/15
STC/TA receives DCAS – Alt1 materials	2/19/15
Test administration window	3/2/15 – 6/4/15
Additional ordering window	2/17/15 – 5/27/15
Last day of test administration	6/4/15
Last day to enter scores into Score Entry Interface	6/4/15
STC/TA returns DCAS – Alt1 materials to DTC	6/9/15
DTC returns DCAS – Alt1 materials to AIR	6/11/15

1.2 Common Acronyms

AIR – American Institutes for Research

DeSSA — Delaware System of Student Assessments

DCAS – Alt1 – Delaware Comprehensive Assessment System Alternate Assessment

DTC – District Test Coordinator

STC – School Test Coordinator

TA – Test Administrator

1.3 *New Information for the Spring 2015 Administration

Please note that some sections in the table of contents are marked with asterisks. These sections represent changes for this upcoming administration. Please read these sections carefully so that you have the most up-to-date information.

2.0 Contact Information

Contact an American Institutes for Research (AIR) representative if you have questions about the following:

- Ordering test materials
- Receiving test materials
- Returning test materials
- Administering the test
- Using the Test Delivery System

The Help Desk is open Monday through Friday from 7 a.m. to 6 p.m., Eastern Standard Time. During these hours, staff will respond promptly to calls.

AIR Representative	Address/Phone Number/E-Mail
AIR Help Desk	820 Freeway Drive North Columbus, OH 43229 1-877-206-7039 dcasalt1helpdesk@air.org

Contact Delaware Department of Education (DDOE) staff if you have questions about the following:

- Participation criteria
- State and federal regulations regarding the DCAS – Alt1
- Delaware Content Standards Grade-Band Extensions for students with significant cognitive disabilities

DDOE Staff	Address/Phone Number/E-Mail
Helen Dennis	Delaware Department of Education 401 Federal Street, Suite #2 Dover, DE 19901 302-735-4090 helen.dennis@doe.k12.de.us

3.0 Test Security Guidelines

The Delaware Comprehensive Assessment System – Alt1 (DCAS – Alt1) test materials, including the test booklets, printed materials (e.g., storybooks in Reading), and artifacts produced as a result of test administration, are secure test materials. To maintain the validity of the tests administered in the statewide assessment system, security of the test questions and test materials is absolutely necessary. The following measures are required to preserve the security of the statewide assessment program. District superintendents, District Test Coordinators (DTCs) and School Test Coordinators (STCs), building supervisors, Test Administrators (TAs), and all personnel handling test materials are charged with following these guidelines to preserve the integrity of the testing program.

All printed materials and manipulatives *are* secure and must be returned to AIR. Physical manipulatives, such as foam circles, foam triangles, and other objects, are *not* secure and should be kept by schools after the administration of the DCAS – Alt1 to be used for instructional purposes. The Delaware Department of Education (DDOE) encourages teachers to design and present instruction that focuses on the academic skills being assessed by the DCAS – Alt1.

Test materials must be held secure before, during, and after testing sessions. Students should not be provided with any access to test materials before test administration. Such exposure to the test will invalidate its results. Test materials should not be taken off school grounds unless approved by the STC (e.g., to deliver the assessment to a student who receives homebound instruction).

Delaware State Regulations state the following:

Definitions.

The following terms shall have the meanings indicated:

- 1) “State Assessment System” means the assessment program established pursuant to Subchapter III of this title, including the assessments administered pursuant thereto; and
- 2) “Department” means the Delaware Department of Education;
- 3) “Individual” means a student, teacher, administrator, local or state school board member, or other employee, agent or contractor employed by the Delaware public school system whether local or at the state level, and including an employee, agent or contractor of a charter school;
- 4) “School district” means any school district, special school or charter school created pursuant to the provisions of this title;
- 5) “Assessment administration” means the range of activities from the initial procurement of secure assessment materials including those delivered via the computer through testing and the return of secure assessment materials to the Department or its agents;
- 6) “Log-in” means the process of accessing the assessment website;

- 7) “Secure browser” means the computer browser that prevents the student from accessing functions of the computer that are not allowed during assessment;
- 8) “Student Identification Number” means the unique identification number assigned to each student in the State of Delaware under which his or her student records are maintained; and
- 9) “Assessment site” means the physical location of the assessment administration, including a computer lab, classroom, or other room.

Security and data procedures.

- 1) The Department shall promulgate rules and regulations to ensure the security of the assessment administration, training of personnel and the collection and reporting of assessment data.
- 2) The Department’s rules and regulations shall provide for:
 - a) The security of the printed materials during assessment administration and the storage under lock and key of all secure assessment materials, including answer documents, before and after assessment administration;
 - b) Procedures to safeguard computer access information and use the secure browser, including printing of assessment content;
 - c) The proper administration of assessments and the monitoring of assessment administrations by school district personnel; and
 - d) Procedures for the accurate and timely collection, storage and retrieval of state assessment system materials and data.

Assessment behavior violations.

It is an assessment security violation for an individual to fail to follow state assessment administration procedures promulgated by the Department, and no individual shall:

- 1) Give any examinee access to secure assessment items or materials except in the regular course of an authorized administration of the state assessment system;

Example Violations:

- Teacher uses secure test materials during instruction (exception is physical manipulatives after testing is complete).
- Teacher gives test to a student when other students are in the room and able to hear or see the test.

- 2) Give unauthorized individuals or other persons access to secure assessment items or materials;

Example Violations:

- Teacher gives testing materials to a para-professional to laminate for testing.
- Teacher discusses test items with unauthorized educators/non-educators.

- 3) Copy, reproduce, use, or otherwise disclose in any manner inconsistent with assessment security regulations and procedures any portion of the secure assessment materials;

- 4) Provide answers during the assessment administration either orally, in writing, or by any other means to any examinee;

Example Violations:

- Teacher uses secure test materials during instruction (exception is physical manipulatives after testing is complete).
- Teacher prompts student to correct response.

- 5) Coach any examinee during the assessment administration by giving the examinee answers to secure questions or otherwise directing or guiding a response or by altering or interfering with the examinee's response in any way;

Example Violations:

- Teacher provides instruction during the testing session allowing a student to understand a concept the student does not already know.
- Teacher changes the order of responses that are given in the testing manual to allow a student to have the correct response.

- 6) Fail to follow security regulations and procedures for the storage, distribution, collection and return of secure assessment materials or fail to account for all secure assessment materials before, during and after assessment administration;

Example Violations:

- Teacher does not lock testing materials in a secure location.
- Teacher leaves testing materials out for public access when testing is not occurring.
- Teacher does not return all required materials at the conclusion of the test window including other materials created in order for student to access the test.

- 7) Fail to properly monitor assessment administration, including permitting inappropriate collaboration between or among individuals; fail to remove or cover non-allowable resources from the assessment site during the assessment administration; or fail to destroy scratch paper used by students during the assessment administration;

Example Violations:

- Teacher does not follow the script and instructions for administering as written in the test manual.
- Teacher does not determine the appropriate starting point (using either the Student Placement Questionnaire or the Starting Points Table).
- Teacher does not follow the rules regarding appropriate stopping points during testing.

- 8) Fail to prohibit students from accessing or using electronic equipment (e.g., cellular phones, personal digital assistant devices, iPods, electronic translators), other than those authorized for use by the Department for the assessment administration;
- 9) Fail to confirm proper identification of students being administered the assessment or intentionally give a student the wrong student identification number during the log-in, causing any student to log in and take the assessment under another student's records;
- 10) Fail to collect and destroy any materials bearing student identification number(s) and student name(s) used to provide student(s) with this information during the assessment administration;
- 11) Produce unauthorized copies of assessment content from the computer website; fail to properly destroy authorized copies; or allow copies to be taken outside the assessment site;

Example Violations:

- Teacher makes copies of testing manual, stories, posters or other testing materials to use during instruction.
- Teacher takes a photo or digital image of any part of the test outside of what is allowed in the testing guidelines.

- 12) Allow assessment administration by unauthorized personnel or personnel who have not received assessment administration certification;

Example Violations:

- Test Administrator does not meet the qualifications as required in the Test Administration Manual.

- 13) Administer secure assessments on dates other than those authorized by the Department;
- 14) Participate in, direct, aid, counsel, assist, encourage or fail to report any of the acts prohibited in this subchapter; or
- 15) Refuse to disclose to the Department information regarding assessment security violations; or
- 16) Refuse to cooperate in the investigation of a suspected breach of assessment security, whether such investigation is conducted by a school district or the Department. The investigation shall include a review of mitigating circumstances, if applicable.

Data reporting violations.

School districts and individuals shall not:

- 1) Fail to report assessment scores, numbers of students administered the assessment or any other data element required to be reported to the Department;
- 2) Report incorrect or otherwise inaccurate assessment scores, numbers of students administered the assessment or any other data element required to be reported to the Department;
- 3) Exclude a student from participation in the state assessment except in accordance with the regulations of the Department;
- 4) Refuse to disclose to the Department information concerning a violation of the foregoing data reporting requirements; or
- 5) Refuse to cooperate in the investigation of a suspected data reporting violation, whether such investigation is conducted by a school district or the Department. The investigation shall include a review of mitigating circumstances, if applicable.

4.0 Introduction

4.1 Background

The 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA) established a legal requirement to include students with disabilities in general statewide and district-wide assessment programs with appropriate accommodations and modifications in administration, if necessary. Further, IDEA 1997 included a requirement for states to develop alternate assessments and guidelines for participation in alternate assessments for the small percentage of students whose disabilities preclude them from participation in the general assessments, even with accommodations. The purpose of these amendments to IDEA was to emphasize the need to improve educational outcomes for students with disabilities.

IDEA 2004 establishes some additional expectations. Section 612(d)(1)(A)(vi)(bb)(AA)-(BB) of IDEA 2004 now requires each Individualized Education Program (IEP) to include a “statement of why the child cannot participate in the regular assessment and why the particular assessment selected is appropriate for the child.” IEP teams must use the 2010–2011 Addendum for Determining Eligibility for the Delaware Alternate Assessment to address this question. The participation criteria for the DCAS – Alt1 have become the rule in the State of Delaware as detailed in the *2014–2015 Accessibility Guidelines for the Delaware System of Student Assessments (DeSSA)*. The *Guidelines* state that an IEP team must agree and document that the student is eligible for participation in an alternate assessment according to the following criteria:

- The student’s past and present levels of performance in multiple settings (e.g., home, school, community) indicate that a significant cognitive disability is present;
- The student needs intensive, pervasive, or extensive levels of support in school, home, and community settings; and
- The student’s current cognitive and adaptive skills and performance levels require direct instruction to accomplish the acquisition, maintenance, and generalization of skills in multiple settings (home, school, community).

The reauthorization of the Elementary and Secondary Education Act (ESEA) expands the requirements of IDEA. ESEA contains specific language with regard to accountability, measurement of adequate yearly progress (AYP), and inclusion of students with disabilities in state assessment and accountability programs. ESEA also requires that parents be informed of the potential consequences, such as potential limitations on postsecondary opportunities, for their child if he or she is being assessed against alternate achievement standards.

4.2 Purpose

The purpose of the Delaware Comprehensive Assessment System – Alt1 (DCAS – Alt1) is to maximize access to the general education curriculum for students with significant cognitive disabilities, ensure that all students with disabilities are included in Delaware’s statewide assessment and accountability programs, and direct instruction in the classroom by providing important pedagogical expectations and data that guide classroom decisions. The DCAS – Alt1 is only for those students with documented significant cognitive disabilities and adaptive behavior deficits who require extensive support across multiple settings (such as home, school, and community).

The DCAS – Alt1 is designed to measure the performance of a small subpopulation of students with significant cognitive disabilities against the Delaware Extensions to the Common Core Standards (approximately 1% of the total student population and 10% of the total number of students with disabilities). The test was designed to assist educators, parents, and related service providers with determining the level of academic skill the students have attained up to the point of assessment.

4.3 Summary of DCAS – Alt1 Development

The DCAS – Alt1 tasks and items were written by collaborative teams at the American Institutes for Research (AIR). The collaborative teams included both (a) experienced assessment item writers with a background in education and expertise in the assigned content area and (b) specialists in alternate assessment with experience teaching students with significant disabilities. Members of these collaborative teams were trained on aspects of task, item, and test design that are unique to students with significant cognitive disabilities. All writers were monitored and supported by a team of senior test development specialists. This work was then reviewed at various stages by Delaware special and general education teachers, DDOE staff, editorial staff, bias and sensitivity experts, psychometric experts, and other specialists in alternate assessment and instruction for students with significant cognitive disabilities. These items were then field-tested with Delaware students in the 2010–2011 school year (Reading and Math) and 2011–2012 school year (Science and Social Studies). Additional field testing of new items has taken place in the 2012 – 2013 and 2013 – 2014 school years.

4.4 Delaware Content Standards Grade Band Extensions

The Delaware Content Standards Grade Band Extensions are the foundation for the development of the assessment tasks for the DCAS – Alt1; DDOE and AIR staff prioritized the content important now and in the future for students with significant cognitive disabilities. This was done to comply with IDEA and ESEA requirements that the alternate assessment link to the grade-level content standards, although at less complex skill levels. The Delaware Content Standards Grade Band Extensions give both task writers and teachers the specificity necessary to translate the standards into meaningful assessment tasks and classroom instruction for students with significant cognitive disabilities.

5.0 DCAS – Alt1 Participation Guidelines

Criterion #1: Evidence of Significant Cognitive Disabilities

The student's level of cognitive skills and adaptive behavior is such that extensive modifications are required in order to access the general curriculum.

Criterion #2: Intensity of Instruction

The student requires extensive direct instruction and/or extensive supports to accomplish the application and transfer of skills to school, home, work, and community environments.

Criterion #3: Curricular Outcomes

The student requires extensively modified instruction focusing on a less complex application of skills in order to address the Extensions to the Common Core Standards.

Criterion #4: Exclusions

The decision to include a student in the DCAS – Alt1 is **not** based on the following:

1. Existence of an IEP
2. Specific categorical label
3. Educational placement
4. English language learner status
5. Socioeconomic status
6. Excessive or extended absences
7. Disruptive behavior
8. Student's reading level
9. The expectation that the student will not perform well on the DCAS

The IEP team, as a group of individuals with a clear understanding of a student's needs, must determine whether that student is eligible to take the DCAS – Alt1 on the basis of the criteria set by the *Participation Guidelines* found in the *2014–2015 Accessibility Guidelines for the Delaware System of Student Assessments (DeSSA)*. It is not an individual's unilateral decision but one that comes after a careful review of the criteria listed above and existing documentation that supports the IEP team's decision.

Eligibility decisions should be made on an individual basis according to the eligibility criteria and should not be based on statistics related to the tested population of the school or district. IEP teams should be knowledgeable about the Delaware Content Standards Grade Band Extensions, with which the assessment tasks in DCAS – Alt1 are aligned, in order to make appropriate decisions about whether a student should be assessed with the DCAS – Alt1. If the IEP team determines that the student meets all the criteria for assessment with the DCAS – Alt1, it is then the team's responsibility to document this finding within the IEP. If the student does not meet all the participation criteria, the IEP team must determine how the student will participate in the general assessment—either with or without testing accommodations. **TAs must ensure, before administering the test, that the student's most recent IEP indicates that the DCAS – Alt1 participation criteria have been considered and that the student has met all criteria.**

5.1 Content Areas to Be Assessed

Reading, Mathematics, Science, and Social Studies will be assessed during the spring 2015 testing window.

5.2 *DCAS – Alt1 Forms

The DCAS – Alt1 has the following test forms:

Reading	Mathematics	Science	Social Studies
Grades 3–5	Grades 3–5	Grade 5	Grade 4
Grades 6–8	Grades 6–8	Grade 8	Grade 7
Grades 9–11*	Grades 9–11*	Grade 10	Grade 9

*Grade 11 students will be tested in for the first time in Spring 2015 in Reading and Math.

6.0 Test Administrator Requirements

Only DDOE-trained personnel can administer and score the spring 2015 DCAS – Alt1 administration. The official TA is typically the student’s teacher who is a Delaware-certified teacher or administrator. If the student’s teacher cannot administer the assessment, a staff member who is in the presence of or supervised by a Delaware-certified teacher or administrator, is familiar with the student’s support needs and communication mode, and has attended one of the DDOE-sponsored trainings may serve as the TA.

Each DCAS – Alt1 TA must

- be an employee of the district and follow the guidelines listed above;
- be familiar with the *Test Administration Manual (TAM)*;
- be trained in and knowledgeable about proper test administration and test security;
- complete a DDOE Nondisclosure Agreement (located in Appendix E); and
- have attended one of the DDOE-sponsored trainings.

TAs may not administer the assessment to close relatives (e.g., children, grandchildren).

If the test is administered in a location other than the school, the TA must meet the criteria specified above.

***Note:** All Test Administrators who are assessing students for the spring 2015 DCAS – Alt1 are required to view the DCAS – Alt1 Update webinar.

6.1 *DCAS – Alt1: Second Rater Policy

Second Raters were used during past administrations to help DDOE determine the inter-rater reliability of the assessment. In Spring 2015, there will be **no second raters**.

7.0 Roles and Responsibilities

The American Institutes for Research (AIR) in Washington, D.C., is the contract agency working with DDOE on the DCAS – Alt1. AIR is responsible for printing, distributing, and collecting the test materials. AIR is also responsible for scoring and reporting.

The District Test Coordinator (DTC)

- is the main contact for AIR.
- is responsible for coordinating the administration of the spring 2015 DCAS – Alt1 among all the schools within a district. This includes:
 - ordering additional materials, if needed;
 - distributing and collecting all test materials to and from the schools; and
 - returning all test materials to AIR.
- must be familiar with all information in this *DTC Manual* and the *TAM*, although other staff members may refer to sections as needed.
- must attend a DDOE-sponsored training.
- is knowledgeable about proper test administration and test security.
- ensures that all personnel assigned to testing are adequately trained in proper test administration and test security.

The School Test Coordinator (STC)

- is responsible for coordinating the administration of the spring 2015 DCAS – Alt1 at the school site and for verifying receipt of the school's test materials.
- is knowledgeable about proper test administration and test security.
- must be familiar with the information in the *TAM*.
- ensures that all personnel assigned to testing are adequately trained in proper test administration and test security.

8.0 DTC Responsibilities Checklist

The DTC is responsible for the following tasks:

8.1 Before Spring 2015 Administration

- Ensuring that all STCs and TAs are trained and meet the DDOE requirements
- Receiving the district's test materials and inventorying the materials against the District Packing List
- Distributing to each STC and/or TA the DCAS – Alt1 materials received from AIR

8.2 During Spring 2015 Administration

- Reminding STCs and TAs that they must inventory the materials against the School Packing List and use the Teacher Security Checklist to manage materials and handling while the test materials are in the school (discrepancies must be reported to the DTC immediately)
- **Reporting shortages or requesting additional materials within the additional ordering window**
- Implementing security procedures and reminding staff that the DCAS – Alt1 is subject to Delaware test security regulations
- Answering questions that arise during the assessment or forwarding the questions to AIR or DDOE
- Reviewing with STCs and TAs the information in the “**Returning Materials to the DTC**” section of this manual as necessary to ensure the proper packaging and return of materials to the DTC
- Monitoring participation counts in the Test Management Center to make certain that teachers are on track to complete testing by the finish date

8.3 After Spring 2015 Administration

- Telling STCs and TAs that they must return all test materials to the DTC at a time he or she specifies
- Collecting DCAS – Alt1 materials from STCs and TAs at the end of the test administration window and following up on materials not submitted by the deadline
- Ensuring that all materials from each school meet the packaging requirements and then sealing and labeling each box for return shipment
- Packaging and shipping DCAS – Alt1 materials to AIR

9.0 Testing Irregularities and Special Exemptions

Incidents may occur during testing that can affect a student's scores. These testing irregularities are defined as any situation that interferes with the usual or prescribed testing procedure as specified in this manual.

DTCs must be informed of these situations so a decision can be made regarding the validity of the student's score. Testing irregularities may necessitate the invalidation of test scores or the addition of an explanatory note to a student's record.

In 2014-15, a system called the "Assessment Request System," or ARS, replaced the Online System for Special Exemptions Incidents and Unique Accommodations. TAs should use the Assessment Request System to notify DDOE of any incident that occurred during testing (e.g., an error in administration) if it could affect a student's test scores. It is not necessary to report minor incidents such as an uncooperative or sleeping student or accidental noises in the environment such as that from a garbage truck or public address system. Please see Appendix D, What to Do When, for more detailed information on testing irregularities.

Incident reports and special exemption requests must be submitted by the designated staff member (usually the STC) using the online system. To access the system, log into the Delaware Identity Management System (IMS) with your username and password. Next, click the link for "Assessment Request System." Click the desired request form. Do not submit paper requests. District offices are responsible for collecting and retaining supporting documentation, such as doctors' notes. Do not send supporting documentation to DDOE.

STCs must initiate the process by submitting the exemption requests and incident reports online before the DTC can approve and forward them to DDOE. For instructions on how to use the Assessment Request System, refer to the *User's Guide*.

All administrations of the tests are conducted under standardized procedures described in this *DTC Manual*. Individual irregularities, such as suspicion of cheating, should be reported immediately by the TA to the DTC or the STC. Invalidation of a test because of testing irregularity shall be determined after a thorough investigation and consultation among the DTC, the STC, and the charter school director or district superintendent.

9.1 Reporting Testing Security Incidents

STCs and DTCs are required to report testing security incidents to DDOE using the Assessment Request System.

TAs and school administrators who have witnessed, been informed of, or suspect the possibility of a testing incident that could potentially affect the integrity of the tests, the data, and the test results should immediately contact the DTC.

The following information should be provided:

- Name and role of person reporting incident
- School name
- Date of incident
- Description of incident
 - Type (e.g., cheating, copying items)
 - Scope (e.g., individual, class, grade level, school-wide)
 - By whom (e.g., student, school personnel)

Any breach in test security may result in personnel action.

10.0 *Receipt of Materials and Distribution to STCs and TAs

DTCs: Please read these directions before you distribute any test materials to STCs and TAs.

10.1 Receiving Materials

Materials are packed by school and shipped to the district for those schools with students who were identified in the Test Delivery System. Likewise, materials being returned will be packed by the school and shipped from the district. DCAS – Alt1 materials will be shipped to the DTC.

The district shipment includes a District Packing List, manuals, return shipping label(s), and copies of the School Packing Lists and Teacher Security Checklists. You should verify the materials received in the district box(es) against the District Packing List. If there is any discrepancy, please contact the DCAS – Alt1 AIR Help Desk.

The school boxes contain a School Packing List and Teacher Security Checklist(s), which serve as both inventory verification and as secure materials handling documentation. Checklists will be returned to AIR when all materials are returned after the assessment. Schools are responsible for verifying the contents of their boxes.

When preparing for the distribution of test materials, remember the following:

- The DTC will receive test materials from AIR and will distribute them to STCs or TAs.
- The STC or the TA will verify that materials for each TA match the Teacher Security Checklist.
- Any discrepancies in test materials must be reported immediately to the STC and the DTC. Only DTCs can order additional testing materials.
- TAs will account for the security of all test materials before, during, and after the test administration.
- TAs will need to review the materials prior to the first day of testing in order to develop appropriate accommodations as needed.
- All DCAS – Alt1 materials must be kept in a securely locked storage space when the test is not being administered. This can be in the teacher’s classroom.

Open the district box(es), and verify the contents against the District Packing List. If there is any discrepancy, please contact the DCAS – Alt1 AIR Help Desk.

If the schools in your district require more materials, place an order during the additional ordering window.

10.2 Distributing Materials

Districts do not need to inventory school boxes; STCs do this.

10.3 Additional Orders

If personnel from a school in your district find that they need additional materials, please place an order during the additional ordering window. The additional ordering window is open from **2/17/15 – 5/27/15**. Orders placed during the additional ordering window will arrive at the district address on file four days after the order is placed.

All orders should be placed with the DCAS – Alt1 Help Desk. The Help Desk will need the following information:

- Teacher name
- School name
- School ID
- District name
- District ID
- Grade band(s)

Only DTCs can order additional materials.

11.0 *Returning Materials to the DTC

11.1 Schools

When test administration is complete, the TA or the STC prepares the DCAS – Alt1 materials for return to the DTC. To prepare the materials for return, school personnel should do the following:

- Place all test materials in the original boxes in which they were received.
 - Test booklets, storybooks, and printed manipulatives should be put back in the TA kits.
- All other boxes should contain the following materials (from the top down):
 - Signed and completed Teacher Security Checklist(s) (**TOP**)
 - Signed and completed School Packing List
 - Optional Student Score Worksheets
 - Student-generated materials (**BOTTOM**)

Note: All printed material must be returned to AIR. TAs may keep the physical manipulatives.

- Use filler material, such as newspaper, to fill each box to prevent materials from shifting during shipping.
- Return a signed copy (white copy) of the Teacher Security Checklist and School Packing List verifying that all materials are contained in the boxes.
- Materials should be returned to the DTC by **6/9/15**.

11.2 Receiving Materials From Schools

Schools use the Teacher Security Checklist to identify the number of materials to be returned. STCs include a copy of the form for the DTC to verify the quantity being returned. Schools return test booklets (Reading, Mathematics, Science, and Social Studies) for each TA barcode listed in grades 3–5, 6–8, and 9–11. STCs must also return the storybooks for each barcode number listed. **TAs may keep only the physical manipulatives. All printed documents must be returned.**

For materials distributed from additional orders, record the total number of materials being returned on the Teacher Security Checklist. Include a copy of the Teacher Security Checklist with materials being returned to AIR.

11.3 Districts

Plan to receive the DCAS – Alt1 materials from schools by **6/9/15**. You must ship the materials to AIR by **6/11/15** for processing. Take these steps to prepare the materials for return to AIR:

- Review each Teacher Security Checklist (or the district's security checklist), and follow up on any missing materials.
- Verify that all secure materials are included and packed in their proper order (see previous page).
- Enclose a signed copy (white copy) of the Teacher Security Checklist, School Packing List, and District Packing List.
- Seal each box, using heavy-duty packaging tape. Be sure to check the bottom of the box because the tape may have come loose during previous shipping and handling.
- Affix the provided UPS label to each box.

11.4 Returning Test Materials

Plan to receive DCAS – Alt1 materials from schools by **6/9/15**. The UPS pickup of materials from the district must occur by **6/11/15**.

Districts with regular UPS deliveries should affix a UPS Return Service (RS) label, supplied in the DTC kit, to each box being returned (Please remove any other shipping labels). Give the box(es) to your regular driver by **6/11/15**.

Districts that do not have regular UPS deliveries should contact the AIR Help Desk (1-877-206-7039) by **6/11/15** to schedule a pickup.

Appendix A: *Test Materials Provided by the Test Administrator

Reading Grades 3–5

Subject	Grade Band	Task Number	Task Name	Material	Quantity
Reading	3–5	1	Stuffed Toys	Cloth	1
Reading	3–5	2	Fish Bowl Instructions	Stones (or Gravel)	Multiple
Reading	3–5	11	Salad Surprise	Bowl	1
Reading	3–5	11	Salad Surprise	Cup	1

Reading Grades 6–8

Subject	Grade Band	Task Number	Task Name	Material	Quantity
Reading	6–8	1	Art Class	Paint Brush	1
Reading	6–8	2	Newspaper Sections	Dictionary	1
Reading	6–8	2	Newspaper Sections	Newspaper	1
Reading	6–8	2	Newspaper Sections	Dry Erase Marker	1

Reading Grades 9–11

There are no Reading 9–11 TA provided Physical Manipulatives required for Spring 2015.

Mathematics Grades 3–5

Subject	Grade Band	Task Number	Task Name	Material	Quantity
Math	3–5	1	Graphic Organizer Addition	Marking Chips	12
Math	3–5	2	Zero or Ten	Paper Clips	10
Math	3–5	13	Measuring Length	Chain of 1 Paper Clip	1
Math	3–5	13	Measuring Length	Chain of 5 Paper Clips	1
Math	3–5	13	Measuring Length	Chain of 3 Paper Clips	1
Math	3–5	13	Measuring Length	Chain of 2 Paper Clips	1
Math	3–5	13	Measuring Length	Chain of 4 Paper Clips	1
Math	3–5	13	Measuring Length	Chain of 6 Paper Clips	1

Mathematics Grades 6–8

Subject	Grade Band	Task Number	Task Name	Material	Quantity
Math	6–8	1	Object Ratios	Dimes	3
Math	6–8	1	Object Ratios	Nickels	6

Mathematics Grades 9–11

Subject	Grade Band	Task Number	Task Name	Material	Quantity
Math	9–11	1	Matching 3D Objects	Ball	1
Math	9–11	1	Matching 3D Objects	Metal Can	1
Math	9–11	2	Chore Calendar	Marking Chip	4
Math	9–11	3	Coin Probability	Penny	6
Math	9–11	3	Coin Probability	Paper Bag	1
Math	9–11	3	Coin Probability	Dime	2
Math	9–11	13	Red or Black	Paper Bag	1

Social Studies Grade 4

Subject	Grade	Task Number	Task Name	Material	Quantity
Social Studies	4	1	Clocks and Calendars	Calendar	1
Social Studies	4	1	Clocks and Calendars	Clock	1
Social Studies	4	2	Identifying Money	Dime	1
Social Studies	4	2	Identifying Money	Quarter	1
Social Studies	4	2	Identifying Money	Penny	1
Social Studies	4	2	Identifying Money	Nickel	1
Social Studies	4	2	Identifying Money	Checkers	Multiple
Social Studies	4	2	Identifying Money	Dollar Bill	1
Social Studies	4	2	Identifying Money	Envelope	1
Social Studies	4	13	Responsible Student	Pencil	1

Social Studies Grade 7

Subject	Grade	Task Number	Task Name	Material	Quantity
Social Studies	7	1	Products you Use Outside	Pair of Gloves	1
Social Studies	7	1	Products you Use Outside	Sunscreen	1
Social Studies	7	13	Locating Information Using Sources	Map	1
Social Studies	7	13	Locating Information Using Sources	Science Book	1
Social Studies	7	13	Locating Information Using Sources	School Planner	1

Social Studies Grade 9

Subject	Grade	Task Number	Task Name	Material	Quantity
Social Studies	9	1	Coupons	Book	1
Social Studies	9	1	Coupons	Dollar Bill	1
Social Studies	9	5	United States Cultural Symbols	U.S. Flag	1
Social Studies	9	13	Finding Products	Banana	1
Social Studies	9	13	Finding Products	Puzzle	1
Social Studies	9	13	Finding Products	Gloves	1
Social Studies	9	13	Finding Products	Bag of Chips	1

Science Grade 5

Subject	Grade Band	Task Number	Task Name	Material	Quantity
Science	5	1	Position and Motion	Book Ramp	1
Science	5	3	Magnetic Objects	Steel Paper Clip	3
Science	5	3	Magnetic Objects	Sheet of Paper	1
Science	5	3	Magnetic Objects	Plastic Cup	1
Science	5	3	Magnetic Objects	Metal Scissors	1
Science	5	3	Magnetic Objects	Pencil	1
Science	5	3	Magnetic Objects	Key	1
Science	5	13	Sorting Materials	Piece of Paper	1
Science	5	13	Sorting Materials	Glass Bottle	1
Science	5	13	Sorting Materials	Plastic Cup	1
Science	5	13	Sorting Materials	Plastic Water Bottle	1
Science	5	13	Sorting Materials	Newspaper	1
Science	5	13	Sorting Materials	Glass Jar	1
Science	5	13	Sorting Materials	Plastic Milk Jug	1
Science	5	13	Sorting Materials	Envelope	1

Science Grade 8

Subject	Grade Band	Task Number	Task Name	Material	Quantity
Science	8	1	Living Organisms	Feather	1
Science	8	2	Weather and Climate	Globe	1
Science	8	4	Building a Model	Baseball	1
Science	8	4	Building a Model	Golf Ball	1
Science	8	4	Building a Model	Marble	1
Science	8	7	Pendulum Experiment	Pendulum	1
Science	8	7	Pendulum Experiment	Marking Chip	3
Science	8	13	Healthy Choices	Apple	1
Science	8	13	Healthy Choices	Candy	Multiple

Science Grade 10

Subject	Grade Band	Task Number	Task Name	Material	Quantity
Science	10	1	States of Matter	Clear Bottle Half-filled with Water	1
Science	10	1	States of Matter	Clear Plastic Cup	1
Science	10	1	States of Matter	Ice	1 per student
Science	10	2	Waves	Rock	1
Science	10	2	Waves	Mixing Bowl filled with Water	1
Science	10	12	Density	Ruler	1
Science	10	13	Density Experiment	1/3 Cup of Water	1 per student
Science	10	13	Density Experiment	1/3 Cup of Oil	1 per student
Science	10	13	Density Experiment	1/3 Cup of Syrup	1 per student
Science	10	13	Density Experiment	Plastic Water Bottle	1 per student

Appendix B: *DCAS – Alt1 Optional Student Score Worksheet

While administering the DCAS – Alt1, TAs may choose to record student scores on one of the **optional** student score worksheets. The worksheets on the following pages can be duplicated as needed. TAs must be sure to record the student's name and grade and the subject being administered, if necessary, on the worksheet.

TAs who use an optional student score worksheet **must** carefully enter the data they collected on the worksheet into the Test Delivery System. **Optional student score worksheets will not be scored. Optional student score worksheets need to be returned with all printed materials.**

DCAS – Alt1 Optional Student Score Worksheet Reading

Student Name	Grade
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Important: Use this worksheet to record the student's scores as you administer the test: Enter 4, 3, 2, 1, 0, N, or A. Scores recorded here must be entered into the DCAS – Alt1 Test Delivery System. **This optional student score worksheet will not be scored by AIR.**

Note: To determine the appropriate starting point, either use a student placement questionnaire or the scale score lookup table.

Reminder: If a student earns **6 points** on a task, you **MUST** continue test administration, even if the student has already met minimum task requirements. Failure to continue administration is an assessment violation.

Task #1	Task #2	Task #3	Task #4
Task name	Task name	Task name	Task name
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5
Item 6	Item 6	Item 6	Item 6

Task #5	Task #6	Task #7	Task #8
Task name	Task name	Task name	Task name
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5
Item 6	Item 6	Item 6	Item 6

Task #9	Task #10	Task #11	Task #12
Task name	Task name	Task name	Task name
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5
Item 6	Item 6	Item 6	Item 6

Duplicate as needed

DCAS – Alt1 Optional Student Score Worksheet

Mathematics

Student Name	Grade
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Important: Use this worksheet to record the student's scores as you administer the test: Enter 4, 3, 2, 1, 0, N, or A. Scores recorded here must be entered into the DCAS – Alt1 Test Delivery System. **This optional student score worksheet will not be scored by AIR.**

Note: To determine the appropriate starting point, either use a student placement questionnaire or the scale score lookup table.

Reminder: If a student earns **6 points** on a task, you **MUST** continue test administration, even if the student has already met minimum task requirements. Failure to continue administration is an assessment violation.

Mandatory Field Test Tasks for Grade bands 3-5 and 9-11

Task #1	Task #2	Task #3	Task #4
Task name	Task name	Task name	Task name
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5
Item 6	Item 6	Item 6	Item 6

Task #5	Task #6	Task #7	Task #8
Task name	Task name	Task name	Task name
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5
Item 6	Item 6	Item 6	Item 6

Task #9	Task #10	Task #11	Task #12
Task name	Task name	Task name	Task name
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5
Item 6	Item 6	Item 6	Item 6

Task #13	Task #14	Task #15
Task name	Task name	Task name
Item 1	Item 1	Item 1
Item 2	Item 2	Item 2
Item 3	Item 3	Item 3
Item 4	Item 4	Item 4
Item 5	Item 5	Item 5
Item 6	Item 6	Item 6

DCAS – Alt1 Optional Student Score Worksheet Science and Social Studies

Student Name	Grade and Content Area
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Important: Use this worksheet to record the student's scores as you administer the test: Enter 4, 3, 2, 1, 0, N, or A. Scores recorded here must be entered into the DCAS – Alt1 Test Delivery System. This optional student score worksheet will not be scored by AIR.

Note: To determine the appropriate starting point, either use a student placement questionnaire or the scale score lookup table.

Reminder: If a student earns 6 points on a task, you MUST continue test administration, even if the student has already met minimum task requirements. Failure to continue administration is an assessment violation.

Mandatory Field Test Tasks

Task #1 Task name	Task #2 Task name	Task #3 Task name	Task #4 Task name
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5
Item 6	Item 6	Item 6	Item 6

Task #5 Task name	Task #6 Task name	Task #7 Task name	Task #8 Task name
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5
Item 6	Item 6	Item 6	Item 6

Task #9 Task name	Task #10 Task name	Task #11 Task name	Task #12 Task name
Item 1	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3
Item 4	Item 4	Item 4	Item 4
Item 5	Item 5	Item 5	Item 5
Item 6	Item 6	Item 6	Item 6

Task #13 Task name
Item 1
Item 2
Item 3
Item 4
Item 5
Item 6
Item 7
Item 8

Task #14 Task name
Item 1
Item 2
Item 3
Item 4
Item 5
Item 6
Item 7
Item 8

Task #15 Task name
Item 1
Item 2
Item 3
Item 4
Item 5
Item 6
Item 7
Item 8

Duplicate as needed

Appendix C: *DCAS – Alt1 Score Entry Interface (SEI) Overview

The Score Entry Interface (SEI) allows authorized teachers to electronically submit scores for students who have completed the alternate assessments.

The SEI is similar to the DeSSA Student Interface. The task items look like multiple-choice items. Instead of A, B, C, and D as answer options, you will see 4, 3, 2, 1, 0, N (No Response), and A (Access Limited).

You must use a supported web browser to access the SEI. Refer to the “Supported Web Browsers for 2014–2015” page on the DeSSA portal to see the most up-to-date list of supported browsers.

Delaware Comprehensive Assessment System – Alt1 Score Entry Interface (SEI) Overview

The Score Entry Interface allows authorized teachers to electronically submit scores for students who have completed the alternate assessments.

The SEI is similar to the DeSSA Student Interface. The task items look like multiple-choice items. Instead of A, B, C, and D as answer options, you will see 4, 3, 2, 1, 0, N (No Response), and A (Access Limited).

Logging In

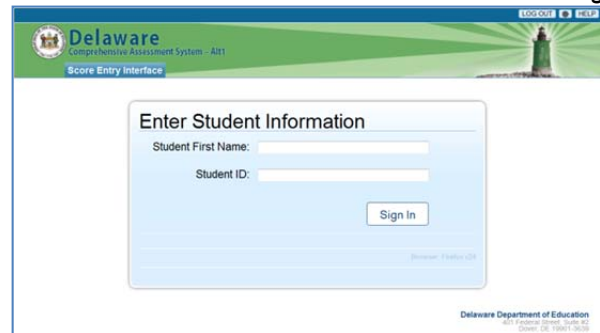
The teacher must log into the Score Entry Interface in order to access the DCAS – Alt1 online alternate assessments. The login process is through the DDOE Identity Management System (IMS).

Note: These images may change slightly.

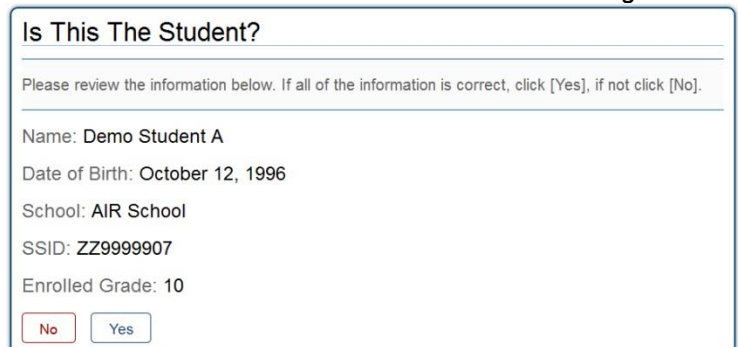
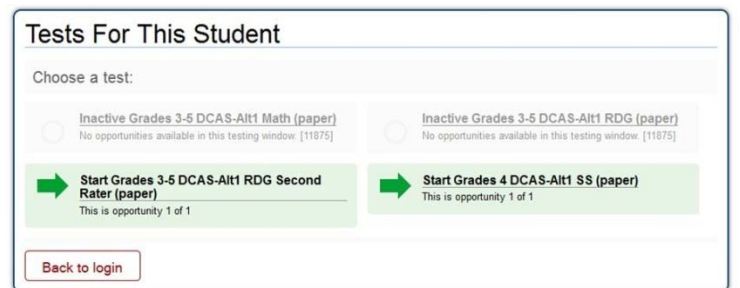
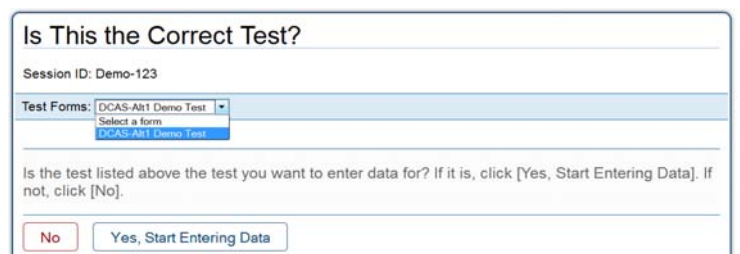
1. Log into the DDOE IMS system.
<https://login.doe.k12.de.us/>
2. Select the DeSSA/DCAS icon.
3. From the DeSSA portal, click [DCAS-Alt1], and then click [Score Entry Interface].
4. Enter the student's legal First Name and corresponding SSID, and then click [Sign In].
5. Verify the student's information and alternate assessment before proceeding to enter scores:

- **Is This The Student?** – Verify the student's personal information (Enrolled Grade, Birthday, School, and SSID).
- **Tests For This Student** – Start or resume score entry for the alternate assessment. (Scores do not need to be entered in one sitting; they can be entered over multiple sessions.)
- **Is this the test you are entering scores for?** – Verify the selected alternate assessment.

SEI Login Page



Login Process

Test Layout and Tools

SHAPES

Toggle between task pages

Pause test

Done Entering Data button (Click after you have selected scores for all required tasks)

Click to view list of task pages. Marked tasks will have a flag. Select task page to review.

Zoom in/out buttons (zoom in to enlarge text size; zoom out to reduce text size)

Questions: Task 5 DCAS-Alt1 Demo Test (58 out of 58) Demo Student A (Student ID: ZZ89999907)

Back Next Pause Done Entering Data Zoom Out Zoom In

Show (tell) me, which is the same rectangle: *this* (indicate the scalene triangle card), *this* (indicate the rectangle card), or *this* (indicate the trapezoid card)?

- 2 points, Correct on Try 1
- 1 point, Correct on Try 2
- 0 points, Incorrect on Try 2
- NR, No Response

Reaching the End of the Test and Reviewing Selected Score Selections

After you have selected (entered) scores for your student’s tasks, click **[Done Entering Data]** in the top left corner of the screen. After you click this button, the End Test screen will appear.

- To review the selected scores and go back to the test:
 - Select a task item or item page from the list and then click **[Review Entered Scores]**. While reviewing the scores, the **[Done Entering Data]** button will remain on the screen.
 - To return at any time to the End Test screen and submit the test for scoring, click the **[Done Entering Data]** button again.

To complete the testing process, click **[Submit Test for Scoring]**. The results screen will appear.

Sample Results Screen

Your Results

Student Name: DEMO STUDENT (Student ID: 9999999999)

Test Name: DCAS-Alt1 Demo Test

Scores entered on: 2/15/2011

Scale Score: 408

Performance Level: 3

You have finished entering scores for this test. Please log out now. [Logout](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Appendix D: What to Do When

Description	What to Do
BEFORE TESTING	
A. A student is chronically truant.	Do not submit incident report. No exemptions will be granted.
B. A student is present at school but refuses to take the test any time during the testing window.	Submit an incident report for the individual student for the affected tests.
C. A student is being treated as in-patient in a non-DSCYF mental health facility during the testing window.	Submit a request for an exemption. Keep letter from the doctor on file at the district office.
D. Student was recently released from a mental health facility, and his or her doctor believes the student should not test.	Submit a request for an exemption. Keep letter from the doctor on file at the district office.
E. A student is hospitalized or homebound with a serious or terminal illness.	Submit a request for an exemption. Keep letter from the doctor on file at the district office.
F. There is a death in the family before or during the testing window.	Determine whether the student can be tested at the end of the testing window; if that will not be feasible, submit a request for an exemption.
G. A student is in a DSCYF juvenile detention facility.	Do not submit an exemption. Make sure student has a home school record associated with your district and the student has been enrolled at detention facility.
H. A student is in a court-ordered private placement in-state.	Submit a request for an exemption. Keep letter from facility on file in district office. If the student does return, he or she must be given the opportunity to test.
I. Student is in court-ordered private placement out of state.	Submit a request for an exemption. Keep letter from facility on file in district office. If the student does return, he or she must be given the opportunity to test.
J. Student is in DAPI or a Consortium Discipline Alternative program (CDAP).	Student will be tested at current CDAP facility. Make sure student has home school record and the CDAP facility has entered the student record for the facility.
K. Student is in adult prison.	Submit a request for exemption.
L. Student delivers baby shortly before or during testing.	Submit a request for exemption. Keep letter from doctor on file at the district office.
M. A student who takes medication or wears glasses on a daily basis is without them on testing day.	Postpone testing for student and have student take test at a later time in the testing window.
N. Student qualifies for English as a Second Language (ESL) services but the student's parent/guardian/caregiver has withdrawn him or her from ESL services. Can this student have testing accommodations? Can this student qualify for an exemption in the Reading test?	If a student meets the criteria to be identified as an English language learner (ELL) and receive ESL services, that student may receive ELL accommodations even if parent/guardian/caregiver has withdrawn the student from ESL services. Please see the <i>2014–2015 Accessibility Guidelines for the Delaware System of Student Assessments (DeSSA)</i> to determine whether a student can be excluded from the Reading test.

Description	What to Do
DURING TESTING	
A. A student becomes sick during testing.	Pause student test and allow student to return during make-up sessions to finish test.
B. A student is removed from test session due to student misbehavior.	Pause student test and allow student to return during make-up sessions to finish test.
C. A student is given a test accommodation that is not in his or her IEP.	Submit an incident report indicating name and ID number of the student involved. Indicate which accommodations were incorrectly provided
D. A security violation regarding test materials occurs.	Report incident to the district's District Test Coordinator, who will contact the DDOE Accountability Resources office. The School Test Coordinator or District Test Coordinator should submit an online incident report. Refer to security policy in this manual.
E. A student is cheating.	Submit an incident report. Enforce district policies for student misconduct.
F. It is discovered that a student who has test accommodations has not been provided one or more of these accommodations during a test session.	Submit an incident report. Make sure the student is provided with appropriate accommodations for any remaining test sessions..
G. A student moves out of my school before all test sessions are completed.	Student can complete testing in new district if moving within the state; no action necessary.
H. A student moves into my school in middle of testing window. He or she has completed part of the test in previous school.	Identify what test (content) sessions the student has or has not completed by reviewing the DCAS Participation Reports, and test the student in make-up test sessions if the student's class has already tested.
I. A student registers in school from out of state during testing window.	The student should be administered all tests that he or she can complete before the testing window has ended. If the student needs accommodations, the DCAS Accommodations application will always remain open, and all accommodations can be entered at any time.
J. The building experiences a fire drill, emergency situation, or extended power outage.	The Test Administrator should ensure student safety and pause the test if time permits. Testing should be continued when order is restored if time permits. If not, a new test session must be scheduled to give the student sufficient time to complete the test.

Appendix E: Test Security and Nondisclosure Forms

The Test Security Certification and Nondisclosure Agreement must be signed by all personnel administering the DCAS – Alt1 Assessment. Please duplicate the following documents (as needed), sign, and return to Helen Dennis.



Security Certification

(This form may be photocopied for use in test security maintenance.)

School District _____ School _____

NOTE: This certification must be signed by all Test Administrators (persons who give or help give the test) and returned to the School Test Coordinator for transmittal to the District Test Coordinator. The certification must be retained at either the school or district for review by DDOE if requested.

TEST ADMINISTRATOR/PROCTOR CERTIFICATION

I certify that I have administered the DCAS – Alt1 in accordance with the DDOE Directions for Administering and that I have received and complied with the DDOE Test Security Policy as supported by Subchapter IV, Chapter 1, Title 14.

I have not copied or reproduced the DCAS – Alt1 or any part thereof, nor have I permitted any other person to copy, reproduce, or have access to the DCAS – Alt1 or any part thereof, except for those students authorized to take the test under my supervision. I have not participated in any inappropriate activities that would invalidate student test scores.

I have read the statements above and certify that they are true.

Test Administrator’s Name (typed/printed) _____

Signature of Test Administrator _____

Date Signed _____

DCAS – Alt1 SECURITY FORM

School District _____ School _____

COMPLETE PRIOR TO TEST ADMINISTRATION - SECURITY CERTIFICATION

Initial and sign the below portion of this form before administering tests and/or handling any secure test materials

I do hereby certify that I have received and read the DDOE Test Security Policy governing the Delaware Comprehensive Assessment System (DCAS – Alt1) as supported by Subchapter IV, Chapter 1, Title 14 and do hereby certify the following:

Initial each statement that is related to your DCAS – Alt1 role.

____ As a Test Administrator, I have received training in test security and general testing procedures for DCAS – Alt1 test administration;

____ As a Test Administrator, I am aware of my obligations concerning the proper administration of each DCAS – Alt1 test;

____ I understand my obligations concerning the security and confidentiality of the tests, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

____ I am aware of my obligation to report any suspected violation of test security.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed Name

Printed Name

Date

SIGN AFTER EACH TEST WINDOW – DCAS – ALT1 NONDISCLOSURE AGREEMENT

After all testing has been completed and all secure materials have been returned to the administrator/designee, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the Delaware Comprehensive Assessment System (DCAS – Alt1) test administration and that I have reported any suspected violations of test security or confidentiality to the School Test Coordinator or administrator.

Furthermore, I have read and agree to abide by Subchapter IV, Chapter 1, Title 14 of the Delaware Code, which enumerates possible violations of test security and provides the sanctions for such violations. Specifically, I agree not to

(a) Disclose, describe, or discuss specific test/assessment questions verbally, in writing, or by any other means to any other person;

(b) Copy, reproduce, use, or otherwise disclose any portion of secure test/assessment materials in any manner inconsistent with test security regulations and procedures;

(c) Give any examinee access to secure test/assessment items or materials except in the regular course of an authorized administration of the assessment(s);

(d) Give unauthorized individuals or other persons access to secure test items or assessment materials.

By signing my name to this document, I am assuring the Delaware Department of Education and its contractor(s) that I will abide by the above conditions.

SPRING WINDOW

Signed Name

Printed Name

Date

Return this completed form to the School Test Coordinator or school administrator.

NONDISCLOSURE AGREEMENT

The State of Delaware via Department of Education in concert with its contractor(s) has invested significant time and resources in the preparation of student assessment materials. Any person authorized to preview assessment materials must agree to the following conditions for both contractor-owned and state-owned test questions and assessment devices developed for Delaware students.

Obligations

Security and the confidentiality of the assessment program are important to maintain the validity, reliability, and fairness of the assessment results; and a breach in security and confidentiality could result in invalid student, school, and district scores. The General Assembly of the State of Delaware added Subchapter IV to Chapter 1, Title 14 of the Delaware Code. This legislation enumerates the violations and provides for the sanctions for violations.

Individuals must understand that it is a security violation for an individual to fail to follow proper review procedures promulgated by the department, and no individual shall:

- (a) Disclose, describe, or discuss specific test/assessment questions verbally, in writing, or by any other means to any other person;
- (b) Copy, reproduce, use, or otherwise disclose any portion of secure test/assessment materials in any manner inconsistent with test security regulations and procedures;
- (c) Give any examinee access to secure test/assessment items or materials except in the regular course of an authorized administration of the assessment(s);
- (d) Give unauthorized individuals or other persons access to secure test items or assessment materials.

Any individual other than a student who violates any of the above provisions shall be subject to the following:

- (a) Such personnel sanctions as might otherwise be imposed by the individual's employer for an act of misconduct;
- (b) Be subjected to a hearing conducted by the Professional Standards Board to determine revocation of any license issued to such individual pursuant to the provisions of Chapter 12 of Title 14 of the Delaware Code; and
- (c) Payment of any costs incurred by the State or Department as a result of the violation.

By signing my name to this document, I am assuring the Delaware Department of Education and its contractor(s) that I will abide by the above conditions.

Name (please print): _____

Signature: _____ Date: _____

School District Employee Other (please specify): _____

Return this completed form to the School Test Coordinator or school administrator. The school or district retains this form.

