TEST COORDINATORS MANUAL

LAA 1
LEAP Alternate Assessment, Level 1

LEAP Alternate
Assessment Level 1

English Language Arts
Mathematics
Science

grades
3-11

Louisiana Department of
EDUCATION

Paul G. Pastorek
State Superintendent of Education

Spring 2009

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State Board of Elementary and Secondary Education Test Security Policy[1]

The Louisiana State Board of Elementary and Secondary Education approved a Test Security Policy on December 10, 1998. This has been periodically revised.

The Board of Elementary and Secondary Education holds the test security policy to be of utmost importance and deems any violation of test security to be serious.

The State Superintendent of Education may disallow test results that may have been achieved in a manner that is in violation of test security.

In cases in which test results are not accepted because of a breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.

Any teachers or other school personnel who breach test security or allow breaches in test security shall be disciplined in accordance with the provisions of R.S. 17:416 et seq., R.S. 17:441 et seq., R.S. 17:81.6 et seq., policy and regulations adopted by the State Board of Elementary and Secondary Education, and any and all laws that may be enacted by the Louisiana Legislature.

[1] Excerpts from *Bulletin 118*

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For further information or to anonymously report testing irregularities, call 1-877-453-2721.

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LAA 1

KEY DATES

SPRING 2009

LEAP ALTERNATE ASSESSMENT, LEVEL 1 (LAA 1) ENGLISH LANGUAGE ARTS, MATHEMATICS, AND SCIENCE

TEST ADMINISTRATOR SYSTEM	
February 2–March 27, 2009	Enter and assign TA numbers to all test administrators
DELIVERY OF MATERIALS	
February 2 (M)	LAA 1 materials delivered to districts
February 10 (T)	Last day to order additional LAA 1 materials
RETURN OF MATERIALS	
March 30 (M)	Pickup of LAA 1 materials (UPS Next-day Air)
LAA 1 TESTING SCHEDULE	
February 16–March 27	LAA 1 administered

LAA 1

Spring 2009 Notes and Reminders

- **LAA 1 Program.** LEAP Alternate Assessment, Level 1 (LAA 1) is an assessment for students with significant cognitive disabilities in grades 3 through 11 who will not participate in general statewide assessments or in the LEAP Alternate Assessment, Level 2 (LAA 2). Students in grades 3 through 10 are assessed in English language arts and mathematics; students in grades 4 and 8 are also assessed in science. Grade 11 students are assessed in science only.

  Students in the Options (PreGED/Skills) Program who are eligible for LAA 1 are to be administered the grade 9 English Language Arts and Mathematics assessments.
- **Participation Criteria Form.** The LAA 1 Participation Criteria form is available on the Louisiana Department of Education (LDE) Web site, **www.louisianaschools.net**. (Click on Testing Information under Education Links. Then click on the drop-down bar under Special Populations and select LEAP Alternate Assessments. Select LEAP Alternate Assessment, Level 1 [LAA 1]. The form is listed under LAA 1 Materials.) The LAA 1 Participation Criteria form must be completed annually for each student to determine eligibility.
- **Scoring Study (Dual Assessment).** A random selection of ten percent of students preidentified for LAA 1 testing in spring 2009 will participate in a dual assessment. The purpose is to analyze the scoring process for this assessment. Names of students selected to participate will appear twice on the student/label roster. Two preidentified response documents are provided for each student participant. See pages 2–3 for additional information. For planning purposes, District Test Coordinators will also receive a list of students selected for the study.
- **Additional Materials.** If additional materials are needed by schools, the District Test Coordinator should complete the Additional Materials Request form and fax it to Data Recognition Corporation (DRC). (Refer to the District Test Coordinator's list of fax and telephone numbers.)

  CDs of the graphics are not included in the shipment and must be requested using the Additional Materials Request form. The content of the CDs is also available on the LDE Web site.
- **Security Checklists.** District and School Test Coordinators are responsible for completing the security checklists for all secure materials, including additional materials requested. **Do not return copies of these forms to DRC.** All copies are to be kept on file at district and school offices for one year. District Test Coordinators may also use electronic copies of security checklist information. Security numbers for additional materials requested must be added to all security checklists. Refer to information provided at the January pretest workshop.
- **TA Numbers.** Before testing, School Test Coordinators must assign a three-digit TA number to each test administrator, including each secondary test administrator (dual assessor), via the Test Administrator System (part of LEAP*web*). Instructions for completing the assignment of TA numbers are provided online. The Test Administrator System will be open to assign numbers on February 2. It will continue to be open through March 27 so that late assignments may be made.
- ***Administrator Booklet.*** Test administrators may mark in the *Administrator Booklet* to assist them with administration.
- **Administration of Tasks.** Students should have the opportunity to take all tasks. However, if after attempting at least five tasks within a content area the student is unresponsive on all of the items resulting in a score of zero, the test administrator may stop testing. No scores should be marked on the response document for the remaining items. Remind test administrators that if a student is unresponsive because he or she is having a bad day, they should try administering the test on another day.

- **Response Documents.** Unlike other LAA 1 materials, response documents are specific to one grade, not a grade span (e.g., a grade 3 student will receive a grades 3–4 *Student Booklet* and a grade 3 response document). Partially completed or completed response documents are secure and confidential. All response documents, including those not completed, must be returned to DRC. Even soiled or damaged response documents must be returned.

  Test administrators **must** use only no. 2 pencils to mark in and write on the response documents. If a test administrator uses anything other than a no. 2 pencil on the response document, the responses must be transferred to a clean response document.

- **Scoring Two-point Tasks.** Students respond to both 1- and 2-point performance tasks. For 2-point performance tasks, there are two correct responses, each worth one point. Some 2-point tasks ask for two examples of the same thing (for example, Which two objects are cold?). After repeating the question, if the student points to the same example twice, the test administrator may say "Show me a different object that is _______" (e.g., Show me a different object that is cold).
- **Preidentified Response Documents.** Response documents with preprinted student information are provided for students who have been preidentified in the Special Education Reporting (SER) system as eligible for LAA 1 testing. Test administrators must code accommodations after testing; principals must code information before and after testing as specified on page 19.
- **Hand-coded Response Documents.** Response documents must be hand coded for students who do not receive preidentified response documents. A nonpreidentified response document on which scores for a student are marked **must** have a bar-code label affixed to page 1. If hand-coded response documents with scores are returned to the scoring contractor without bar-code labels, they may not be scored in a timely manner.
- **DRC Return Labels.** The District Test Coordinator will receive a set of DRC return labels in the test material shipment. The District Test Coordinator must affix a return label to the top of each box when returning materials to the scoring contractor. DRC return labels for both scorable and nonscorable materials are **blue.** The District Test Coordinator must collect, assemble, and pack all test materials from all schools for return in a single pickup. The District Test Coordinator must indicate the total number of boxes for the pickup on the return labels.
- **UPS Return Service.** A pack of UPS Return Service labels will be included in the District Test Coordinator's shipment. All materials, used and unused, scorable and nonscorable, will be picked up by UPS on March 30, as indicated in the Key Dates on page i. UPS is prescheduled to arrive at the district office for the pickup. Prior to UPS's arrival, the District Test Coordinator must affix a UPS Next-day Air Return Service label next to the DRC return label on top of each box returned.
- **Louisiana Customer Service.** If District Test Coordinators experience difficulties with UPS, they should contact the DRC Louisiana customer service representative.
- **Graphic CDs.** CDs of the graphics (in both .tif and .jpg format) are available upon request. The graphics may be used with communication devices such as communication boards or printed, enlarged, colored, or otherwise modified. The graphics are also posted on the state Web site.

LAA 1

SCHOOL TEST COORDINATOR
OATH OF SECURITY AND CONFIDENTIALITY STATEMENT

I, ____, do hereby affirm the following:
Name of School Test Coordinator (print)

- ☐ I was provided this *LAA 1 Test Coordinators Manual* to review on ______/______/______.
- ☐ I participated in professional development on test security and administration provided for this test administration on ______/______/______.
- ☐ I read and followed all testing procedures in accordance with those outlined in the spring 2009 *LAA 1 Test Coordinators Manual,* the *LAA 1 Test Administration Manual,* and all other guidelines and instructions provided by my District Test Coordinator.
- ☐ I provided professional development on test security and administration prior to this test administration to all individuals who have access to, monitor, or administer the test.
- ☐ I kept all secure assessment materials in a locked, secure storage area before and after testing.
- ☐ I followed security regulations for distribution and return of secure response documents, *Student Booklet*s, *Administrator Booklet*s, *Task Descriptions,* and supplementary secure materials.
- ☐ I reported any testing irregularities to the District Test Coordinator.

Executed this ______ day of ____________________________ 2009

____
Name of School

____
Name of District

____
Signature of School Test Coordinator

____
Signature of Principal

Detach and return to your District Test Coordinator.
This form will be maintained for a period of three years in the District Test Coordinator's file.

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General Information

The Louisiana Educational Assessment Program (LEAP) Alternate Assessment, Level 1, is required by R.S. 17:24.4(F)(4) of Senate Bill No. 251 of the 1999 Regular Session of the Louisiana Legislature; the Individuals with Disabilities Education Improvement Act, 2004; and the No Child Left Behind Act (NCLB).

The LEAP Alternate Assessment, Level 1 (LAA 1) measures the performance of students with significant cognitive disabilities in grades 3 through 11 who will not participate in general statewide assessments or in the LEAP Alternate Assessment, Level 2 (LAA 2).

Students in grades 3 through 10 are assessed in English language arts and mathematics; students in grades 4 and 8 are also assessed in science. Grade 11 students are assessed in science only.

Students in the Options (PreGED/Skills) Program, including students enrolled in grade 12, whose IEPs state that they should participate in LAA 1 are to be administered the LAA 1 grade 9 English Language Arts and Mathematics assessments only.

This manual details the District and School Test Coordinators' responsibilities for distributing and collecting assessment materials for LAA 1 and for returning them to Data Recognition Corporation (DRC) for scoring. Instructions for administering the tests are found in the *Test Administration Manual.*

Contact DRC for information regarding shipment and pickup of assessment materials or material shortages. DRC's Louisiana customer service representatives are available from 8:30 A.M. to 4:30 P.M. at the toll-free number provided to the District Test Coordinator. The DRC fax is available 24 hours a day.

Contact the Division of Assessments and Accountability, Louisiana Department of Education (LDE), for requests for individual student information or questions about individual student circumstances, explanation of changes in testing procedures, or clarification of procedures and policies.

By phone: 225-342-3404
By fax: 225-342-1136

For general information, call 877-453-2721 or use the Web site **www.louisianaschools.net**. The *Test Administration Manual,* the *LAA 1 Assessment Guide,* sample materials including a *Student Booklet, Administrator Booklet, Task Descriptions*, and a Manipulatives List as well as test-related forms are available on the Web site.

Participation Criteria for LAA 1

LAA 1 is available for eligible students in grades 3 through 11. The LAA 1 Participation Criteria form is available on the LDE Web site, **www.louisianaschools.net** and is part of the Supporting Documentation in SER IEP forms. The LAA 1 Participation Criteria form must be completed annually for each student to determine eligibility for assessment.

A student meets the criteria for participation in LAA 1 if the student

- follows an instructional program that addresses individual functional needs and state academic Extended Standards;
- is enrolled in grade 3 through 11 or in the Options (PreGED/Skills) Program; and
- meets LAA 1 participation requirements as determined annually through his or her Individualized Education Program (IEP).

Overview

LAA 1 is a standardized, performance-based assessment that correlates to the Extended Standards that are extensions of the Louisiana content standards in three areas: English language arts, mathematics, and science.

LAA 1 is composed of four color-coded grade-span *Student Booklet*s: 3–4, 5–6, 7–8, and 9–11. It also includes four color-coded *Administrator Booklet*s that contain the same performance tasks found in the *Student Booklet*s. In addition, the *Administrator Booklet*s contain specific directions, task-specific rubrics, and the correct responses for the tasks. The test administrator may highlight or mark in the *Administrator Booklet.* The test administrator marks student scores in individual response documents provided for each grade, one for each student. LAA 1 materials are described in detail on pages 17–18 of this manual.

Because students and test administrators do not mark in the *Student Booklet*s, all students in a class who are in the same grade span use the same *Student Booklet.* For example, one student in grade 3 and two students in grade 4 will all three use the same *Student Booklet* for grades 3–4. They will, however, be assessed individually. The number of *Student Booklet*s and *Administrator Booklet*s needed in one class depends on the enrolled grades of the students. A test administrator with students in grades 4, 6, and 7 will need three sets of booklets: one grades 3–4, one grades 5–6, and one grades 7–8, regardless of how many students in these three grades are in the class.

The English language arts and mathematics performance tasks are the same for each grade within a grade-span assessment.

Number of Performance Tasks by Grade and Subject

Grade Span	Grade	Test Components			
		ELA	Math	Science	Total
3–4	3	25	25		50
	4	25	25	25	75
5–6	5	25	25		50
	6	25	25		50
7–8	7	25	25		50
	8	25	25	25	75
9–11	9	25	25		50
	10	25	25		50
	11			25	25

LAA 1 ASSESSMENT GUIDE

The *LAA 1 Assessment Guide* provides information that will assist in preparing students and teachers for LAA 1. It includes an overview of the assessment regarding its purpose, its design by content area, characteristics of LAA 1 performance tasks, and the scoring rubrics. It references the LAA 1 Extended Standards, upon which the assessment is based. Performance tasks similar to those in LAA 1 for English language arts, mathematics, and science can be found in the guide.

The *LAA 1 Assessment Guide* has been updated for the 2009 administration and is available on the LDE Web site.

Scoring Study (Dual Assessment)

Ten percent of all students assessed with LAA 1 will participate in a scoring study (dual assessment). These students will be assessed by two test administrators.

Each student participating in the scoring study will receive two preidentified response documents. The response document scored by the second test administrator is only used for the scoring study. It is not used to report the student's scores. In the upper right corner on page 1 of this response document, the text "Scoring Study Document" will be printed following the student's name.

The second test administrator must observe and score the student's performance **at the same time** the primary test administrator administers the test; therefore, testing schedules must accommodate both test administrators.

The scoring study is being conducted for the LDE. Both documents must be returned to the contractor. Only the primary test administrator's document will be used for student reporting.

Following is a list of persons who may serve as a test administrator for the scoring study:

- a speech therapist,
- an adaptive physical education teacher,
- a physical therapist,
- an occupational therapist,
- a member of the evaluation team, including the psychologist,
- a special education teacher, or
- central office personnel.

Paraprofessionals may assist in administration if trained in test security and administration procedures. For example, they may assist in preparation of manipulatives or graphics and positioning of the *Student Booklet* and manipulatives during testing.

If the student responds best to the paraprofessional, the paraprofessional may read the prompts and questions to the student. However, the paraprofessional may not score the student's responses.

The dual assessment must be completed during the six-week testing window, **February 16 through March 27, 2009.**

- The secondary test administrator must participate in training before administering the assessment.
- The secondary test administrator must follow all instructions and procedures in this manual.
- The scoring study response document must be coded according to instructions on pages 10–11 of the *Test Administration Manual.*
- During test administration, the secondary test administrator must have an *Administrator Booklet* and response document for the grade span of the student participating in the scoring study.
- The primary and secondary test administrators must **not** discuss scoring with each other.

- All secure materials, including all scoring study response documents, must be returned to the School Test Coordinator immediately after testing is completed each day.
- Homebound students selected for the scoring study do not have to be dually assessed. The "Scoring Study Document" should be returned to the School Test Coordinator.

Test Security

The LDE requires that all school personnel involved in any aspect of LAA 1 strictly adhere to all security procedures described in this manual and in *Bulletin 118.*

*Administrator Booklet*s, *Student Booklet*s, response documents, and *Task Descriptions* must never be left in open areas or unsupervised. Supervision requires a person trained in test security. The School Test Coordinator must disseminate and collect secure materials each day the test administrator uses them. Test administrators should also be given time to review the *Administrator Booklet*s before testing to determine the appropriate materials needed (manipulatives or other accommodated materials). Test administrators must be given the *Test Administration Manual* approximately two weeks before testing to allow them ample time to study the directions for correct test administration.

Test administrators should also have a period before testing, supervised by the School Test Coordinator, to affix bar-code labels and to hand code student information on response documents for students who did not receive preidentified response documents.

*Administrator Booklet*s, *Student Booklet*s, response documents, and *Task Descriptions* have security numbers on the back covers, which are used to track and inventory individual documents.

If secure materials are discovered missing at any point before materials are returned to the contractor, the District Test Coordinator should contact the LDE.

Materials also are inventoried when they are returned for scoring, and a missing materials report is produced. School Test Coordinators are responsible for locating missing secure materials. Unresolved instances are reported to the LDE, and district superintendents are notified to take further action.

Principals are required to sign each School Test Coordinator's Oath of Security and Confidentiality Statement after testing is completed, assuring that security and test administration procedures were followed. (See page v.)

KEY DEFINITIONS

Testing Irregularities

- A *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.
- All testing irregularities must be reported in writing to the District Test Coordinator, who must then send the written reports to the LDE, Division of Assessments and Accountability.

Secure Test Materials

- *Secure test materials* include
    - *Administrator Booklet*s,
    - *Student Booklet*s,
    - partially completed or completed response documents, and
    - *Task Descriptions.*
- Test administrators must return all secure test materials to the School Test Coordinator **immediately after assessment is completed each day that these materials have been disseminated.** School Test Coordinators must return all secure materials to the District Test Coordinator at the completion of testing.
- All secure materials must be kept in the locked, secure storage area when not being used for testing.
- Secure materials must **never** be left in open areas or unsupervised. Supervision requires a person trained in test security.

Manipulatives Lists and CDs that include the graphics are **not** considered secure materials and may be kept by the test administrator to use in instruction and classroom assessment. Manipulatives Lists and the content of the CDs are also available on the LDE Web site.

Locked, Secure Storage Area

- An area for secure storage of materials must be designated at both district and school facilities.
- This area must be kept locked, and access to the area must be limited to test coordinators and a minimal number of other persons who are fully trained in test security policies and procedures and who require access to the area while secure assessment materials are being stored.

Access

- *Access* to LAA 1 materials by school personnel means physically handling the materials.
- *Test Administration Manual*s must be distributed approximately two weeks **before testing** to allow test administrators time to become familiar with directions for correctly administering the assessment. They are encouraged to mark in the manuals.
- Test administrators should receive and review the *Administrator Booklet*s, Manipulatives Lists, and, if needed, *Task Descriptions,* and the CD of graphics approximately two weeks before testing to determine what manipulatives will be needed and to download the graphics to any assistive technology devices or to print out any graphics requiring enlargement, color, raised lines, or other modification.
- **No one except the test administrator(s) and the School Test Coordinator is to have the opportunity to examine at any time a completed or partially completed response document.**
- The School Test Coordinator should discuss the testing schedule with test administrators to determine when secure materials are to be disseminated.
- The School Test Coordinator must collect and verify the return of all secure materials **immediately after testing is completed each day** and return them to the locked, secure storage area.
- Test administrators (including dual assessors) and any others (paraprofessionals, interpreters, etc.) who assist in test administration are required to sign the Test Administrator Oath of Security and Confidentiality Statement, which specifies that security and confidentiality procedures were followed. See page iii of the *LAA 1 Test Administration Manual.* The signed statements must be kept on file at the school for three years.
- School Test Coordinators are required to sign the School Test Coordinator Oath of Security and Confidentiality Statement which specifies that security and confidentiality procedures were followed. See page v of this manual.
- Confidentiality involves protecting the contents of each partially completed or completed response document. No person other than the test administrator and the School Test Coordinator may view the completed or partially completed secure documents.
- Dual assessors: Test administrator 1 and test administrator 2 must not review or discuss the other's scores.
- Paraprofessionals may assist in administration if trained in test security and administration procedures. For example, they may assist in preparation of manipulatives or graphics and positioning of the *Student Booklet* and manipulatives during testing. If the student responds best to the paraprofessional, the paraprofessional may read the prompts and questions to the student. However, the paraprofessional may not score the student's responses.

SECURITY CHECKLISTS AND LAA 1 MATERIALS

The security checklist must be used each day of administration to document access to LAA 1 materials. In addition to the printed security checklist provided to the school, School Test Coordinators can obtain an electronic version from LEAP*web*. The electronic security checklist can be customized to facilitate the daily check out/check in of secure assessment materials.

The checklist includes security numbers for all *Administrator Booklet*s, *Student Booklet*s, and response documents as well as *Task Descriptions.* If any secure materials are requested as additional materials, the School Test Coordinator must add their security numbers to the security checklist. All secure materials must be returned to the District Test Coordinator after LAA 1 assessment is concluded.

VIOLATIONS OF TEST SECURITY

The LDE considers it a violation of test security for any person to do any of the following:

1. administer tests in a manner that is inconsistent with the administrative instructions provided by the LDE that would give examinees an unfair advantage or disadvantage;
2. at any time copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure assessment materials;
3. fail to follow security regulations for distribution and return of secure assessment materials as directed; or fail to account for and secure assessment materials before, during, or after testing;

4. fail to report any testing irregularities to the District Test Coordinator (a *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report such incidents to the LDE, Division of Assessments and Accountability;
5. participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

(*Bulletin 118*)

Testing Guidelines

TESTING ELIGIBILITY

LAA 1 is available for eligible students in grades 3 through 11. Students in grades 3 through 10 are assessed in English language arts and mathematics; students in grades 4 and 8 are also assessed in science. Grade 11 students are assessed in science only.

Students in the Options (PreGED/Skills) Program who are eligible for LAA 1 are to be administered the LAA 1 grade 9 English Language Arts and Mathematics assessments only.

TESTING CONDITIONS

Physical Setting

- Testing must take place in a location that is familiar to the student (e.g., the classroom).
- Test administrators must remove as many visual distractions (e.g., other students, posters) and audio distractions (e.g., other conversations, all-school announcements) as possible.
- Test administrators should find and maintain the best focal distance for the student to view the test materials.
- Test administrators should position the student and materials for easy access and comfort to sustain attention through task completion.

Administration

- Test administrators must review content-related pictures, words, or voice output on the student's communication system prior to beginning the performance task.
- Each task must be administered using the student's primary mode of communication.
- The student may respond using any familiar mode of communication at the time of the test. Test administrators should not experiment with a new mode of communication for the test.
- Test administrators must allow sufficient wait time for the student to respond. If the student does not respond, test administrators may repeat the task (more than once if necessary).
- Once a student finishes a task, the test administrator may not repeat the task (e.g., give the task today and repeat for higher score tomorrow). Each performance task can only be administered once, unless the task is interrupted (e.g., seizure, fire drill).
- Students should have the opportunity to take all tasks. However, if after attempting at least five tasks in a content area the student is unresponsive on all of the items resulting in a score of zero, the test administrator may stop testing. Scores should not be coded on the response document for the remaining items. If the student is unresponsive because he or she is having a bad day, the test administrator may try administering the test on another day.
- Test administrators should observe students for indications that a break is needed. The assessment may be stopped at any point and resumed at a later time on the same day or a different day within the testing window.

TEST SCHEDULE

LAA 1 is not a timed test. Test administrators may administer LAA 1 over several days or weeks. The testing window for LAA 1 is from **February 16 to March 27, 2009.**

- The dates for test administration are scheduled by LDE and the State Board of Elementary and Secondary Education. Not testing within the testing window may result in voided tests.
- Test administrators should administer the content-area tests (English Language Arts, Mathematics, Science) in the order determined best for the student. For example, a test administrator may administer the Mathematics tests first because this is the subject the student enjoys most.

- Tasks within a content-area test must be administered in order.
- After each day's assessments, the School Test Coordinator will collect secure materials and store them in the designated secure storage area.

TEST ADMINISTRATION MANUAL

District and School Test Coordinators should review the *Test Administration Manual* and the sample materials provided for LAA 1 professional development prior to training sessions. Answers to frequently asked questions, information regarding accommodations, and procedures for the scoring study (dual assessment) are found in the *Test Administration Manual*.

District Test Coordinator

The District Test Coordinator's responsibilities include:

- appointing a School Test Coordinator for every school involved in LAA 1 testing
- scheduling LAA 1 testing activities based on the Key Dates
- working with school personnel to coordinate assessment procedures and schedules
- assigning test administrators (including dual assessors) as required
- conducting district training sessions for all principals, School Test Coordinators, and the district Special Education Director/Supervisor
- being available to answer questions about test security, administration, and return of materials
- designating an appropriate locked, secure storage area at the district for testing materials
- verifying that an appropriate locked, secure storage area has been designated at each school
- receiving and verifying testing materials
- completing Delivery Verification forms and faxing them to DRC as soon as materials are received
- reporting immediately to DRC and the LDE, Division of Assessments and Accountability, any damaged or missing secure materials or receipt of secure materials not listed on the District and School Security Checklists
- returning any missing secure materials to DRC when they are found
- maintaining the security of test materials in the locked, secure storage area immediately upon receipt of testing materials from DRC and from schools
- distributing test materials to the School Test Coordinators
- requesting additional test materials and bar-code labels from DRC if needed
- monitoring the assessment
- reporting immediately to the LDE, Division of Assessments and Accountability, any breaches of test security
- collecting, assembling, and packaging all test materials from all schools
- completing the District Security Checklist for additional secure materials requested
- completing the Return Verification form and faxing it to DRC as soon as UPS has picked up all test materials
- investigating any testing irregularities and reporting them and sending documentation to arrive at the LDE, Division of Assessments and Accountability, Attention: Test Security, by **March 30, 2009**
- collecting and properly disposing of all *Test Administration Manual*s after test administration

CONDUCT TRAINING SESSION

You are required to schedule and conduct a workshop on test security and administration for all School Test Coordinators, principals, the district Special Education Director/Supervisor, and district staff who will be involved in test administration or monitoring. Prior to this training session, review this manual, the *Test Administration Manual,* and *Bulletin 118.*

The workshop should focus on test security policies and procedures, proper application of bar-code labels and coding of response documents, test administration procedures, documentation and provision of testing accommodations, and the importance of strictly following all directions in the manuals.

The workshop must provide School Test Coordinators with complete information regarding the assignment of TA numbers to test administrators. Before the test administrator training session, the School Test Coordinator must ensure each test administrator, including each test administrator for the scoring study (dual assessment), has been assigned a TA number via the Test Administrator System (part of LEAP*web*).

Emphasize the importance of School Test Coordinators providing training for test administrators in test security and proper test administration procedures. Only persons trained in test security and administration procedures shall be allowed to administer statewide assessments or have access to secure test materials. All School Test Coordinators should review this manual and the *Test Coordinators Manual* and the *Test Administration Manual* **before** the training sessions.

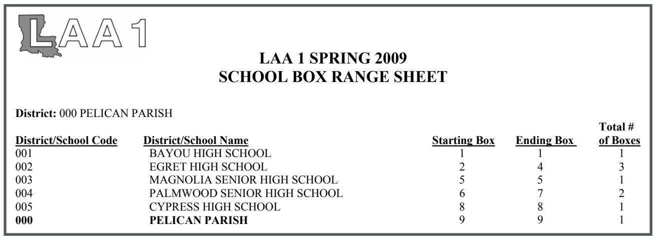
RECEIVE TEST MATERIALS

Test materials will be produced and packaged based on October 2008 enrollment. You are responsible for distributing test materials to schools.

To confirm accurate shipment of test materials, complete and fax the Delivery Verification form to DRC immediately upon receipt of test materials. All forms for LAA 1 are found on the LDE Web site and in the binder provided at the January pretest workshop. (Click on Testing Information under Education Links. Then click on the drop-down bar under Special Populations and select LEAP Alternate Assessments. Select LEAP Alternate Assessment, Level 1 [LAA 1]. The forms are found under LAA 1 Materials.)

Test materials will arrive at the district in boxes labeled with the District Test Coordinator's name and shipping address. Each box label references the school name and is sequentially numbered, box 1 of X, 2 of X, etc. A School Box Range Sheet indicates which school's materials are contained in each box. Boxes used for delivery of materials must also be used to return test materials. One of the additional shipping boxes may be provided to each school.

SCHOOL BOX RANGE SHEET



LAA 1

LAA 1 SPRING 2009
SCHOOL BOX RANGE SHEET

District: 000 PELICAN PARISH

District/School Code	District/School Name	Starting Box	Ending Box	Total # of Boxes
001	BAYOU HIGH SCHOOL	1	1	1
002	EGRET HIGH SCHOOL	2	4	3
003	MAGNOLIA SENIOR HIGH SCHOOL	5	5	1
004	PALMWOOD SENIOR HIGH SCHOOL	6	7	2
005	CYPRESS HIGH SCHOOL	8	8	1
000	**PELICAN PARISH**	9	9	1

Each District and School Test Coordinator will receive a packing list for all materials in the shipment. For a complete description of materials, see pages 17–18. District and School Test Coordinators should check the contents of each box against the packing lists. The District Test Coordinator must notify DRC and LDE, Division of Assessments and Accountability, Attention: Test Security, of any discrepancies.

District Materials for LAA 1

- District packing list
- School packing lists (district copies)
- *Test Coordinators Manual*
- *Test Administration Manual*
- Test Coordinators Comment Sheet
- Pack of UPS Next-day Air Return Service labels
- Two sheets of Unscorable Document labels; see page 10
- DRC box-return labels (**blue**)
- Extra plastic bags for used response documents
- Additional shipping boxes

Save all shipping boxes for returning materials to DRC.

School Materials for LAA 1

- School packing list
- School Security Checklist for all secure materials assigned to the school
- *Test Coordinators Manual*
- *Test Administration Manual*s
- Test Coordinators and Test Administrator Comment Sheets
- An alphabetized student/label roster listing students preidentified for LAA 1 testing

  NOTE: Students preidentified for participation in the scoring study (dual assessment) are listed twice on the roster.
- Bar-code labels (10 per sheet), for students who are eligible for LAA 1 testing but who did not receive preidentified response documents
- *Administrator Booklet*s (grade spans 3–4, 5–6, 7–8, 9–11), three copies for each grade span based on enrollment
- *Student Booklet*s (grade spans 3–4, 5–6, 7–8, 9–11), three copies for each grade span based on enrollment
- Response documents (grades 3 through 11), one for each student; students preidentified for participation in scoring study (dual assessment) receive two
- *Task Descriptions* (provided to schools with students preidentified as Visually Impaired (VI)-Blind—must be ordered for other students)
- Manipulatives Lists (also available on the LDE Web site)
- Plastic bag for the return of used response documents
- Envelope to convey security checklists, testing irregularities, and oath of security statements to the district office

NOTE: CDs of graphics are not included in the shipment and must be requested as additional materials. The content of the CDs is also available on the LDE Web site.

Save all shipping boxes for returning materials to the District Test Coordinator.

VERIFY AND DISTRIBUTE TEST MATERIALS TO SCHOOL TEST COORDINATORS

Distribute all test materials to School Test Coordinators at the training session. School Test Coordinators must verify the count of all materials received and report any discrepancies **immediately** to you, and you must contact the LDE, Division of Assessments and Accountability, and DRC.

School Test Coordinators should save all boxes and filler materials for returning materials. Boxes used for delivery of test materials should be used for return. If additional boxes are required, use the extra, unlabeled boxes provided by DRC.

REQUESTING ADDITIONAL TEST MATERIALS AND BAR-CODE LABELS

If schools need additional materials, request them using the Additional Materials Request form. The form is posted on the LDE Web site; a copy is included in the binder provided at the January pretest workshop. DRC will ship all orders for additional materials to the district via ground (three-day delivery). Requests received after 1:00 P.M. will be processed on the following business day.

A District Security Checklist will be included with each shipment of additional secure materials requested from DRC. School Test Coordinators receiving additional secure materials must add the security numbers to School Security Checklists.

NOTE: CDs of graphics to use with assistive technologies including augmentative communication devices are not provided with the shipment of district or school materials and must be requested using the Additional Materials Request form. The content of the CDs and the Manipulatives Lists are available on the LDE Web site.

School Test Coordinators should request additional labels through you. To order additional labels, complete the Additional Labels Request form and fax it to DRC. Bar-code labels are school-specific. They may not be interchanged.

MONITORING THE ASSESSMENT

Monitor the administration of LAA 1 throughout the testing window to ensure that all procedures outlined in both the *Test Administration Manual* and the *Test Coordinators Manual* are being followed by School Test Coordinators and test administrators.

COLLECT MATERIALS FROM SCHOOLS AFTER TESTING

Ensure that all School Test Coordinators know the district deadline for returning LAA 1 materials to the district office. All materials, scorable and nonscorable, are to be picked up from the district office by UPS no later than **Monday, March 30.** Any scorable materials received by DRC after March 31 will not be included in the spring 2009 reports, and schools will receive zeros for accountability. Make sure that all test materials, including additional materials requested, are returned by the schools. You are responsible for assembling and packaging all test materials from all schools for return to DRC.

Used response documents without preidentified student information must be returned with a bar-code label affixed to page 1. If hand-coded response documents containing scores are returned without a bar-code label, they may not be scored in a timely manner.

Verify that security numbers for all additional secure materials received by schools have been added to School Security Checklists. You must maintain the security of testing materials in the locked, secure storage area immediately upon receipt of testing materials from the schools.

USED AND UNUSED RESPONSE DOCUMENTS (DEFINED)

All response documents must be accounted for after each day of testing.

Used:

- a preidentified response document (including scoring study documents)
- a hand-coded response document on which a bar-code label has been affixed to page 1
- a preidentified or hand-coded response document that is coded for accountability

CAUTION: If hand-coded response documents with scores are submitted without bar-code labels, they may not be scored in a timely manner.

Unused:

An unused response document is one on which no scores were marked and no preidentified or hand-coded student information appears on page 1.

UNSCORABLE DOCUMENTS

If a *Student Booklet* or a response document is soiled or damaged due to a student's illness or if a student's scores were marked on a response document for another student or were marked with anything other than a no. 2 pencil, the test administrator must contact the School Test Coordinator immediately. The document must not be thrown away or destroyed. The School Test Coordinator should then contact you for instructions.

Affix a blue Unscorable Document label to the response document and follow the instructions provided with the labels. Complete documentation regarding the incident must be kept on file at the district office for one year. Any scores entered on a soiled or damaged response document or entered on a response document of another student must be transferred to a clean response document to be scored.

PACKAGE LAA 1 MATERIALS FOR RETURN TO DRC

On **Monday, March 30,** all materials will be returned to DRC via UPS Next-day Air:

Scorable materials:

- All **used** response documents

Nonscorable materials:

- All comment sheets
- All **unused** bar-code labels
- All *Task Descriptions*
- All **unused** response documents
- All **used** and **unused** *Administrator Booklet*s
- All **used** and **unused** *Student Booklet*s

Collect Scorable and Nonscorable Materials from Schools

Arrange to receive **all** LAA 1 materials from School Test Coordinators by end of day, **Friday, March 27.**

School Test Coordinators should return all materials to you in the original shipping boxes as shown in figures 3 and 4 on pages 22 and 23. All used response documents for the school must be returned in the plastic bag provided.

UPS is **prescheduled** to arrive at the district office on **Monday, March 30.** (There is no need to call UPS to schedule the pickup.)

Verify the Return of School Materials

1. Remove the School Test Coordinator's Oath of Security and Confidentiality Statement from the district office envelope returned by each school. Keep these on file for three years at the district office. **Do not send to DRC.**
2. Also remove from each envelope the photocopy of the School Security Checklist.
3. Remove from each school's box the plastic bag containing all used response documents.
4. Confirm that used response documents have either preprinted student information or a bar-code label affixed to page 1. If a bar-code label is required but missing, the school must supply the label.
5. Verify the return of **used** response documents by checking security numbers against the photocopy of the School Security Checklist from each school. Verify that security numbers for additional response documents requested by the school have been added to the checklist.
6. Verify that both response documents are included for each student participating in the scoring study (dual assessment).
7. Verify the total number of used response documents recorded on the front of the plastic bag. The total should include all scoring study response documents and accountability-coded response documents. Return the used response documents to the plastic bag and seal it. See figure 1, page 13.
8. After verifying the contents and sealing the plastic bags from each school, order the sealed plastic bags by school site code and place them in a separate stack.
9. Verify the return of each school's comment sheets from the School Test Coordinator and all test administrators. Place all comment sheets from all schools in a single stack. These should be returned to DRC.
10. Verify the return of unused bar-code labels. Place all unused bar-code labels from all schools in a single stack.
11. Verify the return of all **used** and **unused** *Task Descriptions* by checking security numbers against the photocopy of the School Security Checklist from each school. Verify that security numbers for additional *Task Descriptions* requested by the school have been added to the checklist. Place all *Task Descriptions* from all schools in a single stack.

12. Verify the return of **unused** nonpreidentified response documents by checking security numbers against the photocopy of the School Security Checklist from each school. Place all unused nonpreidentified response documents from all schools in a single stack.
13. Verify the return of all **used** and **unused** *Administrator Booklet*s by checking security numbers against the photocopy of the School Security Checklist from each school. Verify that security numbers for additional *Administrator Booklet*s requested by the school have been added to the checklist. Place all *Administrator Booklet*s from all schools in a single stack.
14. Verify the return of all **used** and **unused** *Student Booklet*s. (Because of their size, *Student Booklet*s should be returned in the larger boxes in which they were received.) Check their security numbers against the photocopy of the School Security Checklist from each school. Verify that security numbers for additional *Student Booklet*s requested by the school have been added to the checklist. Place all *Student Booklet*s from all schools in a single stack.
15. Keep all photocopies of School Security Checklists. The original should be kept on file by the School Test Coordinator. Do **not** return copies of security checklists to DRC.
16. Remove *Test Administration Manual*s from their boxes and properly dispose of them as soon as possible. You may keep the *Test Coordinators Manual.*

Manipulatives Lists and CDs that include the graphics are **not** secure materials and may be kept by test administrators to use in instruction and classroom assessment.

Prepare District Materials for Return

1. Verify the return of all unused secure materials (*Administrator Booklet*s, *Student Booklet*s, response documents, *Task Descriptions*) and bar-code labels that were requested from DRC as additional materials but were not distributed to schools. Check the security numbers against the District Security Checklist and complete the Date(s) Returned column for each document.
2. Place unused secure materials on top of the stacks of materials from all schools.
3. Complete the Test Coordinators Comment Sheet. Place it on top of the stack of comment sheets from all schools.

Prepare District and School Materials for Return to DRC

All LAA 1 materials will be returned to DRC via UPS Next-day Air Return Service with a prescheduled pickup.

1. After verifying the return of all LAA 1 materials for all schools according to instructions, assemble scorable and nonscorable materials for all schools as shown in figures 1 and 2, pages 13 and 14, and prepare them for return in a single shipment.
2. Place plastic bags containing **used** response documents **for all schools** in box 1 of the shipment as shown in figure 1, page 13.
3. Place appropriate nonscorable materials **for all schools** in boxes 2 and 3 as shown in figure 2, page 14.
4. Pack all scorable and nonscorable materials in the shipping boxes provided by DRC. Make sure the boxes are securely taped closed. Scorable and nonscorable materials must be packed in separate boxes (minimum three boxes).
5. Affix a **blue** preprinted DRC return label to the top of each box.
6. In the designated area of each return label, write the sequence of the box and the total number of boxes (1 of X, 2 of X) for the entire shipment. **The box containing used response documents must be labeled box 1.**
7. Affix a **white** UPS Next-day Air Return Service label to the top of each box, next to the **blue** DRC return label.
8. Complete the Return Verification form, including the number of boxes returned.
9. UPS is **prescheduled** to arrive at the district office on **Monday, March 30.** If you have problems, call the DRC Louisiana customer service representative.
10. As soon as UPS has picked up the shipment, fax the Return Verification form to DRC. Keep copies of receipts, noting the number of boxes you sent and the ranges of booklets in each.

NOTE: If scorable response documents are discovered after the prescheduled pickup or if you have questions about returning LAA 1 materials, call the DRC Louisiana customer service representative.

After receiving and checking in LAA 1 materials, DRC will identify missing secure materials by district and by school. Upon receiving this list, you must contact the School Test Coordinators, who are responsible for locating missing secure materials. The state superintendent will notify district superintendents about unresolved instances of missing secure materials for further action.

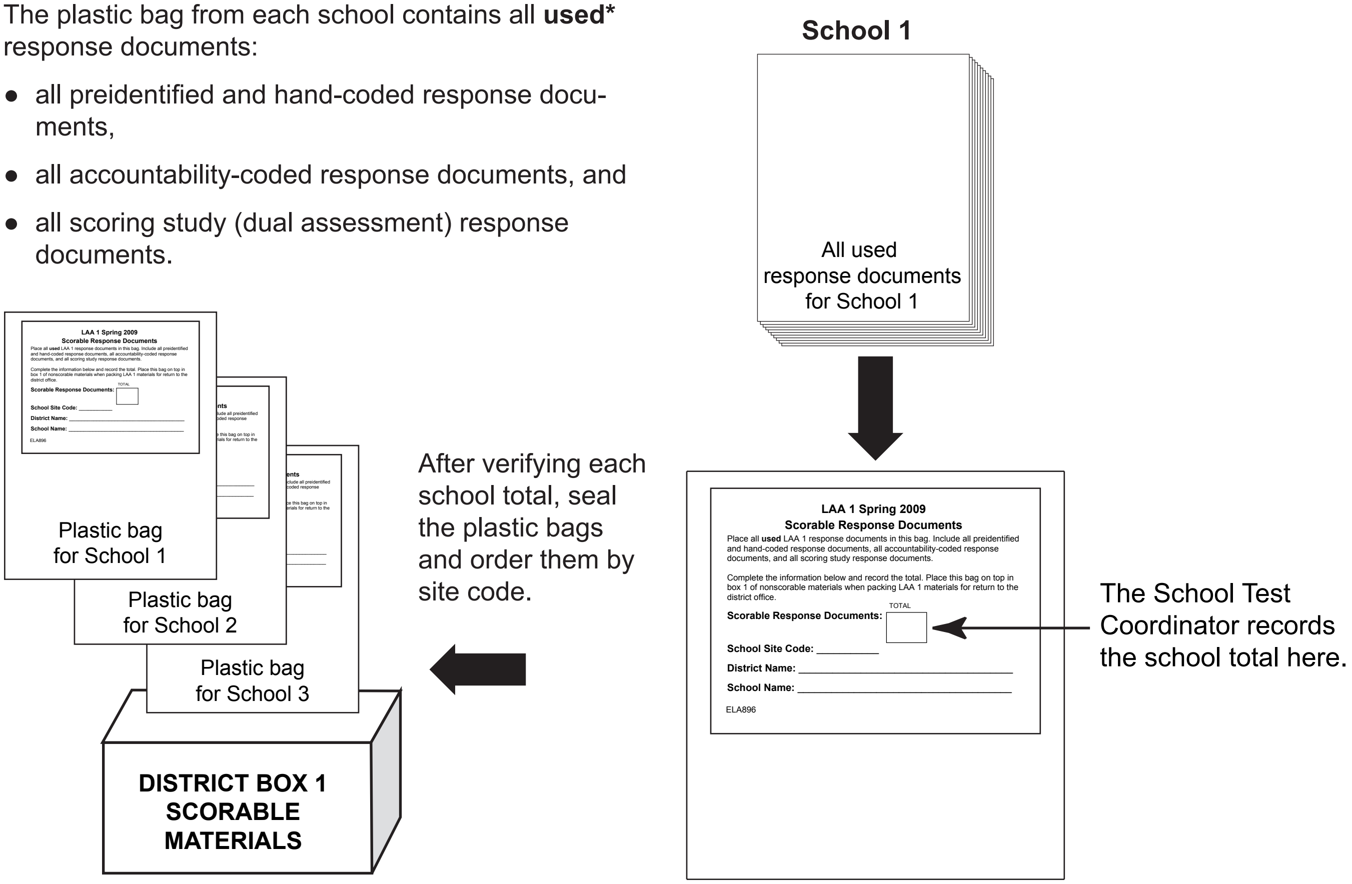
DISTRICT FIGURE 1

SCORABLE MATERIALS

PACKAGING SCORABLE RESPONSE DOCUMENTS FROM ALL SCHOOLS FOR RETURN TO DRC

The plastic bag from each school contains all **used*** response documents:

- all preidentified and hand-coded response documents,
- all accountability-coded response documents, and
- all scoring study (dual assessment) response documents.


School 1
All used
response documents
for School 1
LAA 1 Spring 2009
Scorable Response Documents
Place all used LAA 1 response documents in this bag. Include all preidentified and hand-coded response documents, all accountability-coded response documents, and all scoring study response documents.
Complete the information below and record the total. Place this bag on top in box 1 of nonscorable materials when packing LAA 1 materials for return to the district office.
TOTAL
Scorable Response Documents:
School Site Code:
District Name:
School Name:
ELA896
Plastic bag
for School 1
Plastic bag
for School 2
Plastic bag
for School 3
DISTRICT BOX 1
SCORABLE
MATERIALS

After verifying each school total, seal the plastic bags and order them by site code.

The School Test Coordinator records the school total here.

Plastic bag for School 1
(School 2, etc., same as School 1)

Place plastic bags containing **used** response documents for **all** schools in box 1. Scorable materials must be boxed separately from nonscorable materials.

Retain the photocopy of the security checklist from each school. Do **not** return checklists to DRC.

Affix a **blue** DRC return label to the top of box 1.

* See page 9.

Affix a white UPS Next-day Air Return Service label to the top of box 1.

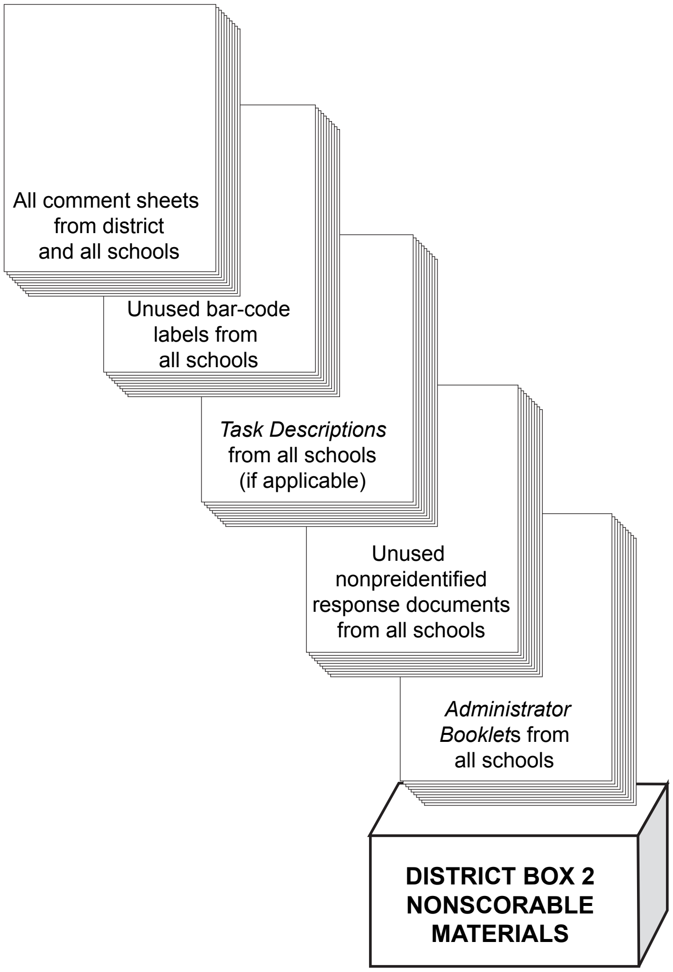
DISTRICT FIGURE 2

NONSCORABLE MATERIALS

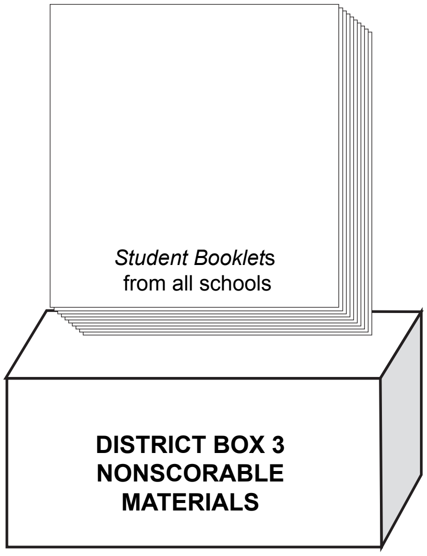
PACKAGING NONSCORABLE MATERIALS FROM ALL SCHOOLS FOR RETURN TO DRC

Sort nonscorable materials from all schools into five groups for return in box 2:

- All comment sheets from the district and all schools
- All unused bar-code labels from all schools
- *Task Descriptions* (if applicable; sorted by grade span)
- All **unused*** nonpreidentified response documents from all schools
- *Administrator Booklet*s from all schools, (sorted by grade span)


All comment sheets from district and all schools
Unused bar-code labels from all schools
Task Descriptions from all schools (if applicable)
Unused nonpreidentified response documents from all schools
*Administrator Booklet*s from all schools
DISTRICT BOX 2 NONSCORABLE MATERIALS

Sort *Student Booklet*s from all schools by grade span for return in box 3. Because *Student Booklet*s are larger, they must be returned in the larger boxes provided.


*Student Booklet*s from all schools
DISTRICT BOX 3 NONSCORABLE MATERIALS

Retain the photocopy of the security checklist from each school. Do **not** return checklists to DRC.

At the top of each stack of materials from all schools, place unused materials that were not distributed to schools.

Affix a **blue** DRC return label to the top of each box of nonscorable materials.

* See page 9.

Affix a white UPS Next-day Air Return Service label to the top of each box.

School Test Coordinator

The School Test Coordinator's responsibilities include:

- assigning a TA number to each test administrator at the school, including test administrators for homebound students and for the scoring study
- supervising testing procedures and materials control at the school level
- verifying the testing schedule and the district deadline for the return of testing materials with the District Test Coordinator (DTC)
- verifying the count of all materials received and immediately reporting any discrepancies to the DTC
- ensuring the security of testing materials from the time they arrive at the school until the time they are returned to the DTC
- noting on the School Security Checklist any *Administrator Booklet, Student Booklet,* response document, or *Task Descriptions* discrepancies
- before **Tuesday, February 10,** notifying the DTC of additional test materials needed, including CDs of the graphics
- reviewing in their entirety this manual and the *Test Administration Manual*
- distributing *Test Administration Manual*s and Test Administrator Comment Sheets to test administrators **before** the training session
- conducting a training session in test security, test accommodations, and administration for test administrators and all other individuals who have access to secure materials before, during, and after test administration
- compiling a list of students approved for accommodations, with the accommodations they are to receive, and providing the list of such students to test administrators
- supervising and verifying correct application of bar-code labels and hand coding of student information on response documents before testing
- ensuring that the principal codes the required fields on the response documents as directed
- verifying that classrooms have been prepared for testing
- distributing correctly all secure materials to test administrators
- monitoring testing
- collecting, checking in, and storing test materials in the locked, secure storage area each day after testing
- making sure any test items and translated text on computer hard drives or augmentative devices are completely deleted. This does not include the graphics.
- verifying that test administrators have coded (after testing) accommodations actually used
- verifying that the TA number has been coded on the response documents of all students, including scoring study (dual assessment) response documents
- notifying the SIS Coordinator of incorrect student information on preidentified response documents
- reporting any testing irregularities to the DTC
- packaging test materials for return to the DTC

RECEIVE AND VERIFY TEST MATERIALS

Locate the School Test Coordinator's package of materials, labeled "Packing List Enclosed."

Use the School Packing List to verify that all test materials were received:

1. Check the quantity of each item received and verify that ranges on the School Packing List for *Administrator Booklet*s, *Student Booklet*s, response documents, and *Task Descriptions* are the ranges actually received.
2. On the School Security Checklist, note any discrepancies.
3. If there is a discrepancy with *Administrator Booklet*s, *Student Booklet*s, response documents, or *Task Descriptions* or if there are not enough materials for testing, contact the District Test Coordinator **immediately.** When you receive additional secure materials from the District Test Coordinator, record the security numbers on the checklist.

Preidentified response documents are packaged by grade and then alphabetically by student last name. Students with preidentified response documents will be listed on the student/label roster.

Students participating in the scoring study (dual assessment) will receive two preidentified response documents. One response document is for reporting, and the second response document will serve as the scoring study document. In the upper right corner of this response document, the text “Scoring Study Document” will be printed following the student’s name. Both response documents will be included in the shrinkwrapped pack, along with the remaining response documents assigned to the school.

Save all boxes and filler materials for returning materials. Boxes used for delivery of test materials should be used for return. If additional boxes are required, request them from the District Test Coordinator.

CONDUCT TEST ADMINISTRATION AND SECURITY TRAINING SESSION

You are required to train all persons who have access to, monitor, or administer tests. This includes test administrators, monitors, interpreters, paraprofessionals, and any other persons who will be in the presence of or handling the test at any time. Attendance at the training session is mandatory. School Test Coordinators should distribute *Test Administration Manual*s before the training session to allow test administrators time to study, write in, and highlight the manuals before testing. Thoroughness and quality of training are keys to the success and security of the tests. Test administrators should also be given time to review the *Administrator Booklet*s before testing to determine the appropriate materials needed (manipulatives or other accommodated materials).

Before the training session, assign each test administrator a TA number via the Test Administrator System (part of LEAP*web*). Any person who may administer a test must be assigned a TA number, including test administrators for homebound students and secondary test administrators assigned to students participating in the scoring study.

Compile a list of students approved for accommodations, specifying the accommodations they are to receive. Test administrators for these students should be given a copy of the list before testing. Make sure the assigned test administrator is knowledgeable about the accommodations and how to administer the tests with the assigned accommodations.

Training should focus on the following topics:

A. Following *Test Administration Manual* Directions

Emphasize that a standardized test must be administered according to the directions, which safeguards the value of the tests. **Instructions should be followed exactly and directions read verbatim to students.**

B. Following Test Administration Procedures

Test administrators **must** provide appropriate approved test accommodations for students.

C. Maintaining the Security of Test Materials

1. Every precaution should be taken to protect the security of *Administrator Booklet*s, *Student Booklet*s, and *Task Descriptions* at all times. Partially completed or completed response documents are secure and confidential.
2. Distribute appropriate secure materials to test administrators each day of testing. These secure materials must be returned to you immediately after testing is completed each day.
3. **Under no circumstances may test items be revealed to students prior to testing nor may any secure materials be photocopied.**
4. When not being used in testing or while being reviewed to prepare for testing, secure materials must be locked in a designated secure area.
5. Test administrators, as well as the principal, must sign the Oath of Security and Confidentiality Statement found on page iii of the *Test Administration Manual* and return it to you. It must be kept on file at the school for three years.
6. You will check secure materials returned by each test administrator to ensure there are no missing materials.
7. All secure materials, used and unused, **must** be returned. If discrepancies are found and the secure materials cannot be located, record the shortage on the security checklist and notify the District Test Coordinator.

D. Providing an Appropriate Test Setting

See Testing Conditions, page 5.

E. Coding Responsibilities of the Principal

Principals must code sections of the response documents before or after testing. See page 19.

F. Coding Responsibilities of Test Administrators

During the training of test administrators, response document coding procedures should be emphasized. Carefully review the Response Document Coding section of the *Test Administration Manual* before training. It is the responsibility of test administrators to ensure the first two pages of all response documents are coded completely and correctly and that labels are used and applied correctly.

G. Returning Test Materials

Test administrators must return all secure test materials to you **each day** after testing.

On the **final day** of testing, each test administrator must also return the Test Administrator Comment Sheet, *Test Administration Manual,* and the Oath of Security and Confidentiality Statement. The comment sheets must be returned to DRC. Keep the Oath of Security and Confidentiality Statements on file at the school for three years.

SUPERVISE APPLICATION OF BAR-CODE LABELS AND CODING OF RESPONSE DOCUMENTS

Before testing begins, supervise test administrators in verifying preprinted student information on preidentified response documents, affixing labels to nonpreidentified response documents, and hand coding student information.

Test administrators must **not** correct any errors in preprinted student information. The preidentified response documents provided must be used, regardless of any incorrect information. Report errors to the district's Student Information System (SIS)/SER Coordinator.

Response documents without preprinted student information require bar-code labels. Instruct test administrators to align the top of the label with the edge of the box on the response document on the lower left side of page 1 and to carefully press the labels in place.

If hand-coded response documents with scores are submitted without bar-code labels, they may not be scored in a timely manner.

BAR-CODE LABELS

ALIGN TOP OF LABEL

L510896 3999999 09

001 Pelican Parish
000 Bayou High School

LAA 1 SPR 2009 BAR-CODE LABEL

If a student does not receive a preidentified response document and is eligible for testing, the test administrator must affix a bar-code label to the student's response document. The test administrator must then hand code student identification information on the response document according to directions in the *Test Administration Manual.*

SOILED, DAMAGED, OR OTHER UNSCORABLE DOCUMENTS

If a *Student Booklet* or a response document is soiled or damaged due to a student's illness or if a student's scores are marked on a response document for another student or were marked with anything other than a no. 2 pencil, the test administrator must notify you immediately. The document must not be thrown away or destroyed. You should then notify the District Test Coordinator, who will provide instructions.

VERIFY AND DISTRIBUTE MATERIALS TO TEST ADMINISTRATORS

Approximately two weeks before testing, and before the training session, test administrators must be given the *Test Administration Manual.* Test administrators should review the *LAA 1 Assessment Guide* before testing. The guide has been updated for the spring 2009 administration and can be obtained from the LDE Web site.

On each day of testing, distribute the appropriate materials.

All primary test administrators must receive a *LAA 1 Test Administration Manual,* response documents for their LAA 1 students, an *Administrator Booklet, Student Booklet,* and Manipulatives List for each grade span they are assessing, and—if needed for the students being assessed—*Task Descriptions* and CDs.

Each secondary test administrator (dual assessor) must receive a *LAA 1 Test Administration Manual,* an *Administrator Booklet,* and the student's preidentified scoring study response document.

Following is a description of all LAA 1 test materials:

___ 1. ***Test Administration Manual***—This manual contains instructions for the administration of LAA 1. Test administrators must be given this manual prior to the training session.

___ 2. **Student/Label Roster**—The student/label roster provided to each school lists students who have been preidentified for LAA 1 testing. Student names are listed by grade in alphabetical order. Scoring study (dual assessment) participants are identified on the roster and are provided two preidentified response documents.

___ 3. ***Administrator Booklet***—Schools will receive three *Administrator Booklet*s per grade span with LAA 1 students enrolled. These spiral-bound booklets are standard size (8.5" x 11") and contain the same tasks listed in the *Student Booklet* (reduced in size), plus directions, rubrics, and the correct responses. An *Administrator Booklet* of the appropriate grade span must be distributed to each test administrator assessing students within a specific grade span at the school. The *Administrator Booklet*s are secure materials and are color coded to match the *Student Booklet*s, Manipulatives Lists, and response documents.

___ 4. ***Student Booklet***—Schools will receive three *Student Booklet*s per grade span with LAA 1 students enrolled. These spiral-bound booklets are 11" x 12.5" and contain tasks that have enlarged text. Students do not mark or write in this booklet. The *Student Booklet*s are to be used for all students within a specific grade span at the school. The *Student Booklet*s are secure materials and are color coded to match the *Administrator Booklet*s, Manipulatives Lists, and response documents. Each test administrator should have a *Student Booklet* for the grade span they are assessing.

___ 5. **Response Document (preidentified or non-preidentified)**—Schools will receive one response document for each student eligible for testing. Test administrators will use the response documents to record ratings of student performance (i.e., the score) on each performance task in the content areas of English language arts, mathematics, and science as appropriate. Because response documents are scored by machine, they must be kept in good physical condition. Response documents should not be bent, folded, or clipped.

Students participating in the scoring study (dually assessed students) will receive two preidentified response documents. The text "Scoring Study Document" is printed next to the student's name in the upper right corner of the response document.

___ 6. **Manipulatives List**—Test administrators will be provided with a grade-span-specific list, detailing the objects that can be used during the LAA 1 assessment. Test administrators may keep the lists after the assessment is completed. Manipulatives Lists are also available on the LDE Web site.

___ 7. ***Task Descriptions***—To administer LAA 1 tests to VI-Blind students and students who do not respond to the graphics, test administrators require *Task Descriptions* for certain tasks. *Task Descriptions* are secure materials and must be returned after the assessment is completed.

___ 8. **CD**—CDs of the graphics from the *Student Booklet*s (in .tif and .jpg format) are available to import graphics to assistive technology including augmentative communication devices. Test administrators may also print out any graphics requiring enlargement, color, raised lines, or other modification. CDs must be requested from the District Test Coordinator, who must request them as additional materials from DRC. The CDs and any materials prepared from the CDs may be kept after testing to use in instruction and classroom assessment.

___ 9. **Test Coordinators and Test Administrator Comment Sheets**—On the final day of the assessment, the test administrator must complete and return the Test Administrator Comment Sheet. Complete the Test Coordinators Comment Sheet after all testing is completed.

___ 10. ***LAA 1 Assessment Guide***— The *LAA 1 Assessment Guide,* revised for the 2009 administration, can be found on the LDE Web site. The guide provides information that assists in preparing students and teachers for LAA 1. Test administrators should review the guide before testing.

SUPERVISE TEST ADMINISTRATION

It is your responsibility to supervise the administration of the tests. Monitor test administration by briefly visiting each room where testing is occurring. You should be available during the testing period to answer questions that arise and **must** report any testing irregularities, including missing testing materials, to the District Test Coordinator.

COLLECT TEST MATERIALS

It is your responsibility to collect all secure test materials and verify that they have been returned at the end of testing each day. Use the School Security Checklist to inventory secure materials as you receive them from test administrators. You must also ensure that the materials are then locked in a secure storage area.

When LAA 1 testing is completed for a student, verify the response document for proper completion. Instructions for completing the student demographic information are found in the *Test Administration Manual.* Ensure that the principal has coded the response document as needed.

CODING RESPONSIBILITIES OF PRINCIPALS

The principal is responsible for completing the following fields, as applicable.

Field H1 (Student in the Options [PreGED/Skills] Program)—grade 9 response documents only. Before testing begins, the principal should code this field on grade 9 response documents for students enrolled in the Options (PreGED/Skills) Program.

Field L1 (School Lunch Status). Before testing begins, the principal should code this field if a bar-code label has been affixed to a response document. All persons involved in testing should be aware that this is confidential information.

Field L2 (COE on File for Migrant Student). Before testing begins, the principal should code this field on response documents for all students who have an approved certificate of eligibility (COE) on file, **not** for students who may be migrant but do not have a COE on file. All persons involved in testing should be aware that this is confidential information.

Field R (Accountability Data). Before or after testing, the principal must code the first two columns of this field on preidentified or hand-coded response documents for students no longer enrolled, who are not expected to test, who otherwise meet accountability rules, or who attended an accountability option school.

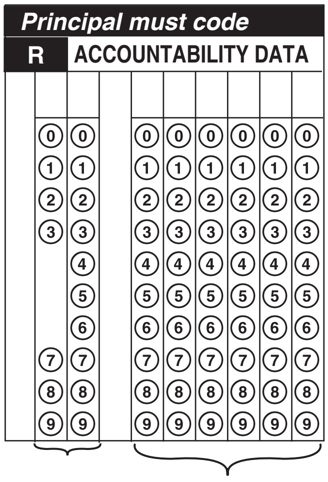
Field R of the response documents of students in accountability option schools* must also be coded using the site code of their home-based school. For accountability purposes, a home-based school is the school where the student would have been enrolled if he or she had never enrolled in the accountability option school.

A chart of approved accountability codes valid for LAA 1 can be found on the LDE Web site and in the binder provided at the January pretest workshop. Failure to code the Accountability Data section correctly may result in an assigned zero for a student for the School Performance Score.

*An accountability option school meets both of these conditions:

1. Its student population is drawn from a number of schools and/or it has a defined "feeding" pattern, and
2. half the student population is enrolled at this school for less than 50 percent of the school year (October 1–May 1).

Alternative schools, special education schools, vocational education centers, and special circumstance schools meeting these conditions may be designated as an accountability option school. See sample below from page 2 of the response document.



Accountability data code

This section must be completed for all students in accountability option schools.

PREPARE TEST MATERIALS FOR RETURN TO DTC

When LAA 1 testing is completed for all students, sort all materials into the following stacks before packaging them for return to the District Test Coordinator. Stack materials the same way, top and bottom and the same side up. If it is helpful, arrange secure materials within each stack in sequence according to security numbers.

Scorable Materials:

Used Response Document Stack includes:

- preidentified response documents
- hand-coded response documents on which bar-code labels have been affixed to page 1
- preidentified or hand-coded response documents coded for accountability

Nonscorable Materials:

- **Unused Response Document Stack**—Includes unused response documents on which no scores were marked and no preidentified or hand-coded student information appears on page 1.
- **Used and Unused *Administrator Booklet* Stack**—Used and unused booklets may be intermixed.
- **Used and Unused *Student Booklet*s Stack**—Used and unused booklets may be intermixed.
- ***Task Descriptions***
- **Unused Bar-code Labels**

When sorting test materials, make certain that response documents are not left in *Administrator* or *Student Booklet*s.

On the final day of testing, make sure that all test administrators and any paraprofessionals who assisted during testing complete and return the Oath of Security and Confidentiality Statements. Keep these on file at the school for three years.

Also make sure that each test administrator completes a Test Administrator Comment Sheet. Collect these for return with your completed Test Coordinators Comment Sheet.

Collect all *Test Administration Manual*s. Test administrators may keep Manipulatives Lists and CDs.

PACKAGE LAA 1 MATERIALS FOR RETURN TO DTC

All scorable and nonscorable LAA 1 materials must be returned to the District Test Coordinator by end of day **Friday, March 27:**

Scorable materials:

- All **used** response documents

Nonscorable materials:

- All comment sheets
- All **unused** bar-code labels
- All *Task Descriptions*
- All **unused** response documents
- All **used** and **unused** *Administrator Booklet*s
- All **used** and **unused** *Student Booklet*s

Return all scorable and nonscorable materials to the District Test Coordinator by end of day **Friday, March 27,** following these directions.

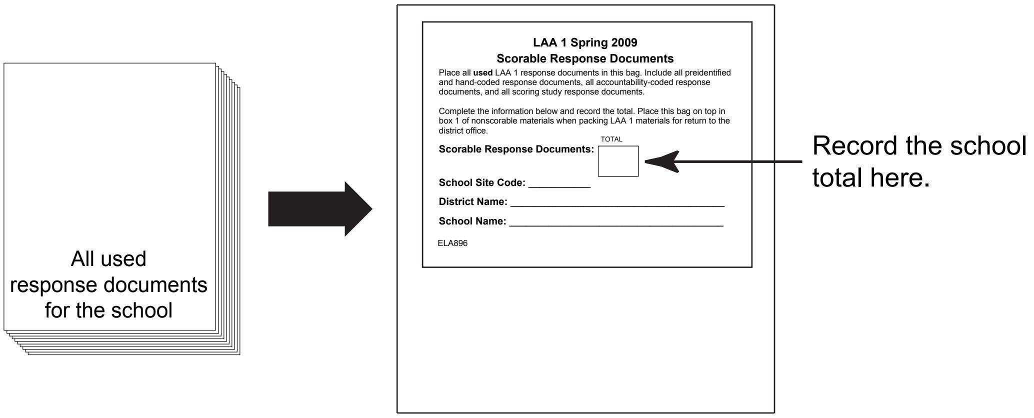
1. On every **used response document,** verify that a TA number has been entered. On all hand-coded response documents, make sure that bar-code labels are affixed.
2. Sort used response documents by grade. If it is helpful, stack them according to the security numbers on the back covers.
3. Verify the return of all used response documents by checking security numbers against the School Security Checklist. Complete the Date(s) Returned column for each response document. Be sure security numbers for additional response documents requested have been added to the checklist.
4. Count the used response documents and record the total on the label affixed to the plastic bag provided for the return of scorable response documents (see figure 3, page 22). Then place all used response documents in the plastic bag.
5. Sort all **unused response documents** (nonpreidentified) by grade. If it is helpful, stack them according to the security numbers on the back covers.
6. Verify the return of all unused response documents by checking security numbers against the School Security Checklist. Complete the Date(s) Returned column for each response document.
7. Sort all **used and unused *Student Booklet*s** by grade. If it is helpful, stack them according to the security numbers on the back covers.
8. Verify the return of all *Student Booklet*s by checking security numbers against the School Security Checklist. Complete the Date(s) Returned column for each booklet. Be sure security numbers for additional *Student Booklet*s requested have been added to the checklist.
9. Sort all **used and unused *Administrator Booklet*s** by grade. If it is helpful, stack them according to the security numbers on the back covers.
10. Verify the return of all *Administrator Booklet*s by checking security numbers against the School Security Checklist. Complete the Date(s) Returned column for each booklet. Be sure security numbers for additional *Administrator Booklet*s requested have been added to the checklist.
11. Sort all ***Task Descriptions*** by grade span.

12. Verify the return of *Task Descriptions* by checking security numbers against the School Security Checklist. Complete the Date(s) Returned column for each of the *Task Descriptions.* Be sure security numbers for additional *Task Descriptions* requested have been added to the checklist.
13. Place all unused bar-code labels in a stack on top of the *Task Descriptions.*
14. Complete the Test Coordinators Comment Sheet and place it on top of those returned by test administrators. Place all comment sheets on top of unused bar-code labels.
15. Make a photocopy of the completed security checklist; keep the original for the school file.
16. Detach and complete the Oath of Security and Confidentiality Statement, page v. The District Test Coordinator will retain it for three years at the district office.
17. Place the district office documents (security checklist copies, testing irregularities, the Oath of Security and Confidentiality Statement) in the provided envelope for return to the District Test Coordinator separately. Do **not** place the envelope in a box.
18. Place all *Test Administration Manual*s in a separate envelope or box for return.
19. Keep all test administrators' Oath of Security and Confidentiality Statements in the school file for three years. Do **not** send them to the District Test Coordinator or to DRC.
20. Test administrators may keep Manipulatives Lists and CDs. Do **not** send them to the District Test Coordinator.
21. Box scorable and nonscorable materials according to figure 4, page 23. Return *Student Booklet*s in their original boxes.
22. Return all boxes to the District Test Coordinator.

SCHOOL FIGURE 3

SCORABLE MATERIALS

PACKAGING SCORABLE RESPONSE DOCUMENTS FOR RETURN TO DTC



LAA 1 Spring 2009
Scorable Response Documents

Place all **used** LAA 1 response documents in this bag. Include all preidentified and hand-coded response documents, all accountability-coded response documents, and all scoring study response documents.

Complete the information below and record the total. Place this bag on top in box 1 of nonscorable materials when packing LAA 1 materials for return to the district office.

TOTAL

Scorable Response Documents: ☐

School Site Code: __________

District Name: ________________________________

School Name: ________________________________

ELA896

Record the school total here.

Sort all **used*** response documents by grade. The stack for each grade may be sorted in sequence according to security numbers.

Include all preidentified and hand-coded response documents, all accountability-coded response documents, and all scoring study (dual assessment) response documents.

Count all used response documents and record the school total on the plastic bag provided. All used answer documents for all grades must be placed in the plastic bag.

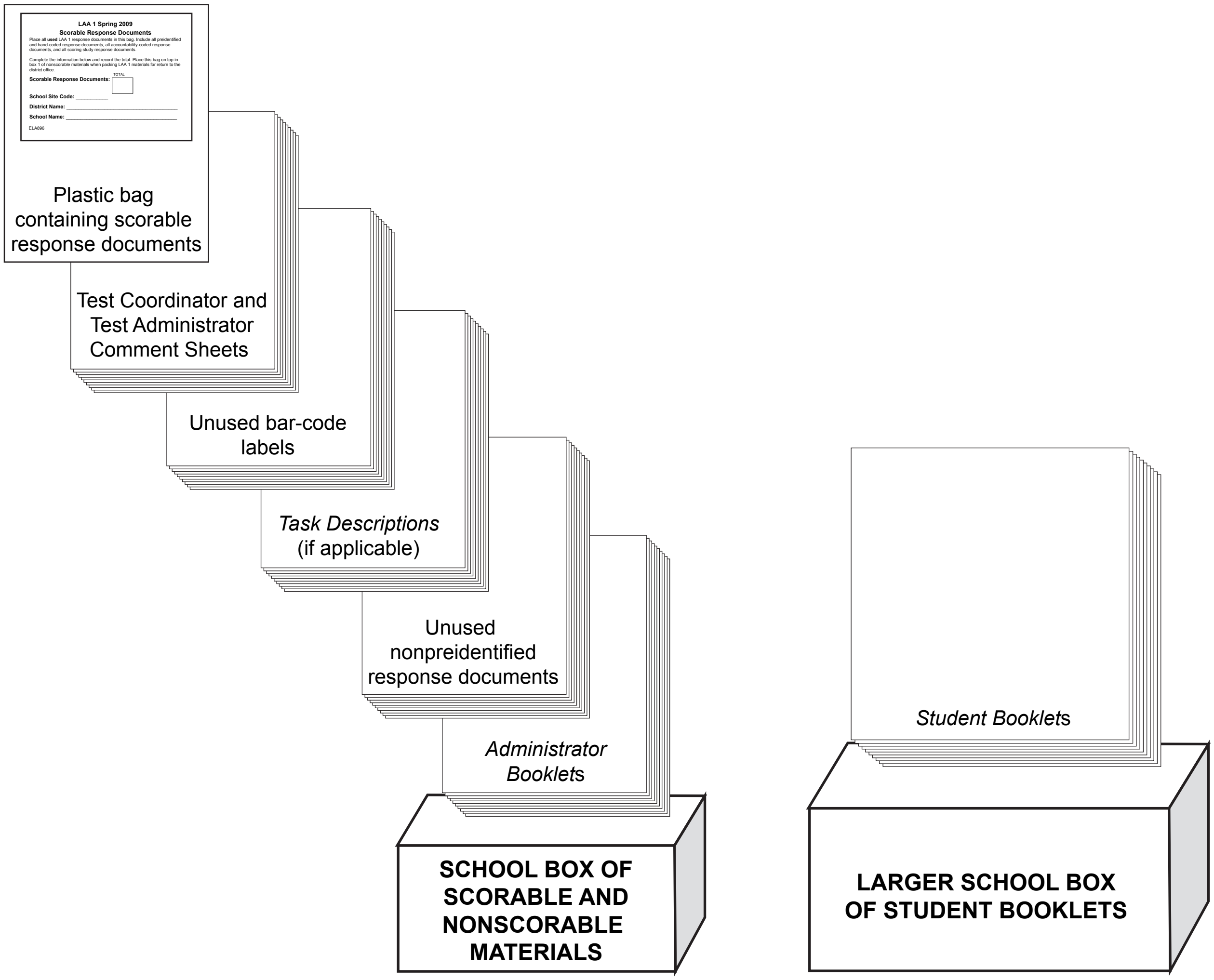
Place the plastic bag on top of nonscorable materials as shown in figure 4, page 23.

* See page 19.

SCHOOL FIGURE 4

SCORABLE AND NONSCORABLE MATERIALS

PACKAGING SCORABLE AND NONSCORABLE MATERIALS FOR RETURN TO DTC



LAA 1 Spring 2009
Scorable Response Documents

Place all **used** LAA 1 response documents in this bag. Include all preidentified and hand-coded response documents, all accountability-coded response documents, and all scoring study response documents.

Complete the information below and record the total. Place this bag on top in box 1 of nonscorable materials when packing LAA 1 materials for return to the district office.

Scorable Response Documents: TOTAL ☐

School Site Code: __________

District Name: ________________________________

School Name: ________________________________

ELA896

Plastic bag containing scorable response documents
Test Coordinator and Test Administrator Comment Sheets
Unused bar-code labels
Task Descriptions (if applicable)
Unused nonpreidentified response documents
*Administrator Booklet*s
SCHOOL BOX OF SCORABLE AND NONSCORABLE MATERIALS
*Student Booklet*s
LARGER SCHOOL BOX OF STUDENT BOOKLETS

Package all scorable response documents. See figure 3, page 22.

Separate nonscorable materials. Sort each stack by grade or grade span. Each stack may also be sorted in sequence according to security numbers.

Place the plastic bag on top of the nonscorable materials as shown. Put all of these materials into a standard-size box.

Return *Student Booklet*s to the District Test Coordinator in the larger box(es) provided.

In a separate box or envelope, return *Test Administrator Manual*s to the District Test Coordinator for disposal.

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