

## OPI/MetaMetrics Interim Assessment Pilot Study SY21-22

### *Interim Assessment Administration Protocols*

The conditions under which assessments are administered has an impact on scores and score fluctuations. Factors that can affect scores include:

- When a test is given (beginning of year, end of year, after a school break, etc.)
- How test scores are used within the district (e.g., progress monitoring, inform interventions, promotion/retention)
- Perceived consequences of scores and student motivation
- Testing time (is the test timed, are breaks allowed, etc.)
- Test proctoring
- Testing environment (e.g., free from distractions)
- Mode (eg -- in-person or remote proctoring).
- Device (desktop, laptop, ipad, etc.)

To minimize the impact of the factors identified above on scores and score fluctuations, OPI requests that districts:

- 1) Administer district interim assessments during the Fall, Winter, and Spring test administration windows designated by OPI.
- 2) Follow the test administration protocols provided by OPI
  - Test administrators must ensure a secure testing environment during each interim assessment administration
  - Test administrators must ensure a standardized testing environment/conditions across each test administration window
  - Test administrators must ensure that adequate time is scheduled to allow students to complete the interim assessment during the course of a single school day for a single subject (pausing is allowed as long as the student completes the assessment on the day they start the test).
  - Interims must be administered in-person

Detailed protocols to be followed before and during the interim test administration are provided below.

| Before Assessment                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review and obtain familiarity with vendor interim Test Administration Manual (TAM)                                                                                                                                        |
| Plan ahead and schedule dates which the interim assessments will be administered to students.                                                                                                                             |
| Ensure adequate time is scheduled to allow students to complete the interim assessment during the course of a single school day; assessments may be paused, but must be completed on the same day the subject is started. |
| Cover or remove any materials on the walls, whiteboard, and other areas that might help students answer test items (e.g., vocabulary or grammar posters, math formulas, etc.).                                            |
| Ensure that the room is clear of obstructions that would prohibit the Test Administrator (TA) from moving around freely.                                                                                                  |
| "Testing in Progress - Do Not Disturb" signs are posted on all entrances to the testing location.                                                                                                                         |
| Make sure students clear their desks and put away all books, backpacks, purses, cell phone, electronic devices of any kind, and other materials not needed for the test.                                                  |
| The room's "seating arrangement" ensures students cannot see another student's test responses and minimizes probability of "prohibited behavior".                                                                         |
| TA has all login credentials ready for students                                                                                                                                                                           |
| Ensure all testing devices are working properly. If administering the test with a tablet or laptop, make sure the battery is adequately charged before testing.                                                           |
| Ensure testing resources (e.g., headphones) needed to complete the test are available.                                                                                                                                    |
| Encourage students to answer all test questions and to give their best effort in completing the test.                                                                                                                     |

## OPI/MetaMetrics Interim Assessment Pilot Study SY21-22

### *Interim Assessment Administration Protocols*

#### **During Assessment**

Encourage students to answer all test questions and to give their best effort in completing the test.

Only “authorized personnel” are in the room.

Authorized personnel are always present in the room.

Students who are not being tested should not be in the room where a test is being administered.

Any accommodations and supports that have been identified for English Learners (ELs) and students with special needs (as outlined in their IEP or 504 plan), are provided to the student in a standardized manner according to the Test Administration Manual instructions for the interim assessment and the IEP/504.

Ensure that any vendor test administration instructions and/or scripts are read verbatim.

Student progress should be monitored consistently without disturbing examinees.

Manage TA vendor interface throughout testing session to support student testing activity (pause, restart, manage accommodations, etc.)

Do not help or guide students to the correct answer for any test item. Physical prompting is NOT allowed (e.g., pointing, gesturing, hand over hand, etc.).

Ensure that students do not access unauthorized electronic devices (e.g., cell phones) at any time during testing.

The room should remain free from disruptions during the entire testing period.

Ensure students who finish before others are quiet for the remainder of the session.