



District Test Coordinator and Administrator
Boot Camp

Assessment Cycle and System Overview

WERA 34th Annual Conference
December 7, 2018
Session #: 4.04

GETTING STARTED

- Who Are You? Responsibilities
- Systems and Applications Permissions
- Quick Start Guide
- Communication
- Training
- Resources
- State Assessment Flowchart
- Building Plans
- Test Windows



Who Are You? Responsibilities

Well-defined user roles with responsibilities, helps an assessment program to function effectively.

- The duties of a DC include a broad oversight of testing.
 - DCs establish a system to balance responsibilities.
- The duties of a DA include supporting activities outlined by the DC.
 - DA access to AIR systems and applications mirror that of a DC.
- SCs, under the direction of a DC or DA, provide general oversight of school level administration activities.
- TAs are trained staff who proctor state assessments.

There are no restrictions on who can be identified in the role of a DC, DA, SC, or TA as long as the staff member is on contract with the district.



System and Application Permissions

EDS accessed at:
<https://eds.ospi.k12.wa.us/Login.aspx>

Home	My Applications	Profile
-------------	------------------------	----------------

> **Application List** You have access to the applications listed below.
Click on the application you want to access.

> **Application Roles**

> **Education Directory**

> **EDS Directory**

> **Security Manager List** If you need access to more applications, please contact your [District Security Manager](#).

Application
ARMS
CAA/CIA Database
CEDARS
Graduation Alternatives
Report Card Preview
Student Record Data Exchange
Washington Assessment Management System (WAMS)
Washington Query

AIR systems accessed at:
<https://maac.sso.airast.org/>

[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)



Quick Start Guide

The Quick Start Guide provides information in support of the DC role, including details on OSPI and contractors' systems and applications, how to access them, and the available training resources for the various areas of state testing.

- The [Student Records Management for Assessment and Accountability Guidelines \(SRMAAG\)](#) details when and how to pre-ID students, and gives information on TIDE student records, files layouts, and participation attempt codes.
- The [Test Coordinator Manual \(TCM\)](#) provides information on the test administration requirements at the district and school levels, test security building plans, testing schedules, and student participation and accessibility.
- The [Professional Standards and Security, Incident, and Reporting Guidelines \(PIRG\)](#) provides information to support professional standards and ethical testing practices including policies, responsibilities, and permissions. It also provides detailed information regarding test security, incident processing, and reporting.



Communication

- Receive current information, updates, and alerts
 - WAW Newsletter
 - Assessment Update Webinars
 - Testing Alert Emails
 - WCAP Portal Homepage Alerts
- Receive individual updates on the following pages of the OSPI Web site:
 - Bulletins and Memos
 - State Testing
 - Graduation Alternatives, ELPA21, WA-AIM, WaKIDS
- Share information with school staff, students, and families

WAMS-Profile: <https://eds.ospi.k12.wa.us/Login.aspx>

The screenshot displays the WAMS-Profile user interface. At the top, there is a navigation menu with four tabs: Home, Profile (highlighted in yellow), Assessment Operations, and Admin. Below the menu, the profile form is shown with several overlapping sections:

- District Test Coordinator (DC)**: Includes fields for Name, Email, Work Phone, Cell Phone, and Fax.
- District Administrators (Designees)**: Includes fields for Name, Email, and Phone.
- DC Shipping Address for Delivery of SECURI Test Materials**: Includes fields for ATTN, Address, Email, Phone, and Fax. A red note below these fields states: "* Note: Shipping address cannot be a P.O. Box." A red arrow points from this section to the District Administrators section.
- CAA/CIA Coordinator**: A section for the Coordinator of Assessment and Instructional Activities.
- ELPA21/WELPA Coordinator**: A section for the Coordinator of English Language Proficiency Assessment.
- WaKIDS Coordinator**: A section for the Coordinator of Washington Assessment of Knowledge and Skills.
- WA-AIM Coordinator**: A section for the Coordinator of Washington Assessment of Instructional Materials.
- Additional Contacts**: A section for other relevant contacts.



Training

REQUIREMENTS

- **Annual training is required for all staff who will support state test administration activities.**
- All new staff must be fully trained.
- Seasoned staff must have thorough knowledge of the training resources, and review resources for updates new to 2018-19 administrations.
- Make sure all staff understand their roles and responsibilities for the duties assigned.
- As the DC, it is your responsibility to train your DAs.
- Training of the SCs or TAs may be assigned to another staff, as determined by the DC.

BEST PRACTICES


- Know who should be trained.
- Know what is, and is not allowed for testing.
- Make sure all students have access to the accessibility features they need.
- **All staff must be trained and understand the difference between the Practice, Training, Interim, and Summative assessments, PRIOR to proctoring them.**




Resources




WASHINGTON COMPREHENSIVE ASSESSMENT PROGRAM




Students and Families




Test Administrators
(Teachers & TAs)




Test Coordinators
(School & District)




Technology
Coordinators




English Language
Proficiency
Assessment




Practice & Training
Tests




Test Administrator
Certification



Test Coordinator
Resources




TIDE




Test Administration




Online Reporting
System



Data Entry Interface



Digital Library



Assessment
Viewing Application



AIRWays Reporting

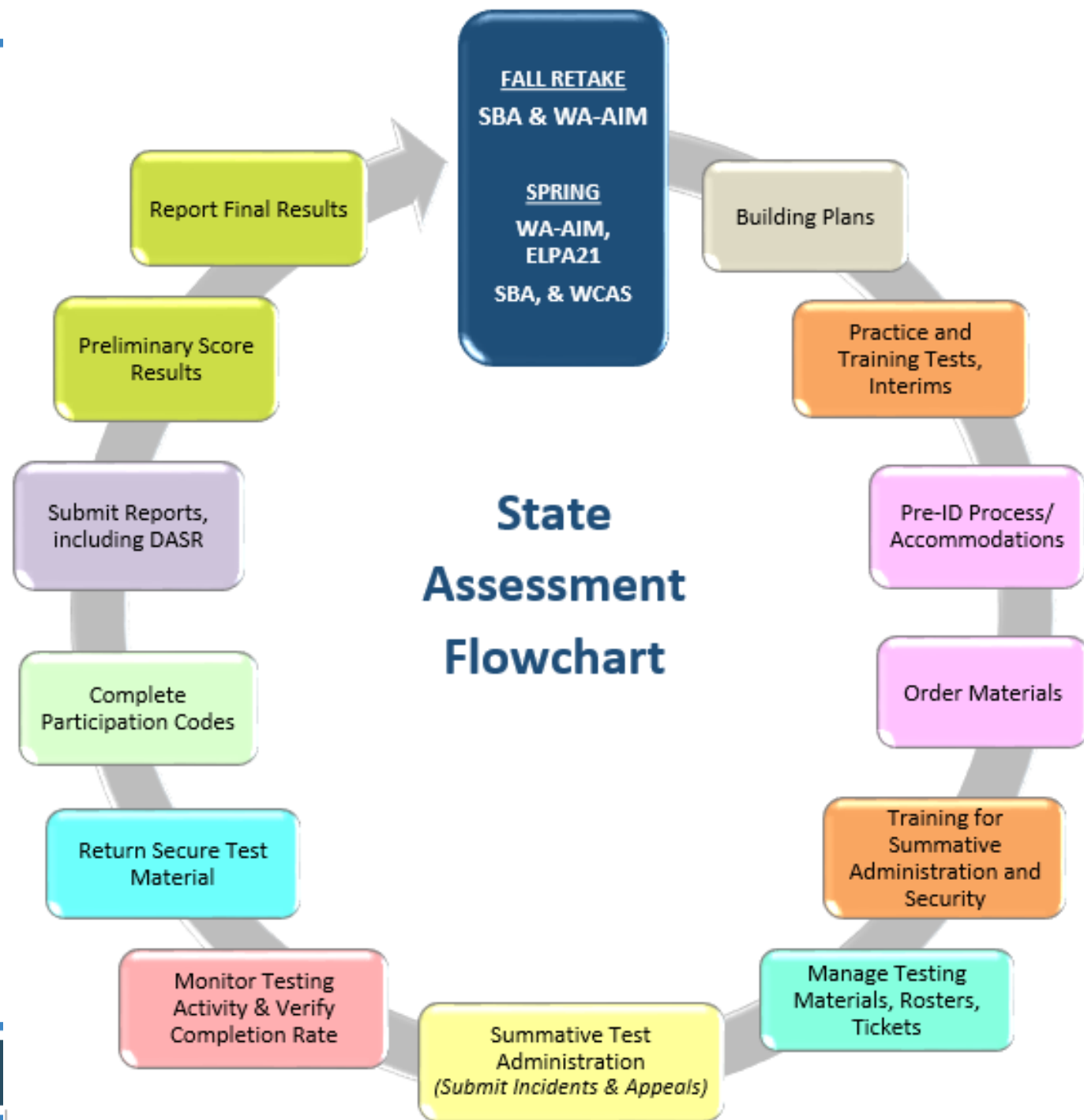


Inbox



Flowchart

This State Assessment Flowchart shows the circle of tasks required throughout the year



Building Plans

WHAT

Test Security and Building Plans (TSBPs) are documents formatted to support critical aspects of the state testing process.

WHO

DCs work with other key building staff to create a TSBP

PLANS SHOULD INCLUDE

Test schedules, responsibilities, chain of custody for secure materials, supplies, student participation, and communication

RESOURCES

PIRG, template building plan, state testing windows

Test Security and Building Plan Template

Test Administration [\[click/enter School Year\]](#)

To: [\[click/enter School Test Coordinator name\]](#)

[\[click/enter Success Coordinator name\]](#)

[\[click/enter Principal name\]](#)

Due: [\[click/enter Date\]](#)

Completed school building plan must be submitted to your DC for review and approval.

Approved by District Test Coordinator (DC): [\[click/enter DC name\]](#)

School Name: [\[click/enter School name\]](#)

Principal: [\[click/enter Principal name\]](#)

Work Phone: [\[click/enter Principal phone#\]](#)

School Coordinator (SC): [\[click/enter SC name\]](#)

Work Phone: [\[click/enter SC work phone#\]](#)

Cell Phone: [\[click/enter SC cell phone#\]](#)

1. TESTING WINDOW SCHEDULE

Adjust calendar for your school's test schedule. Testing starts at the beginning of the school day. For make-up sessions, you may test any subject on any day; no dates are fixed.

[click/enter Month]		[click/enter school year]		Assessment Calendar	
Mon	Tue	Wed	Thu	Fri	
Add Info 29	Add Info 30	Add Info 1	Add Info 2	Add Info 3	
Add Info 6	Add Info 7	Add Info 8	Add Info 9	Add Info 10	



TIDE Test Windows

School test windows are required to be set in TIDE.

Multiple windows can also be set in TIDE through a file upload.

Add Test Windows

i Use this page to add test windows. [more info](#)

Test Window Information

*Window Name: *District:

*EntityType: District School *School:

*Window Start Date:

*Window End Date:

Select Tests from "Available Tests" List below to add to the Test Window

Available Test IDs (87)	Selected Test IDs (0)
<input type="checkbox"/> Add Test IDs	<input type="checkbox"/> Remove Test IDs
<input type="checkbox"/> <input type="button" value="+"/> HSELA-Summative-CAT	
<input type="checkbox"/> <input type="button" value="+"/> HSMath-Summative-CAT	
<input type="checkbox"/> <input type="button" value="+"/> G3ELA-Summative-CAT	
<input type="checkbox"/> <input type="button" value="+"/> G3Math-Summative-CAT	





ASSESSMENTS AND GRADUATION

- Assessments in 2019
- High School Assessments and Graduation Requirements
- Graduation Alternatives

Assessments in 2019

SUMMATIVE ASSESSMENTS REQUIRED FOR ACCOUNTABILITY	K	1	2	3	4	5	6	7	8	9	10	11	12
ELPA21 or WIDA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SBA or WA-AIM ELA & Math				✓	✓	✓	✓	✓	✓		✓		
WCAS or WA-AIM Science						✓			✓			✓	

Other Assessments	K	1	2	3	4	5	6	7	8	9	10	11	12
Arts				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Civics					✓	✓		✓	✓			✓	✓
Health and Physical Education				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Social Studies				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Educational Technology (<i>Arts</i>)									✓		✓		
Educational Technology (<i>ELA</i>)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Educational Technology (<i>Science, Math, Health</i>)	✓	✓	✓		✓	✓	✓	✓	✓				
Educational Technology (<i>Social Studies</i>)				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Other State Mandated Tests	2
Second Grade Reading Assessment	✓

National Assessments	4	8
National Assessment of Educational Progress	✓	✓



HS Assessment & Graduation Requirements

	SY 2018-19	SY 2019-20	SY 2020-21	SY 2021-22
Tests	Smarter Balanced ELA – Gr 10, 11, 12 Smarter Balanced Math – Gr 10, 11, 12 WCAS Science –Gr 11	Smarter Balanced ELA – Gr 10, 11, 12 Smarter Balanced Math – Gr 10, 11, 12 WCAS Science –Gr 11	Smarter Balanced ELA – Gr 10, 11, 12 Smarter Balanced Math – Gr 10, 11, 12 WCAS Science –Gr 11	Smarter Balanced ELA – Gr 10, 11, 12 Smarter Balanced Math – Gr 10, 11, 12 WCAS Science –Gr 11
Tests that Fulfill Graduation Requirements by Class	Class of 2019: ELA –SBA by Exit Exam cut score Math –SBA by Exit Exam cut score	Class of 2020: ELA –SBA by Exit Exam cut score Math –SBA by Exit Exam cut score	Class of 2021: ELA –SBA by Exit Exam cut score Math –SBA by Exit Exam cut score Science –WCAS by Exit Exam cut score	Class of 2022: ELA –SBA by Exit Exam cut score Math –SBA by Exit Exam cut score Science –WCAS by Exit Exam cut score
Test by	Student Class Of	Student Class Of	Student Class Of	Student Class Of
Grade 12	2019: ELA & Math retakes as needed	2020: ELA & Math retakes as needed	2021: ELA, Math, Science retakes as needed	2022: ELA, Math, Science retakes as needed
Grade 11	2020: ELA & Math retakes as needed Science WCAS (accountability)	2021: ELA & Math retakes as needed Science WCAS (graduation, accountability)	2022: ELA & Math retakes as needed Science WCAS (graduation, accountability)	
Grade 10	2021: ELA & Math SBA (graduation, accountability)	2022: ELA & Math SBA (graduation, accountability)		



Graduation Alternatives

What are Assessment Graduation Alternatives?

Assessment graduation alternatives are associated with the assessment graduation requirement for Washington state students. They are options available to students who meet specific eligibility criteria.

Who can access Assessment Graduation Alternatives?

Student eligibility for access is based on a student's testing history, and (as applicable) transfer status.

What are the different Assessment Graduation Alternatives options?

Once eligibility is determined, students have the following options for meeting graduation requirements.

CAA Options

- GPA Comparison
- College Admission/AP/IB Tests
- Dual Credit Courses
- LAA/LDC

Assessment Waivers

- Out of State Transfer Waiver
- Special, Unavoidable Circumstance Appeal (SUCA)

CIA Options

(for students, if specified in their IEPs)

- CIA Cut Score on regular (on grade) assessment
- Off-Grade Level Assessment on regular or alternate assessment*
- Locally Determined Assessments (LDA)

<http://www.k12.wa.us/assessment/GraduationAlternatives/default.aspx>



PRE-ID

- WAMS-Pre-ID
- CEDARS
- CEDARS SSID
- CEDARS Students
- Pre-identify Student Settings
- Pre-Registration of Students Receiving Services
- Paper Test Materials



WAMS Pre-ID

Nightly File Extracts

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Washington Assessment Management System

Home Profile Assessment Operations Data Review Admin

Pre-Id File Downloads

> **Nightly File Extracts**
 > Send Student to TIDE
 > Students to Be Sent to TIDE
 > SSID Issuance Search

> **TIDE Pre-ID**
 > Download Template
 > Upload Pre-ID Records
 > Switch to CEDARS

> **Move Student to TS Gold**

> **Test Registration Students Receiving Services**

> **Student Registration Roster**

> **Alternate Site Registration**

> **ELPA 21**

Assessment Operations - Pre-Id

Nightly File Extracts

Nightly file extracts will be sent from CEDARS to update TIDE with the most recent student data from CEDARS submissions populating in TIDE until you select the button to switch over to CEDARS data flowing through to TIDE.

This extract contains all students sent to TIDE from CEDARS on the date listed by "Date File was Last Sent to TIDE". If only a non-primary record, the non-primary school enrollment is extracted and sent.

'Type of List' Drop-Down:

- **Last Sent to Vendor:** As this list is a running list of students on any given day, this extract is used for WAMS > Assessment Operations > File Downloads.
- **Duplicate SSIDs:** A student will be on this list if they only have non-primary records in TIDE.
- **Dual Primary:** A student will be found on this list if they have are being reported as primarily served in more than one school district. A student who has recently moved may show as temporarily dual primary until the district is updated.

As this list is a running list of students on any given day, this extract should not be used as a basis for student record management. For more information, see the Student Record Management for Assessment and Accountability Guide that provides detailed information at [manuals-testc](#).

Date File was Last Sent to TIDE: 08-20-2018

District: Aberdeen School District (14005)

Type of List: Last Sent to Vendor

Download



WAMS Pre-ID

Send Student to TIDE

The screenshot shows the WAMS Pre-ID interface. At the top, it displays the Washington State OSPI logo and the title "Washington Assessment Management System". Below this is a navigation menu with tabs for "Home", "Profile", "Assessment Operations", "Data Review", and "Admin". Under "Assessment Operations", there are sub-tabs for "Pre-ID" and "File Downloads".

The main content area is titled "Assessment Operations - Pre-ID" and features a section "Send Student Record to TIDE". This section includes a descriptive paragraph: "This application allows District Assessment Coordinators to search for students who have recently completed an assessment prior to your District's next CEDARS submission. This can be used to add or remove students from the TIDE system." It lists two criteria: "The student has either had an active enrollment during the current school year, or" and "Has been issued an SSID during the previous or current school year." It also provides instructions on how to use the application, such as "Type the student's SSID into the SSID search screen below" and "If multiple results are found (i.e. the SSID is associated with two records that differ on first name), you must work with your CEDARS Administrator and resolve this issue."

At the bottom of the section, there is a search form with a label "SSID:" followed by a text input field and a green "Search" button.

The left sidebar contains a list of navigation options, including "Nightly File Extracts", "TIDE Pre-ID", "Move Student to TS Gold", "Test Registration Students Receiving Services", "Student Registration Roster", "Alternate Site Registration", and "ELPA 21".



CEDARS

Home My Applications Profile

- > Application List
- > Application Roles
- > Education Directory
- > EDS Directory
- > Security Manager List

My Applications

My Application List

You have access to the applications listed below. Click on the application name to access the application.

If you need access to more applications, please contact your District Administrator.

Application
ARMS
Behavior And Weapons
CAA/CIA Database
CEDARS
E-Certification
eCOE
Education Data System
Education Data System Administration
Events Manager
Graduation Alternatives
NBPTS Scholarship
pdEnroller
Student Record Data Exchange
Unexcused Student Absences
Washington Assessment Management System (WAMS)
Washington Query



CEDARS SSID

Home Submissions **SSID** Reports Students Courses Staff Location Student Records Exchange Search Students

> Student Match
> Student Validation
> Download SSIDs
> **SSID Submission**
 • Screen Entry
 • SSID File Upload
 • SSID Submission Results

SSID

SSID Request

Please complete all required fields, then click "Save". Required fields are noted by an asterisk (*).

If you are requesting an SSID for the purpose of registering a student to take an online assessment, you must also accurately enter the "School" and "Grade Level" fields. The school and grade level results back to the district.

***Serving School District:** Everett School District

***District Assigned Student ID:**

***First Name:**

Middle Name:

***Last Name:**

***Birth Date: (MM/DD/YYYY)**

***Gender:** Male Female

School:

Grade Level:



CEDARS Students

Home Submissions SSID Reports **Students** Courses Staff Location Student Records Exchange Search Students

STUDENT INFORMATION SCHEDULE **ASSESSMENTS** STUDENT GRADE HISTORY ATTRIBUTES AND PROGRAMS ABSENCE AND DISCIPLINE

Assessment

Assessment Name	Grade Level	Subject	Administration Date	Scale Score	Performance
SBA	11	Smarter Balanced ELA	Spring 2015-2016	2455	L1
SBA	11	Smarter Balanced Math	Spring 2015-2016	2458	L1
BIO	10	EOC Biology	Winter 2015-2016	365	L1
SBA	11	Smarter Balanced ELA	Fall 2015-2016	2401	L1
ALG	9	EOC Math Year 1	Spring 2014-2015	404	L3
GEO	10	EOC Math Year 2	Spring 2014-2015	438	L4



Pre-Identify Student Settings

TIDE Student Settings

Accessibility Features, such as designated supports and accommodations are set in TIDE.

- You can also turn off individual Universal Tools, when documented.

GTSA

You should become thoroughly familiar with the GTSA to know what materials can be accessed by all students (Universal Tools) and what accessibility features are available for use on each assessment.



Pre-Registration of Students Receiving Services

Pre-Registration of Students Receiving Services can be found in WAMS > Assessment Operations > Pre-Id > Test Registration Students Receiving Services

This application is for three student populations: students with IEPs, students with 504 plans, and EL students, as identified in CEDARS, who require WA-AIM, or paper accommodated forms for Smarter Balanced or WCAS.

Using this feature will ensure that the test forms selected are included in your district's initial shipment of test materials.

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OSPI Office of Superintendent of Public Instruction

Washington Assessment Management System

Home Profile **Assessment Operations** Data R

Pre-Id File Downloads

- > Nightly File Extracts
 - > Send Student to TIDE
 - > Students to Be Sent to TIDE
 - > SSID Issuance Search
- > TIDE Pre-ID
 - > Download Template
 - > Upload Pre-ID Records
 - > Switch to CEDARS
- > Move Student to TS Gold
- Test Registration Students Receiving Services**
- > Student Registration Roster
- > Alternate Site Registration
- > ELPA 21

Assessment Operations

Send Student Record

This application allows District Ass for an assessment prior to your Di

- The student has either had a
- Has been issued an SSID du

If a student is inactive or non-enro this application.

The application can reference activ

To use this application:

1. Type the student's SSID into
2. If the SSID returns only 1 re
3. If multiple results are found different students, you must

SSID:

Search



Pre-Registration of Students Receiving Services

It is important to begin working with your special services departments to identify students needing accommodated forms as early as possible.

Any additional accommodated forms needed after the close date will be ordered through TIDE during the assessment's additional order window.

Assessment Operations - Pre-Id

Pre-Registration of Students Receiving Services

To register students, click in the radio buttons to select the appropriate alternate assessment or accommodated form.

When an alternate assessment or accommodated form selection is made in error, click the appropriate (content) button to return to the selection screen.

Download the Engagement Rubric here: [Engagement Rubric Form.pdf](#)

The registration window will close for each administration as detailed on the table below:

Administration	Close Date
Spring ELPA21	TBD
Spring ELPA21 1% Alternate	TBD
Spring Grades 3-8 (Smarter Balanced, WCAS)	TBD
Spring High School (Smarter Balanced, WCAS)	TBD
WA-AIM	TBD

No students require an Alternate Assessment or Accommodated Form.

District:

Grade:

Student Group:

Sort By: First Name Last Name SSID

Sort Order: Ascending Descending



Paper Test Materials

Order, Delivery, Return Schedule

All WCAP assessments are administered online. Paper testing is only students receiving services (IEP or 504 plans) who require paper tests.

Paper-Pencil Test Administration	Grade	Material: Due in District	Additional Orders Window	Paper Test Window	Material to Contractor: No later than
SBA & OGL Fall Retakes	HS	N/A	9/24 – 11/6/18	10/22 – 11/16/18	11/27/18
ELPA21 Annual	K-12	1/17/19	1/18 – 3/8/19	1/28 – 3/22/19	3/29/19
SBA Spring	3-8	4/1/19	4/2 – 5/10/19	4/15 – 5/24/19	5/31/19
WCAS Spring	5-8	4/1/19	4/2 – 5/10/19	4/15 – 5/24/19	5/31/19
SBA Spring	HS	4/22/19	4/23 – 5/10/19	5/3 – 5/24/19	5/31/19
WCAS Spring	11	4/22/19	4/23 – 5/10/19	5/3 – 5/24/19	5/31/19



Material Available and Locally Supplied

Materials Available	Description
100's Number Table	Available for print from the WCAP Portal
Abacus	Locally supplied
Bilingual Dictionary	Locally supplied (word-for-word)
Calculator	Locally supplied (calculator approved section of paper test only)
English Dictionary	Locally supplied
English Glossary	Available for print from the WCAP Portal (state approved only, when permitted)
Graph Paper	Locally supplied
Headsets	Locally supplied (students personal headsets can be used after compatibility check)
Multiplication Table	Available for print from the WCAP Portal
Pencils	Locally supplied
Periodic Table	Available for print from the WCAP Portal
Scratch Paper	Locally supplied
Thesaurus	Locally supplied





REPORTING

- Participation Codes
- TIDE Appeals
- Assessment Reporting Management System
- Electronic and Paper Reporting
- Document Retention and Audit Report
- Request to View

Participation Codes

2) PARTICIPATION CODES

- Participation codes are for district reference
- Documentation is moving from TIDE to WAMS for 2018-19
 - One location to record for your reference
 - WAMS better aligned to “Accountability” than TIDE



TIDE Appeals

TIDE appeals support incidents that involve a student and online test.

Washington is collaborating with other states on policy updates for TIDE appeal processing. New considerations include:

- Ability to Re-Open or Reset tests when an accommodation or designated support was not provided.
 - **Actions Required:** Incident reported to state, via ARMS, prior to score results loading to ORS and team meeting prior to testing student again.
- Not permitting appeals when a student submits the test, but states that the test was not complete.
 - Students receive three warning messages prior to submitting the test.



Assessment Reporting Management System (ARMS)

- Online system for form processing through EDS
- DCs determine user access within district and schools
- DC, DA, and SC users are required to review the training PPT prior to being granted access to ARMS
- Roles assigned by your DDSM:
 - ARMS_District Test Coordinator (DC)
 - ARMS_District Administrator (DA)
 - ARMS_School Test Coordinator (SC)
 - ARMS_School Principal
 - ARMS_District Superintendent

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Home My Applications Profile

> Application List
> Application Roles
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> EDS Directory
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My Applications

My Application List

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If you need access to more applications, please contact your [District Security Manager](#).

Application
ARMS
CAA/CIA Database
CEDARS
E-Certification
Education Data System
Education Data System Administration
NBPTS Scholarship
pdEnroller
Special Education November Federal Child Count
Washington Assessment Management System (WAMS)
Washington Query



Accessing Forms in ARMS

To create a report, **click on the name of the report**, next to **Create Form**.

For an overview of the form, and instructions on how to fill it out, click on the PDF link next to **Overview**

Select Organization Add Forms View/Edit/Delete Forms

Assessment Reporting Management System Office of Superintendent of Public Instruction

Forms

District: Aberdeen School District

Create Form: District Administration and Security Report 
Overview: [\(DistrictSecurityReportOverview.pdf\)](#)
Completed at the end of each test administration to document training and security protocols or note exceptions.

Create Form: Medical Emergency Exemption from State Testing
Overview: [\(MedicalExemptionOverview.pdf\)](#)
Medical Exemptions are completed when requesting that a student with a significant medical emergency be exempted from participation in state testing due to a unique circumstance.

Create Form: Modified Testing Schedule
Overview: [\(ModifiedTestingScheduleOverview.pdf\)](#)
Modified Testing Schedules are completed when a unique situation occurs which limits a student's ability to test on the fixed schedule or during the state mandated window.

Create Form: School Site Administration and Security Report
Overview: [\(SchoolSecurityReportOverview.pdf\)](#)
The School Site Administration and Security Report is completed by the lead School Test Coordinator at the conclusion of each test administration window where testing occurred or test materials were received.

Create Form: Test Incident Report
Overview: [\(TestIncidentOverview.pdf\)](#)
The Test Incident Report is used to document circumstances that may potentially affect student performance, test security, or test validity.

Create Form: Test Material Variance Form
Overview: [\(TestMaterialVarianceOverview.pdf\)](#)
Test Material Variance forms are used for reporting discrepancies in shortages in quantity or the damage of secure materials.

Create Form: Test Question Ambiguity Form
Overview: [\(TestQuestionAmbiguityOverview.pdf\)](#)
Test Question Ambiguity forms are completed when there appears to be a perceived error on an assessment. Follow the steps listed to ensure the security of test content.



Electronic and Paper Reporting

ORS, Query, & Paper Reporting

- ELA and Math scores for online testers automatically populate in ORS
- WCAS and ELPA21 score results are loaded into ORS based on an approved date
- Paper testers score results are loaded to ORS based on an approved date as well

Assessment	Scores in ORS
2019 Spring Smarter Balanced (online)	March 18, 2019
2019 Spring ELPA21 Annual	May 21, 2019
2019 Spring WCAS (online & paper)	August 23, 2019



Document Retention and Audit Report

- Required documentation is outlined in the PIRG
- WA State Auditors Office
- WA State Retention Guidelines and District Policy

www.sos.wa.gov/_assets/archives/recordsmanagement/schools%20districts%20and%20esds%208.2.pdf

[www.sos.wa.gov/_assets/archives/recordsmanagement/local-government-common-records-retention-schedule-\(core\)-v.3.3-\(october-2016\).pdf](http://www.sos.wa.gov/_assets/archives/recordsmanagement/local-government-common-records-retention-schedule-(core)-v.3.3-(october-2016).pdf)

- Required documentation to DC
 - ❑ TA Training Logs
 - ❑ Printed copy of the signed roster (paper/eRoster), if required by DC
 - ❑ Report of students not tested and why (Refused, Absent, NNEP etc.)
 - ❑ Test Security Staff Assurance Forms
 - ❑ School Site Administration and Security Report
 - ❑ Test incident reports (ARMS or paper)
- Retain at the school (or district)
 - ❑ Daily material check in/out logs
- Submit to OSPI
 - ❑ District Security Report
 - ❑ Test incident reports, as required



Request to View (RTV)

What is a RTV? How are they initiated?

The RTV process allows Parents/Legal Guardians and/or Students (who are 18 years old or emancipated) to have the opportunity to view their child's assessment as provided by the Family Educational Rights and Privacy Act (FERPA).

The parent/legal guardian fills out a RTV form, which is available on the WCAP Portal, in the Students & Families Resources - General Information section, and submits it to the state.

The test will be provided to the DC in an online or paper format, depending on platform that the student tested.

Review the RTV Guidelines for specific details.



Q and A Session

Questions?



Contacts

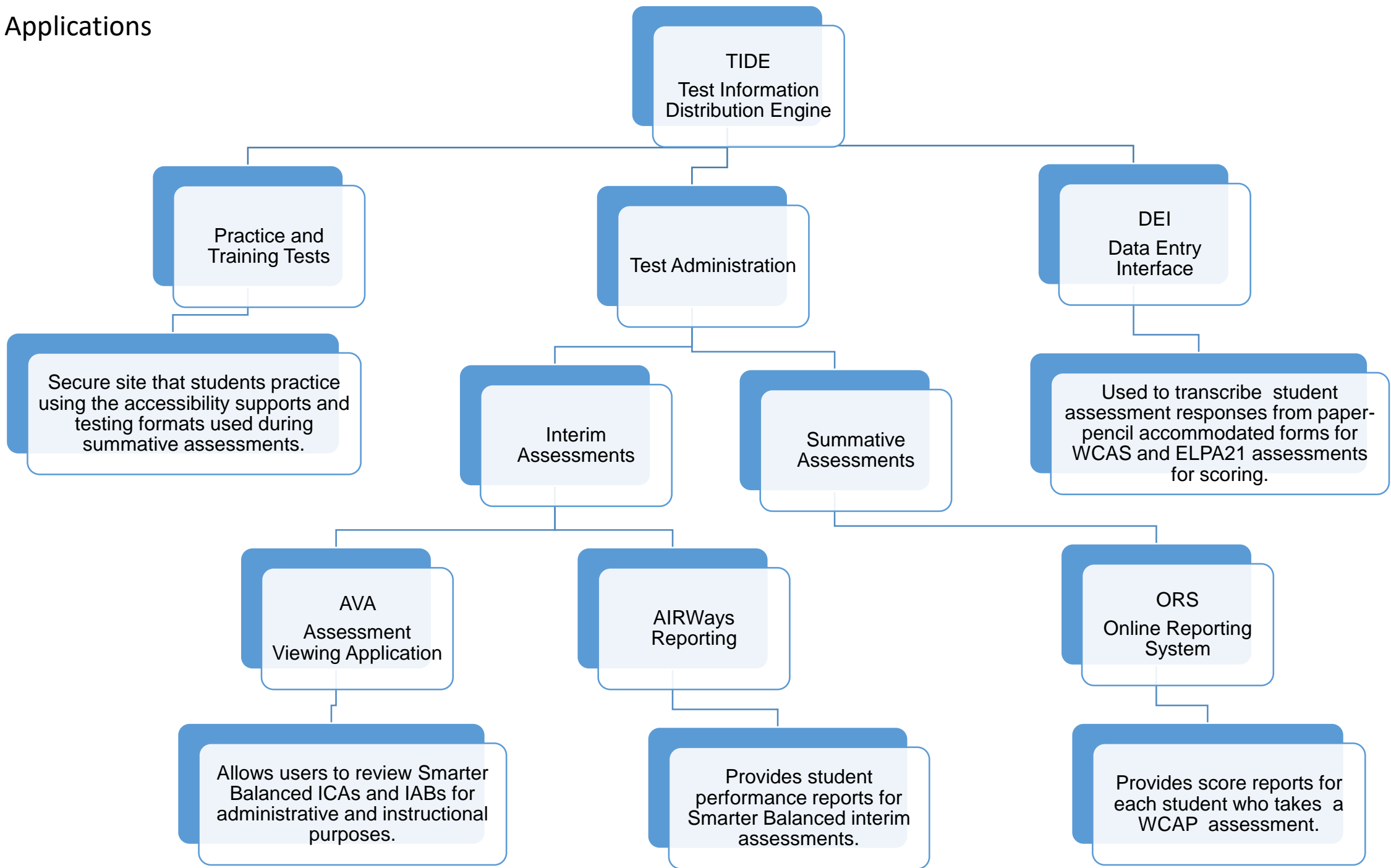
OSPI Assessment Operations for assessment policy and test materials
Assessment Operations: assessment@k12.wa.us (360) 725-6348 or (800) 725-4311,
press option 3

OSPI Assessment Analysts for student data issues
OSPI Assessment Analysts: assessmentanalysts@k12.wa.us 360-725-6109

AIR Help Desk for Technical, Network, and password issues
AIR Help Desk: wahelpdesk@air.org 1-844-560-7366



AIR Applications



OSPI Applications

