BIE ELA & Math Spring 2025 Assessment Pre-Administration Training

January 7, 2025 (in-person)

January 16-17 & 23-24, 2025 (virtual)

Welcome & Purpose

Welcome & Purpose

Welcome from the Chief Academic Office and the ELA/Math Assessment Team!

Aurelia Shorty, Dr. Carmelia Becenti, & Dr. BJ Howerton

The purpose of these trainings is to:

- ✓ Provide implementation assistance to schools for BIE's Summative ELA and Math Assessments for SY 2024-2025.

- ✓ Provide a set of expectations for assessment tasks and activities before, during, and after testing.

- ✓ To assist school staff with scheduling, the trainings will be recorded for your viewing convenience.

Housekeeping

- ✓ Training PowerPoint will be posted to
  https://bie.mypearsonsupport.com/

- ✓ Virtual trainings will be recorded.

- ✓ For in-person training, time will be allotted for any questions.

- ✓ For virtual trainings:
  - ✓ Please be sure to mute your microphone, if applicable.
  - ✓ Questions may be posted in the Q&A.

Agenda

- Key Administration Dates
- Test Structure & Guidelines
- Accommodations & Accessibility Features
- Before Testing Tasks
- During Testing Tasks
- After Testing Tasks
- Resources

Key Administration Dates

Key Administration Dates – Pre-Admin

JANUARY 31

Deadline to update & verify Student accommodations in ADAM

MARCH 3

Initial shipment of test materials scheduled to arrive in schools

Key Administration Dates – Admin

MARCH 4 - APRIL 24

Additional Orders Window

MARCH 17 - APRIL 25

TEST ADMINISTRATION WINDOW

Key Administration Dates – Post-Admin

APRIL 25

Deadline to return scorable Paper testing materials to Pearson

MAY 2

Deadline to return non-scorable materials to Pearson

MAY 5

Deadline to resolve Paper rejected test alerts in ADAM

MAY 9

Deadline to manually submit all tests in ADAM

Test Structure & Guidelines

BIE Guidelines

- Paper-based tests (PBT) versus Computer-based tests (CBT):
  - The BIE will not order PBT for schools that have been identified to use the CBT. The BIE encourages schools use CBT if they have the technical capability to do so.
  - Exception would be for students needing paper as an accommodation for IEP or 504. Contact the BIE if you have further questions.
- Participation – All students in grades 3-8 and 11 will take the Spring ELA and Math Assessment per ESSA.
- No Remote Testing – If students are learning remotely and a school is not able to test students securely, contact BIE for guidance. Paper-based tests cannot be sent home.

Test Structure & Guidelines

Test Administration Window

Computer-Based and Paper-Based Testing
March 17 – April 25, 2025

Tests Administered

English Language Arts
Grades 3-8
Grade 11

Mathematics
Grades 3-8
Algebra I
Algebra II
Geometry
Integrated Math I, II, & III

Test Structure & Guidelines

On-Grade Level Testing Only

- 3-8 Math/ELA students are only allowed to take the test for their grade level (i.e., 3rd graders can take Grade 3 Math and Grade 3 ELA).

- Grade 11 students can take Algebra I, Geometry, Algebra II or Integrated Math I, II, III. They should take the test that aligns with the course they are currently enrolled in.

  - If a student is enrolled and takes more than 1 HS Math test, the more advanced test will be reported (i.e., if a HS student takes Algebra I & Algebra II, only Algebra II will be reported).

- Exception: Grade 8 students can take Algebra I if they are currently enrolled in Algebra I.

Test Structure & Guidelines – ELA Testing Times

Grade(s)	Content Area/Course	Number of Units	Time	Total Time
3	ELA/Literacy	3	Units 1-2: 75 minutes Unit 3: 35 minutes	185 minutes
4-8	ELA/Literacy	3	Units 1-2: 90 minutes Unit 3: 40 minutes	220 minutes
11	ELA/Literacy	3	Units 1-2: 90 minutes Unit 3: 40 minutes	220 minutes

Test Structure & Guidelines – Math Testing Times

Grade(s)	Content Area/ Course	Number of Units	Calculator	Time	Total Time
3-5	Mathematics	3	No Calculator	60 minutes	180 minutes
6	Mathematics	3	Unit 1- Non-calc & Calc section Unit 2 & 3 - Calc	60 minutes	180 minutes
7	Mathematics	3	Unit 1- Non-calc & Calc section Unit 2 & 3 - Calc	60 minutes	180 minutes
8	Mathematics	3	Unit 1- No Calc Unit 2 & 3 - Calc	60 minutes	180 minutes

Test Structure & Guidelines – Math Testing Times

Grade	Content Area/ Course	Number of Units	Calculator	Time	Total Time
HS	Algebra I	2	Unit 1- Non-calc & calc section Unit 2- Calc	90 minutes	180 minutes
HS	Geometry	2	Unit 1- Non-calc & calc section Unit 2- Calc	90 minutes	180 minutes
HS	Algebra II	2	Unit 1- Non-calc & calc section Unit 2- Calc	90 minutes	180 minutes
HS	Integrated Math I, II, III	3	Unit 1- Non-calc & calc section Unit 2 & 3- Calc	60 minutes	180 minutes

Test Structure & Guidelines – Scheduling Considerations

Computer-based Testing

- For security purposes, each unit (e.g., Unit 1, Unit 2, Unit 3) should be scheduled <u>as close together as possible</u> for all students within the same grade/course-with the exception of make-up testing.

- Test units must be administered in consecutive order.

- Schedule first CBT group on the first day with a little more time than other groups if possible.

Test Structure & Guidelines – Scheduling Considerations

Paper-based Testing

- For security purposes, each unit <u>MUST</u> be completed by all students within the same grade/course on the same school day-except for make-up testing and students with an extended time accommodation.

- Test units must be administered in consecutive order.

- Schools must have the grade level appropriate calculator (grades 6-8, HS) if administering math on paper.

- For example, all students enrolled in Algebra I should complete Algebra I, Unit 1 on the same day. This may require scheduling more than one testing block for each unit on a given day.
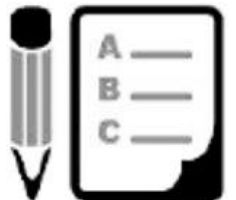
Test Structure & Guidelines – Scheduling Considerations

- Determine whether one content area will be completed before beginning the next, or if testing will alternate between the content areas (make-ups excluded).

- Determine whether the school wants to condense testing (make-ups excluded) or spread throughout the testing window.

- Determine how many units will be taken by students per day (make-ups excluded).

- If the unit testing time and directions are the same, different tests can be administered in the same room.
  - i.e., Algebra I and Geometry can be administered in the same room.
  - ELA/Math cannot be administered in the same room because the directions are different.
  - Ensure that all calculator/non-calculator sections are the same (Grade 6 & 7).

- CBT and PBT cannot be administered in the same environment.

- Do not start a unit unless there is enough time left in the day to complete the unit.

- Testing times are Monday – Friday during regular school hours.

Test Structure & Guidelines – Guidelines for Administration Time

	Task	Administration Time
Guidelines For Scheduling	1. Pre-administration tasks, including reading instructions to students and answering questions	10 minutes (recommended)
	2. Distribution of test materials to students	5 minutes (recommended)
	3. Administration of unit	Refer to Unit Testing Times (60-90 minutes)
	4. End-of-unit activities, including logging students out of TestNav and collecting test materials	5 - 15 minutes (recommended)

*Testing time depends on unit and subject-refer to *Testing Multiple Grades* in the *TCM*

Test Structure & Guidelines – Guidelines for Administration Time

Guidelines for Administration Time

- Schedule the entire amount of Unit Testing Time.

- Once the Unit Testing Time has elapsed, the unit must end.

- If all students have completed the unit, the unit may be ended (no minimum testing time).

- Plan a couple of extra days during the window for bad weather days and makeup testing.

Test Structure & Guidelines – Guidelines for Breaks

- Between units, scheduled breaks may occur.
- During a unit, short "stand-and-stretch" breaks may be permitted at the discretion of the Test Administrator.
  - Time stops for the unit, but only for up to 3 minutes.
  - If you know you will take the 3-minute break, add the time in to the timing box at the beginning.

8:00 a.m. – 10:00 a.m.	Unit 1
10:00 a.m. – 10:15 a.m.	Scheduled Break
10:15 a.m. – 12:15 p.m.	Unit 2

Test Structure & Guidelines – ELA Writing Prompt

- Every ELA test will have a writing prompt in Unit 2. This will require the student to read and respond to the prompt by writing an essay.
  - Scoring rubrics can be found at https://resources.newmeridiancorp.org/ela-test-design/.
- Released student essays and annotated scores can be found and reviewed at https://resources.newmeridiancorp.org/released-items/.
- Non-secure ELA practice tests for all grades are available at https://bie.mypearsonsupport.com/practice-tests/english/.
- ELA Interim 2 tests all include a writing prompt, which allows both for students to familiarize themselves with a similar prompt and associated tools in TestNav and provides reports for school staff.
  - All BIE schools are eligible to take Interim assessments.

Accommodations & Accessibility Features

Accommodations & Accessibility Features

Features for All Students

TestNav tools available to all students

Administration Considerations

Testing environment

Accessibility Features

Answer mask / color contrast

Accommodations

Requires IEP/504 or EL plan

- Test Coordinators will need to confirm that the correct accommodations have been added to the students' record by viewing the student details in ADAM and update as needed.

Features for All
Students

Accessibility
Features
Identified in advance

Accommodations
IEP/504/EL
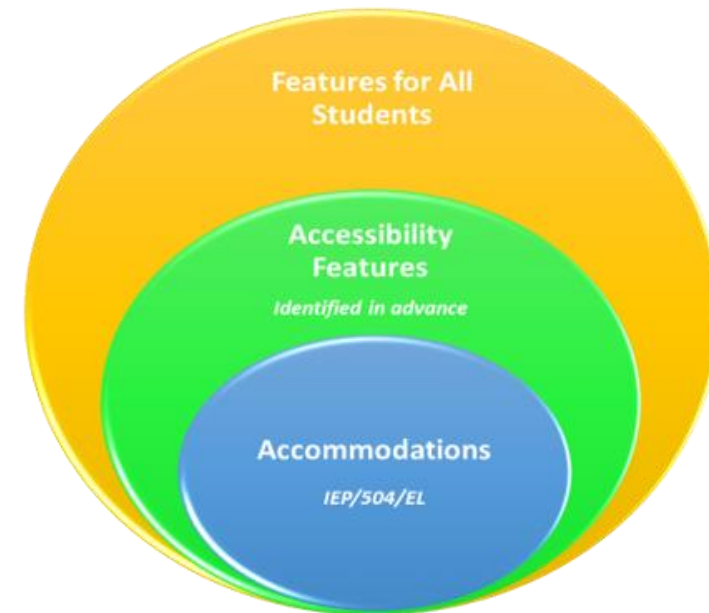
Accommodations & Accessibility Features

CBT Accessibility Feature examples (TestNav)

These are available or should be made available to all students:

- Line Reader
- Answer Eliminator
- Magnifier
- Highlighter
- Bookmark
- Pop-up glossary
- Notepad
- Blank Scratch Paper*

*After testing Test Administrators are responsible for collecting ALL scratch paper after testing has completed to be securely destroyed.

Accommodations & Accessibility Features

Administration Considerations examples*

These should be identified in advance of testing:

- Adaptive and Specialized Equipment or Furniture
- Frequent Breaks
- Small Group Testing
- Specified Area or Setting
- Separate or Alternate Location
- Time of Day

NOTE: These do <u>NOT</u> need to be captured on the student record in ADAM.

Accommodations

Accommodation form specific examples**

Computer Based:

- American Sign Language
- Assistive Technology (Screen Reader or Non Screen Reader)
- Closed Caption
- Read Aloud / Human Reader
- Text to Speech

Paper Based:

- Braille
- Large Print
- Paper

*Students cannot have multiple form specific accommodations.

*Accommodations <u>MUST</u> be updated on the student record in ADAM and require an IEP/504 or EL plan.

Accommodations

Differences between Text-to-Speech, Screen Reader, & Human Reader/Read Aloud

- Text to Speech – Computer reads the content via the TTS functionality. This is not for blind or low-vision students.
    - For Math:
        - Text with graphics - reads all printed text and the hidden alternate text descriptions for images.
        - Text only - reads printed text but does not read any alternate text descriptions for images.
- Screen Reader – For <u>visually-impaired</u> students using a program that reads the screen and read Braille (e.g., JAWS).
- Human Reader / Read Aloud – Assessment is read aloud by test administrator (student can test either CBT or PBT).
    - Math requires an approved accommodation, and the provided script must be used.
    - ELA requires an approved accommodation, but no script is provided due to testing the student's reading ability.

Before Testing Tasks

LaunchPad & ADAM

NASIS

NASIS Administrator

- Demographic Information
  - Name
  - Gender
  - Date of Birth
  - Ethnicity
  - Grade
  - NASIS ID*
- English Learner Participation

SPED Staff

- SPED Bureau of Indian Education Reporting
  - Special Ed Status
  - Primary Disability
  - Special Ed Setting
- IEP Review
  - Test Accommodations
  - Alternate Assessment

LaunchPad

LaunchPad is the single sign on (SSO) for all Pearson testing products used by the BIE. A welcome email from **LaunchPad System** will be sent to IT staff, School Administrators, & Test Coordinators with a link to set a password.

Dear Sam Boyle

A Pearson LaunchPad account has been created for you.

Use this link to set your password:
Set Password
Your Account Email is: sam.boyle@pearson.com
If you have questions about this account, please contact your Assessment Program administrator.
Request processed at 1:52PM Jul 21, 2023 CDT
This link will expire after 5 days.
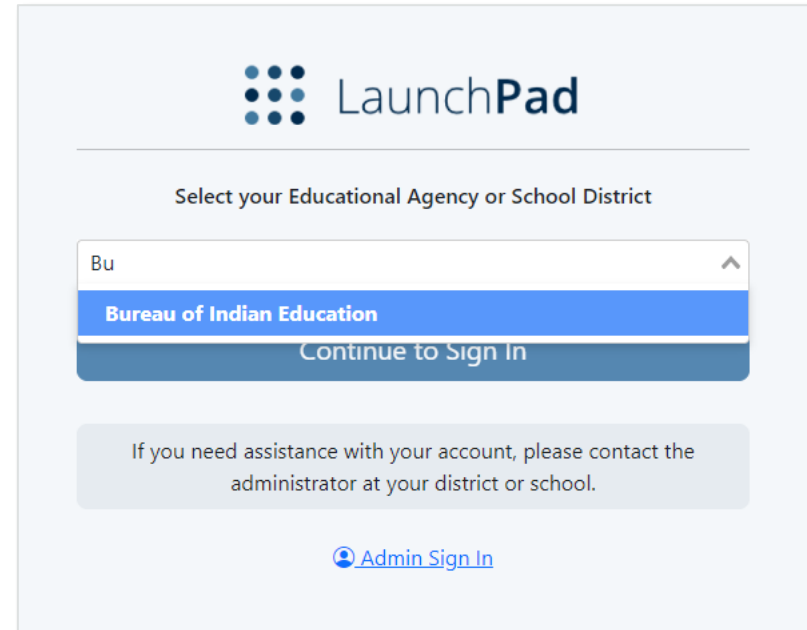
Happy Administration!
The Launchpad Team

LaunchPad

Select your Educational Agency or School District

Bu

Bureau of Indian Education

Continue to Sign In

If you need assistance with your account, please contact the administrator at your district or school.

Admin Sign In

LaunchPad – New Users

- Once new users are added into LaunchPad they will be sent a welcome email with a link to set their password.

- When a new user selects the link, they will be asked to update to a password of their choosing. Links expire after 5 days.

- After successfully logging into LaunchPad, users will be able to select ADAM from the available application tiles.

- If you do not have LaunchPad access, first ensure your school's API integration with NASIS is in place.
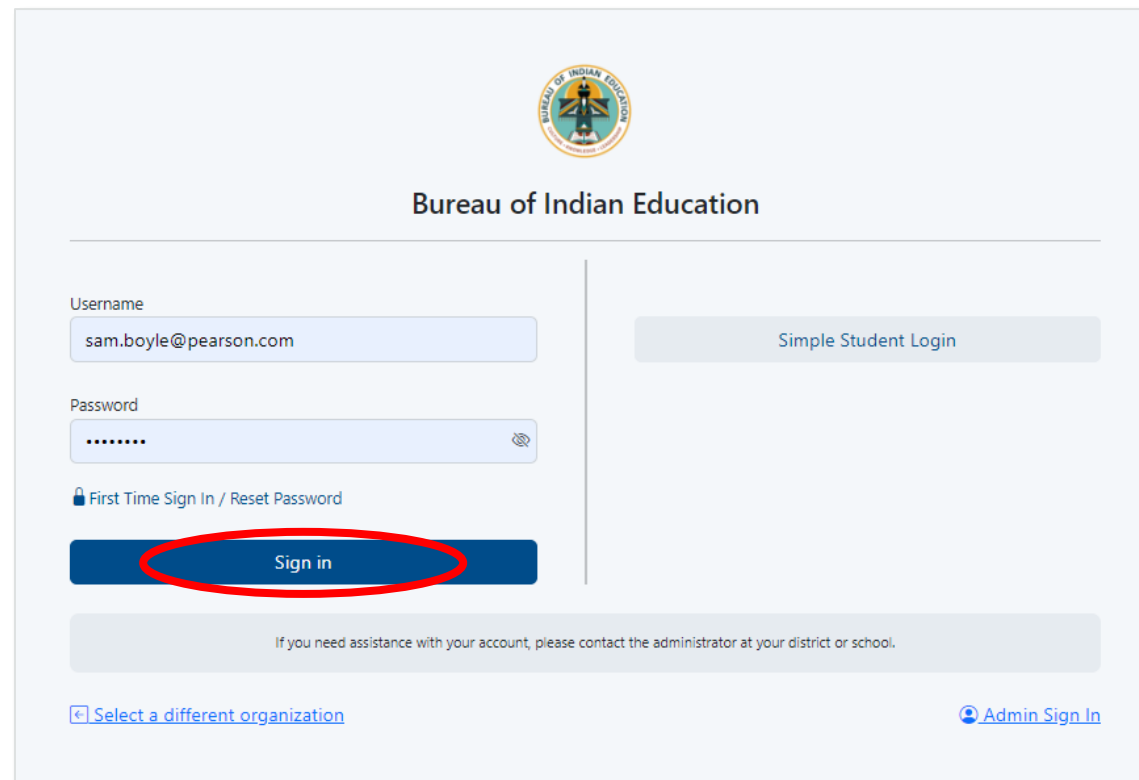
LaunchPad Login

Once a password has been set, to login to LaunchPad navigate to https://launchpad.pearson.com/#, select Bureau of Indian Education from the Educational Agency or School District list, then select **Continue to Sign In**.
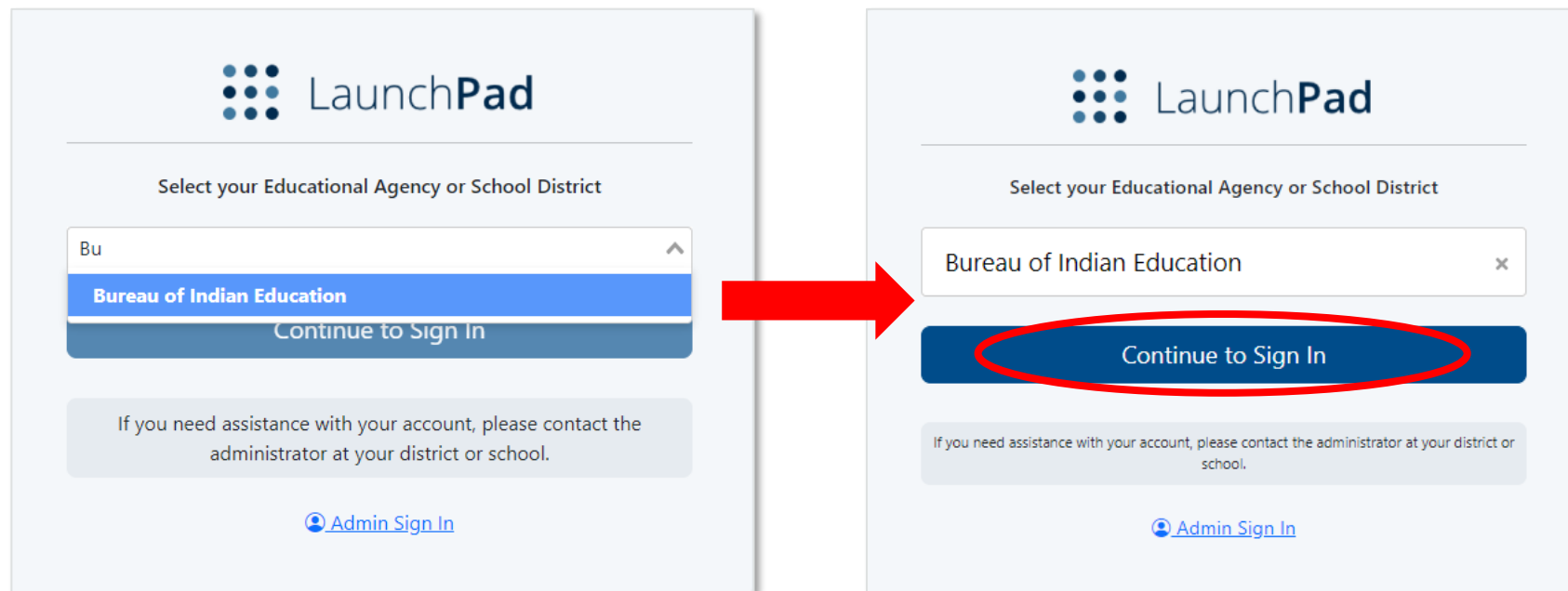
LaunchPad Login

On the Bureau of Indian Education sign in screen, enter your username & password and select **Sign In**.

LaunchPad

Once logged in to LaunchPad, select the ADAM tile from the available apps. Once selected you will automatically be logged into ADAM.

LaunchPad – Forgot Password

If you are having issues logging in use the reset password link.

Accessing LaunchPad

Users can easily access the LaunchPad SSO link at
https://bie.mypearsonsupport.com.

ADAM

- ADAM is the test management platform used to administer Summative assessments.
- ADAM allows users access to the Summative and Training administrations and is also used to create proctor groups and print student test tickets, which students will use to log in into the assessment application TestNav.
- ADAM is also the platform for accessing student assessment results and reports. More information on results and reporting will be provided later in the training.

ADAM Menu

Home – Main landing page where Bulletins, including announcements, will be posted.

System – User Profile information can be accessed here.

Test Management – Available test administrations & practice tests can be accessed and administered here.

Rostering – Academic sessions information and Users information can be accessed here.

Reporting – Available reports can be viewed and downloaded here.

Orders – Additional Orders can be placed and tracked here.
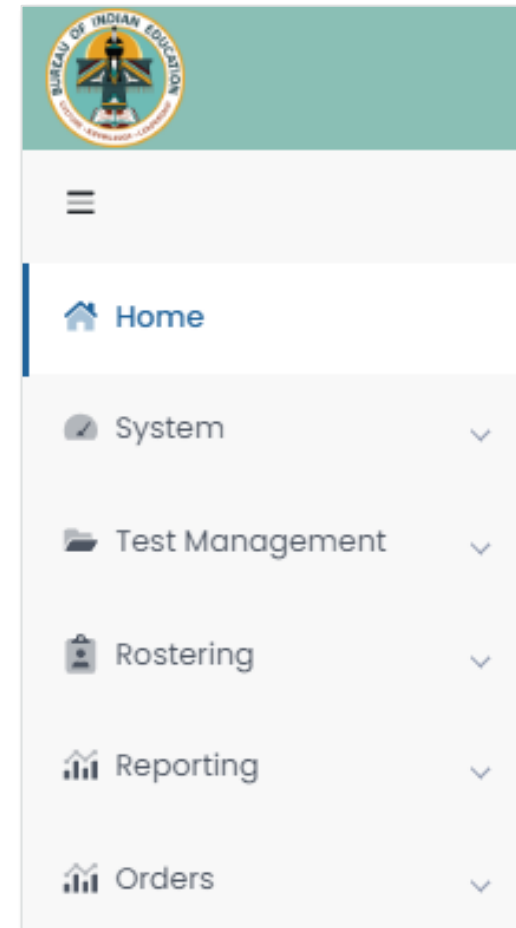
User Roles

- School Admin – principal and/or assistant principal
- Test Coordinator
- Information Technology
- *Teacher – Proctor in ADAM
- *Test Administrator – Proctor in ADAM

*Any User that administers tests to students in ADAM is considered a proctor. An active User role in ADAM is not required to proctor/administer a test, only a valid Test Code and Proctor Password provided by the school Test Coordinator. Staff proctoring a test in ADAM will use the credentials provided by their Test Coordinator to login at https://ltr.adamexam.com/#/proctor.

Verifying Users

Select Rostering in the menu then select Users and you will see a list of users and last login status in your organization. If a user's last login status shows Never, that means they have not yet accessed the platform. If any current staff do not have access to ADAM, they should be added to NASIS. If any former staff that no longer serve BIE schools still have active User accounts, their record should be deleted from NASIS.

Rostering in ADAM via API

Beginning with the 2024-25 school year, roster data will be loaded automatically into ADAM through LaunchPad. All Student User information will be pulled from NASIS through an application programming interface (API).

These API roster imports will include:

1. New students.
2. Student transfers (school to school or district to district).
3. Data updates (DOB, name, demographic information).

NOTE: Accommodations will <u>NOT</u> be updated via roster imports; it is the responsibility of the school Test Coordinator to update accommodations in ADAM.

Rostering in ADAM via API

- Each school will need to set up an individual API connection between your NASIS/Infinite Campus instance and LaunchPad to initiate rostering between LaunchPad and ADAM. With this API connection in place, roster data will flow automatically. Any updates made in NASIS will automatically update in ADAM within 24 hours.
  - If your school participated in Interim testing or has used Navvy, no additional API setup is required.
- Step-by-step instructions for setting up this API connection can be found at https://bie.mypearsonsupport.com/technology-setup/.

NOTE: Students will NOT be available in ADAM until the API setup is completed by the school and until Pearson has configured the API to begin passing roster data from NASIS to LaunchPad to ADAM.

Viewing Roster Data in ADAM

Students in ADAM

Viewing Student Demographics

- On the **Users** screen, you will be able to view the list of all Students uploaded to ADAM for your organization.

Student User Setup Page

Users with the Test Coordinator role will have access to Student roster information and can use the **User Setup** screen to view demographic data and confirm and update accommodations.

Export Users in ADAM

1. Select **Rostering**
2. Select **Users**
3. Select the specific student and/or non-student users for export
4. Click the kabob menu in the upper right and select **Export Selected Users**

Verify & Update Student Accommodations in ADAM

- All students <u>MUST</u> have accommodations updated by <u style="color:red">January 31, 2025</u>, in ADAM.

- This is very important as this data drives the initial orders sent to your schools for Online and Paper tests, manuals, and accommodated materials.

- Once the API connection between NASIS & LaunchPad is in place, Test Coordinators will need to:
  1. Verify all Student data loaded is accurate.
  2. Update or add student accommodations.

Accommodations in ADAM

Accommodation	ELA/Math	Paper/Online
American Sign Language	Both	Online
Read Aloud / Human Reader	Both	Online/Paper
Screen Reader	Both	Online
Non-Screen Reader	Both	Online
Closed Captioning	ELA	Online
Human Signer	Both	Online/Paper
Text To Speech	Both	Online

Student must have a 504 or IEP for assigned accommodations

Accommodations in ADAM

Accommodation	ELA/Math	Paper/Online
Braille plus Tactile Graphics	Math	Online Test & Paper Tactile Graphics
Answer Masking	Both	Online
Color Contrast	Both	Online
Braille	Both	Paper
Large Print	Both	Paper
Paper	Both	Paper

Student must have a 504 or IEP for assigned accommodations

Accommodated Forms Hierarchy

Students with multiple accommodations will be assigned to a form that supports all or most of their form determinant accommodations as outlined below.

Online Form Assignment Order	Paper Form Assignment Order
1. Braille plus Tactile Graphics 2. Human Signer 3. American Sign Language 4. Refreshable Braille / Assistive Technology 5. Closed Caption 6. Text to Speech 7. Read Aloud / Human Reader 8. Screen Reader 9. Non Screen Reader 10. Large Print	1. Paper 2. Braille plus Tactile Graphics 3. Human Signer 4. Read Aloud / Human Reader 5. Large Print

Assigning Accommodations in ADAM

School Test Coordinators will be responsible for applying student accommodations prior to testing. Accommodations can be applied to the Student record or in bulk via a data import using the Student Accommodation Upload option.
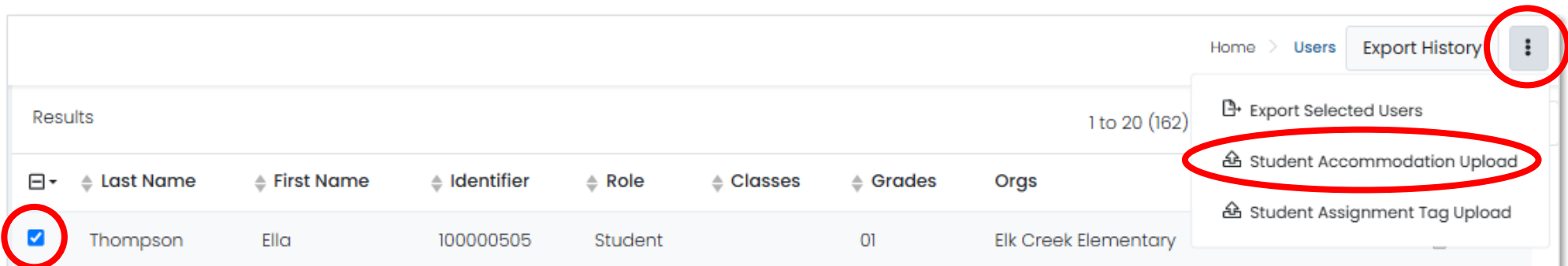
Student Accommodation Upload in ADAM

1. Select Rostering, then select Users.

2. Search for the students you want to view or update (set the Role filter to "Students"). You can search for all the students in a school or a single grade.

3. Select the checkbox in front of each student you want to update. You can select the checkbox at the top of the list to select all students in the search results or on the current page.

4. Select the ellipses on the top right, then select **Student Accommodation Upload**.

5. Follow the on-screen instructions on the Student Accommodation Upload and Update Students via CSV page.

Test Administrations in ADAM

Test administrations will be set up in ADAM by Pearson. BIE Principals, school Test Coordinators, and IT staff will be able to view admins.

Administrations in ADAM feature three sections:

1. Students – a list of all eligible students for a particular test.

2. Proctor Groups – view or create testing groups.

3. Sessions – view student progress.

56

Training Administrations in ADAM

Training administrations, or practice tests, are available by navigating to Test Management, then Training Administrations. These training admins can be used to proctor secure practice tests, including for the Infrastructure Trial.

Proctor Groups

Proctor groups in ADAM are groupings of students, created by school Test Coordinators, that will be tested together and/or be tested by the same test administrator or proctor.

Students can be grouped by:

- Class
- Administration considerations (i.e. small group)
- Subject (i.e. Algebra I)

Proctor Groups – Paper-based Testing

- Students who will be testing Paper do <u>NOT</u> need to be added to a proctor group in ADAM.

- All Paper-based testing students will need is the Paper accommodation applied to their record in ADAM.
  - If a student assigned the Paper accommodation in ADAM needs to test Online, the Paper accommodation must first be removed.

- Students testing high school math will automatically be assigned to take Algebra II using the assignment tag. Test coordinators will need to update the assignment tag on the Student record in ADAM for any student that will not be taking Algebra II.

Assignment Tags in ADAM

- Assignment tags must be applied to grade 11 students in ADAM requiring a Paper-based test to denote which high school Math test they should take by <u>January 31, 2025</u>.

- Assignment tag options include:
  - Algebra I
  - Algebra II
  - Geometry
  - Integrated Math I, II, or III

- To modify an assignment tag, navigate to the User Config page, select Assignment Tag(s), then select the appropriate option from the dropdown menu.

Assignment Tags in ADAM

- To add assignment tags to multiple students, download a template pre-populated with selected students, indicate which students have one or more of these course-based assessments and then upload that file to assign to students.

Student Assignment Tag Upload via CSV

Follow the instructions to add or remove student assignment tags.

Step 1:
Click the button to download the template file.
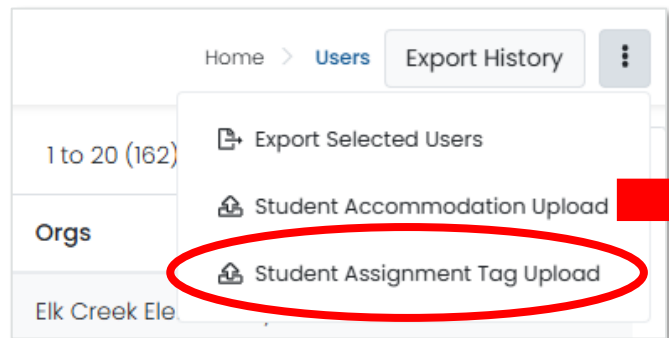
These are the tag options for your students.

(Tags can be used in selection criteria when creating administrations)

- ALG01 – Algebra I
- ALG02 – Algebra II
- GEO – Geometry
- INT01 – Integrated Math I
- INT02 – Integrated Math II
- INT03 – Integrated Math III

Click to download template

The file download is named using the Date. (e.g., Student Assignment Tag 05_01_2021T14_04_58-05_00.csv)

Step 2:
- Open the file using Sheets, Numbers, or Excel.
- Place a 1 in the cell to enable the tag.
- Place either a 0 or set the cell to blank to turn off the tag.
- Save the modified file as a .csv (comma separated values)

Step 3: Upload the modified file into ADAM.
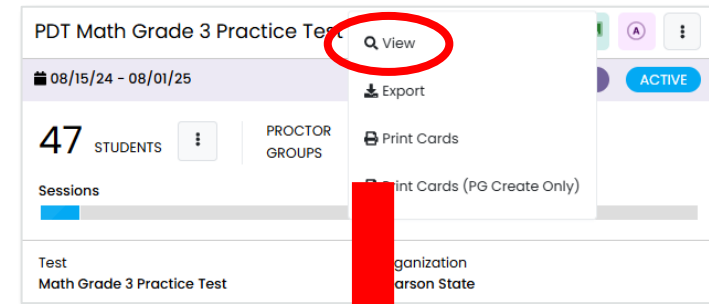
Choose a file or drop it here... | Browse

Home > **Users** | **Export History** | ⋮

🖙 Export Selected Users

☁ Student Accommodation Upload

☁ Student Assignment Tag Upload

1 to 20 (162)

Orgs

Elk Creek Ele

61

Creating Proctor Groups

To create a new proctor group:

1. Select **Create Proctor Group.**

2. Complete the form for each proctor group you are creating.

3. If you're assigning students, click the **+** button and then select students to assign to the proctor group.

4. Click **Submit** to save the new proctor group.

Once proctor group(s) are created the Test Coordinator can then provide each proctor with the unique test code and password for proctor login.

Proctor Group Upload

- As an alternative to creating each proctor group in the ADAM user interface (UI), Test Coordinators can also use the Upload Group option to create proctor groups through a bulk file upload.

- After selecting **Upload Group**, you'll be taken to a new screen that provides step-by-step instructions on downloading the template file, updating the file, and uploading into ADAM.

Add Students to Existing Proctor Groups

1. Go to Test Management and select Administrations.

2. In the appropriate administration card, select **View** under Proctor Groups.

3. Select **Students** under Actions.

4. Select **Edit Proctor Group**.

5. Select the **+** icon to assign additional students to the proctor group.

Student Registration

- Go to Test Management, then select Administrations.
- On the proctor dashboard, it will display the total registered Student count for that given administration.

Printing Test Cards

1. Locate the administration card, and then under either Students or Proctor Groups select **Print Cards**.

2. You can select various formatting options:
   a) Layout - Select 2 by 4, 3 by 6, or 1 per page.
   b) Toggle title pages for each proctor group - Select whether to include title pages for each proctor group. This prints a roster for the proctor.
   c) Toggle borders - Select whether to include dashed borders (guides for cutting the cards).
   d) Grouping - Sequential or Stacked. Select the information icon to see formatting conventions for each option.

3. Select the **Print** button.
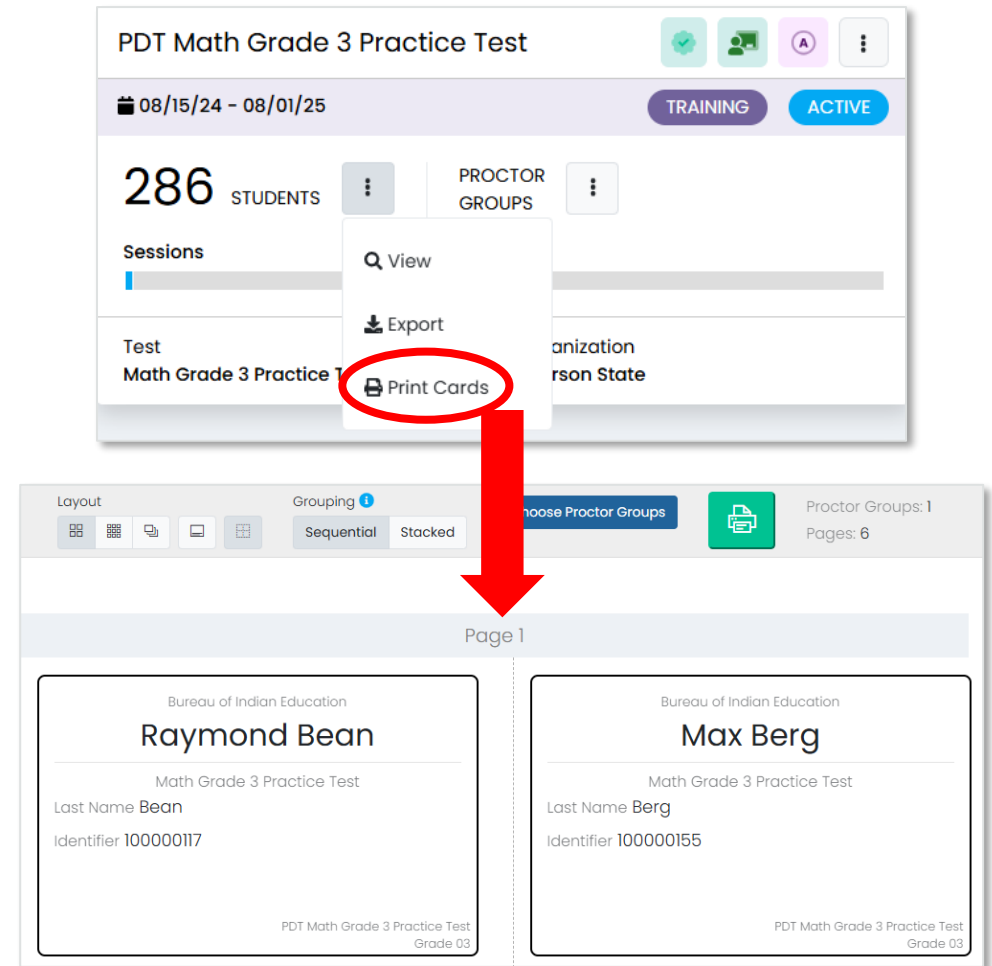
Before Testing Checklist

Test Coordinator Tasks

- ✓ Confirm that the TestNav app has been downloaded/updated for all devices.
- ✓ Confirm that all devices can connect to the school network.
- ✓ Unpack Secure and Unsecure test materials.
- ✓ Conduct an Infrastructure Trial.
- ✓ Review the Test Coordinator Manual and Test Administration Manuals.
- ✓ Review the Accessibility Features and Accommodations Manual (AF&A).
- ✓ Train teachers and staff on testing expectations.
- ✓ Print student test tickets.

Test Security

✓ Materials are kept in a central, secure, and locked location with limited access.

✓ No duplication of secure materials is permissible.

✓ All involved personnel understand security protocols.

✓ All involved personnel have signed security agreements. (https://bie.mypearsonsupport.com/training-resources/).

✓ Test environments are secured against unauthorized personnel.

✓ Use a chain of custody (https://bie.mypearsonsupport.com/training-resources/).

Test Materials Security

Secure

- Student testing tickets
- Paper-based test booklets
- Answer documents
- Human Reader Math scripts
- Used scratch paper
- Any student work/responses
- Mathematics Reference Sheets prior to testing
- Any material written on that cannot be reused

Non-Secure

- Test Administrator Manuals (TAM)
- Test Coordinator Manual
- Unused scratch paper

Initial Shipment of Test Materials

- Initial shipments of test materials will be received 1-2 weeks prior to the test start date.

- You <u>MUST</u> have all student accommodations updated and assignment tags added for grade 11 students taking Paper-based Math tests in ADAM by January 31, 2025, to ensure you receive the appropriate testing materials.

- Pre-ID labels, stickers with scannable barcodes that can be placed on student Paper answer documents containing student information, will only be shipped with the initial shipment of test materials and cannot be ordered through the additional order process.

Initial Shipment of Test Materials

- **Test Coordinator Kit**
  - Resealable plastic bag (holds all materials)
  - Paper bands
  - Pearson Scorable and Nonscorable labels (2 different colors)
  - UPS Ground return labels for Scorable and Nonscorable materials
  - Pre-printed/pre-gridded test booklet
  - Student pre-ID labels and roster
  - Return instructions sheet
  - Shipping carrier return instructions

- Packing list and chain of custody form
- Test Coordinator Manual
- Test Administrator Manuals
- Student test materials
  - Test booklets/answer documents
  - Math Reference Sheets, rulers, and protractors, if applicable
  - Large Print/Braille kits
  - Human Reader kits

Initial Shipment of Test Materials

Accommodation	Students testing Online	Students testing Paper
Text to Speech	Student receives a form that has text to speech tools available. No other materials are needed for the student.	N/A
Human Signer - Math	Human Reader script is shipped to school that includes same questions as the online human reader test.	A Human Reader Kit is sent to school. Kit contains: Student test book, student answer document, ruler-protractor-math reference sheet as needed, a math human reader script.
Human Signer - ELA	N/A	A Human Reader Kit is sent to school. Kit contains: Two (2) Student test books, student answer document.
Human Read Aloud - Math	Human Reader script is shipped to school that includes same questions as the online human reader test.	A Human Reader Kit is sent to school. Kit contains: Student test book, student answer document, ruler-protractor-math reference sheet as needed, a math human reader script.
Human Read Aloud - ELA	N/A	A Human Reader Kit is sent to school. Kit contains: Two (2) Student test books, student answer document.

Initial Shipment of Test Materials

Accommodation	Students testing Online	Students testing Paper
American Sign Language	Student receives a test form with embedded videos of American Sign Language.	N/A
Closed Captioning (ELA only)	Student receives a test form with closed captioning and a transcript for any included videos.	N/A
Refreshable Braille Display	Student receives the assistive technology Non Screen Reader form.	N/A
Assistive Technology Screen Readers	Student receives the assistive technology Screen Reader form and a Braille kit will be sent to the school for the student.	N/A
Braille plus Tactile Graphics	Student receives the assistive technology screen reader form and a Braille kit will be sent to the school for the student.	N/A
Large Print	N/A	A Large Print Kit is sent to schools. Kit contains: Student test book, student answer document, ruler-protractor-math reference sheet as needed, a math human reader script.

Receipt of Test Materials

Upon receipt of test materials, Test Coordinators should:

- Remove the Packing List, chain of custody Form, and Test Coordinator Kit from Box 1.

- Inventory materials immediately to verify that all were received and that there is an adequate number for administration.
    - Count the number of shrink-wrapped packages only. Shrink-wrapped packages may be opened four school days before testing.

- Optional: take labels out of School Coordinator Kit

- Test Coordinators may order additional material, if necessary.

- Keep all test materials in a centrally locked storage area, with limited access, until testing.
    - Ensure that chain of custody procedures are always followed.

Receive Materials & Chain of Custody Forms

- Document any movement of secure materials before, during, and after testing.
- Schools inventory materials using the chain of custody.
- Deliver paper-based forms and materials (oral scripts) to Test Administrators only on the day of testing, using a chain of custody process.
- Distribute only the content area being assessed.
  - As close to testing time as possible
- Return materials to a designated secure location.
  - Not stored in classrooms
  - As soon as possible after the unit is complete
- Test Administrators return secure materials to Test Coordinator after testing is completed, including Math Human Reader scripts.

Chain of Custody Forms

- Use a new school chain of custody form for each day of testing the form must include:
  - Security barcode/number
  - Test Administrator signature
  - Date and time checked out
  - Test Coordinator (or designee) signature for return
  - Date and time returned
- Chain of custody forms are kept on file for three years. If materials are missing, these will be requested.
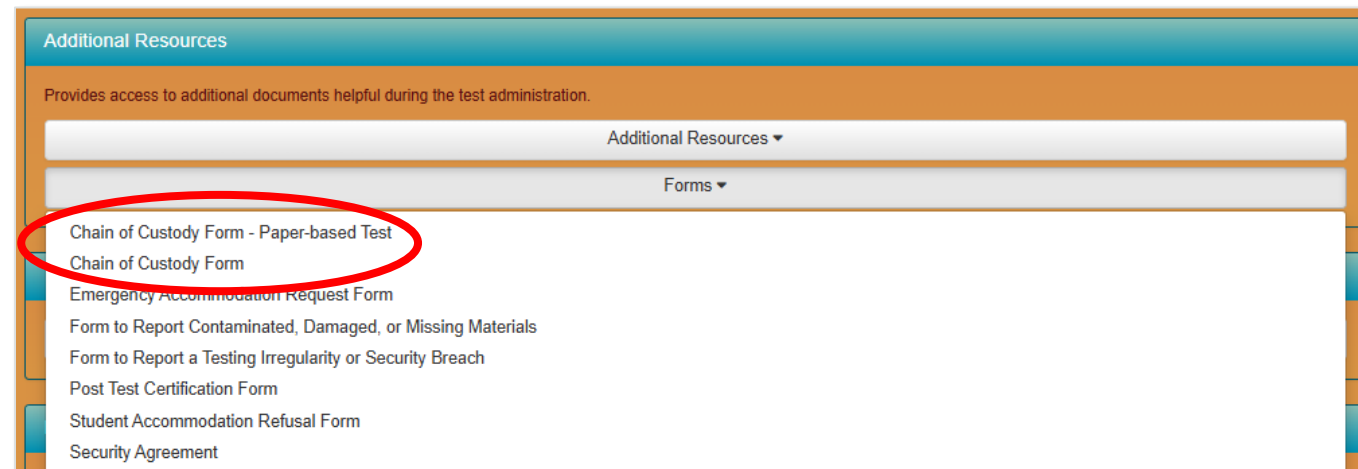
Documenting & Storing Test Materials

- Keep all boxes in which the test materials were delivered and use them to return Scorable and Nonscorable materials after testing is completed.

- Report the following occurrences immediately to BIE using the Form to Report Contaminated, Damaged, or Missing Materials (see Appendix E of Test Coordinator Manual):
  - Non-receipt of any materials listed on the School Packing List
  - Discovery of damaged test material
  - Discovery of missing or duplicate sequence numbers on any Test Booklets

During Testing Tasks

Additional Order Window

Summative Additional Order (AO) window:

- Order at least 5 days prior to test administration, but after the initial order is received.
- It is the school Test Coordinator's responsibility to understand the additional order window and return dates and process.

	Dates
Additional Order window	March 3 – April 25, 2025
Return Materials (Secure)	April 25, 2025
Return Materials (Non-Secure)	May 2, 2025

Additional Orders

- Orders can be only be submitted in ADAM by the Test Coordinator.

- BIE will only approve additional orders for accommodated materials if the ordered materials can be matched to a student registration in ADAM.

- Accommodations information must be entered on the student's profile before placing the additional order.

Additional Orders

Keep in mind when ordering additional material:

- Do not submit AOs prior to receiving the initial shipment of test materials.

- PreID labels for paper tests will <u>NOT</u> be sent with AOs.

- All test materials should be inventoried prior to placing an AO.

- Once an AO is approved, please allow 4-5 business days for shipment and delivery.

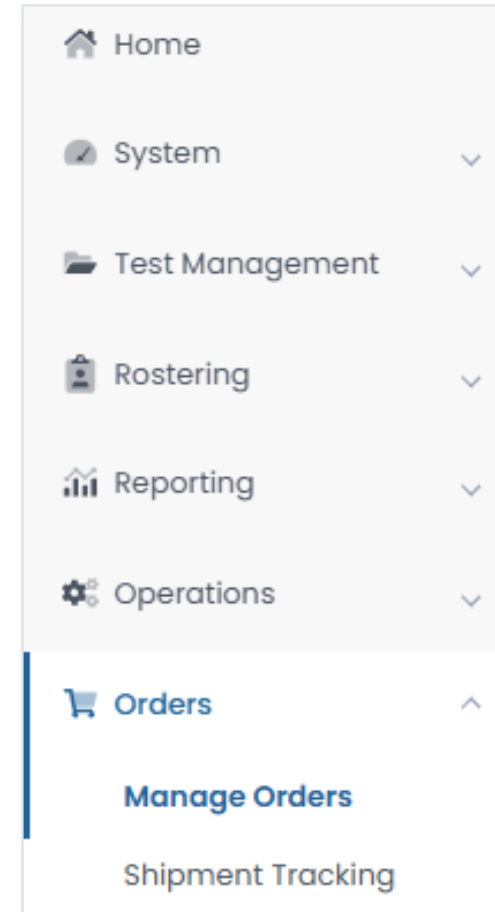# Additional Orders

Keep in mind when ordering additional material:

- Ancillary materials for return shipping are not automatically included in the AO.
  - Shipping labels
  - Mathematics tools and Reference Sheet
- Account for the need of these additional materials when an AO is placed.
- Check for return labels prior to the end of the testing window as these will not have expedited shipping.

Creating Additional Orders

To place an additional order in ADAM:

1. Select Orders, then select Manage Orders.

2. Select **Create Order**.

3. Fill out all required information for the new additional order on the Order Details screen, then select **Go to Order Items**.

4. Add all needed items and item quantities, then select **Go to Confirm Order**.

5. Confirm the details and items for your additional order, then select **Approve Order**.

Home

System

Test Management

Rostering

Reporting

Operations

Orders

Manage Orders

Shipment Tracking

Creating Additional Orders

Proctoring in ADAM

- School staff proctoring (administering) Summative tests in ADAM will NOT have a user profile in LaunchPad.

- Test administrators, teachers, and any certified staff proctoring tests will access the ADAM proctor dashboard by logging in at https://ltr.adamexam.com/#/proctor.

- The proctor dashboard allows proctors to approve & begin student tests, monitor test session progress, create temporary student records as needed, and update student statuses as needed.

- Test Coordinators will also be able to access proctor dashboards for all proctor groups created at their school.

Proctor Login

1. Navigate to https://ltr.adamexam.com/#/proctor.

2. Enter the test code & proctor password (provided by the Test Coordinator).

3. Select **Submit**.

Proctor Login

1. Select **Confirm** on the next screen.
2. Type your proctor first name & last name.
3. Select **Save**.
4. Proctor dashboard will then load.

Monitor Proctor Groups

School Test Coordinators can monitor student testing status by selecting **View** under Proctor Groups on the admin card, then selecting **Proctor** under Actions for a particular proctor group. This will take you to the proctor dashboard for that proctor group.

During Testing – ADAM Proctor Dashboard

Proctor Dashboard Details

Assessment Information – Here you can view information about the test, test configuration, and select an action.

1. Testing Information – Includes Test, Administration, and Proctor Group
2. Config Information – Includes Test Window, Proctor Name, and Kiosk Only field
3. Actions – Includes Test Code, Proctor Password, Seal Codes, and Print Cards link

Student Session List – Here you can view, filter, search for students in your proctor group and manage their sessions and apply accountability codes as needed. Students that can access the test appear in the Tester column.

Proctor Dashboard – Test Status

The Test Status column displays the students' progress as one of the following:

- **Not Started** – The student has not signed in to test. No action is needed by the proctor.

- **Needs Attention** – The student requires action by the proctor, such as needing their test approved by the proctor.

- **In Progress** - The student has signed in to the test. No action is needed by the proctor.

- **Submitted** - The student has completed the test and submitted their answers.

- **Reseat** – The proctor has reseated the student. The student has not yet signed back in to the session. No action is needed by the proctor.

- **Exited** - The student has exited TestNav and the proctor must reseat them before they can log in to the test again.

- **Resumed** – The student has resumed their test session.

Proctor Dashboard – Actions

After the assessment session has started, a set of options appears in the Actions column for each student. Proctors use these options to control individual student's sessions:

- **Approve Session –** Proctors will need to select Approve Session for any student with a Needs Attention progress status for the student to begin their test in TestNav.

- **Reseat Session** – Proctors can select this if a student exits TestNav before submitting their test or if something interrupts a student's session. This might include a computer issue, session timeout, or an unexpected error. Reseating allows the student to re-enter their test code and SSID to continue taking their test.

- **Submit Session** - Proctors can select this if a student finishes their test but does not submit the test before exiting.

- **Unsubmit Session** - Proctors can select this if a student mistakenly submits their test.

Proctor Dashboard – Move to Section

- Spring Summative tests are multi-section/multi-unit assessments, so proctors have the option to define the section/unit a student starts in. Once the proctor moves a student, the next time the student logs into the test they will start in the new section/unit.

- All students can be moved to the same section in bulk using the **Move All to Section** button in the header of the Proctor Dashboard, or students can be assigned to start in a section using the **Move to Section** action in the kabob menu.
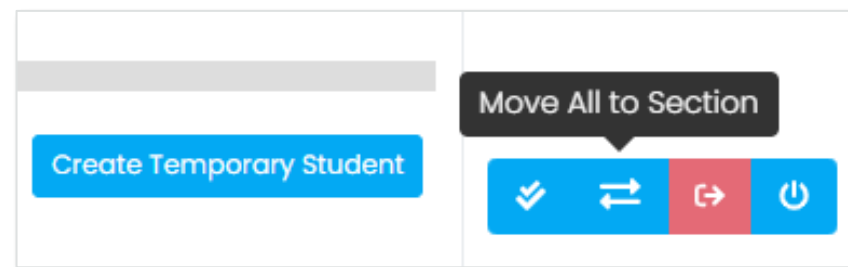
Proctor Dashboard – Move to Section

- Proctors or Test Coordinators should only move students to a specific section or unit of a test for the following reasons:
    1. A student was absent for a day of testing and needs to start on a specific section/unit to test with their proctor group.
    2. A student completed certain sections/units of the test during scheduled testing time but was unable to complete the test due to unforeseen issues, such as an illness, and will need to finish during scheduled makeup testing.

Temporary Student Records

- If a student enrolled at your school does not have a record in ADAM, a temporary record can be created in the proctor dashboard.
- A temporary record will need to be created for each test the student takes.
- When creating a temporary record, a unique ID will need to be applied.
  - Pearson recommends using the student's NASIS ID + a unique identifier (i.e. NASIS ID – 123456789 + G3Math).
- Once a permanent record has been created in ADAM for the student, all temporary records will be merged to the permanent record by the BIE.

Creating Temporary Students

To create a temporary student record in ADAM:

1. Navigate to the proctor dashboard where the student will test.
2. Select **Create Temporary Student**
3. Add the students First Name, Last Name, Temporary ID, and School.
   a. If applicable, select **Add accommodations for this temporary student** and add all needed accommodations.
4. Select **Save.**

Accountability Codes

Accountability codes provide a way for designated users to tag students who should not test, or who were tested but should not appear in reporting. The available codes, what they do, and who can add them depends on your site implementation. These can be applied in the proctor dashboard or from any administration student list.

98

TestNav

TestNav – Student Access on a Windows device

Students will select the TestNav icon from their computer desktop.
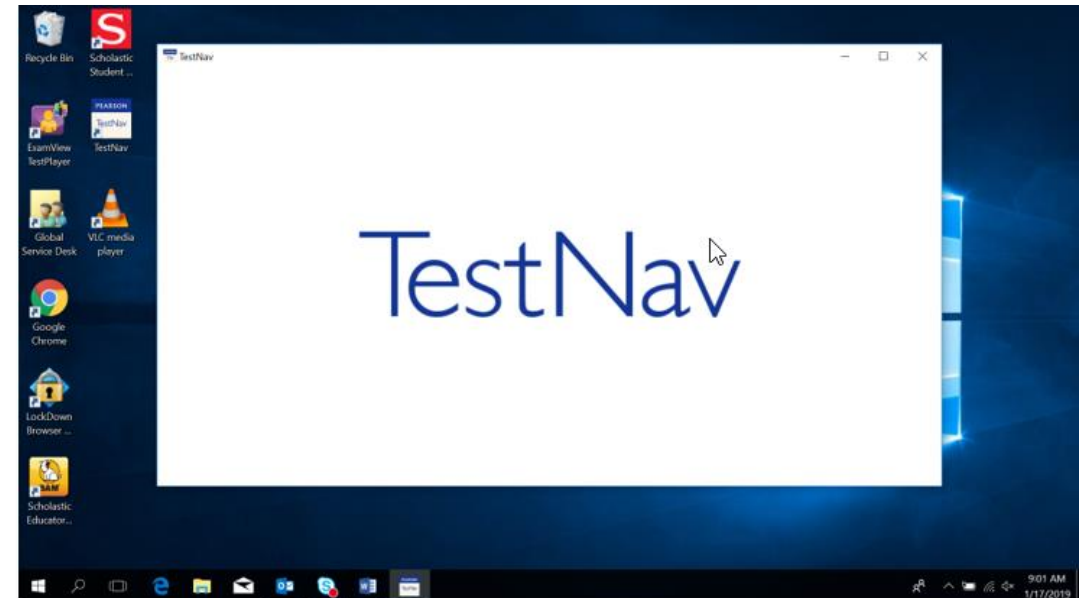
TestNav Access

If not already chosen, students will need to select **BIE** from the customer list.
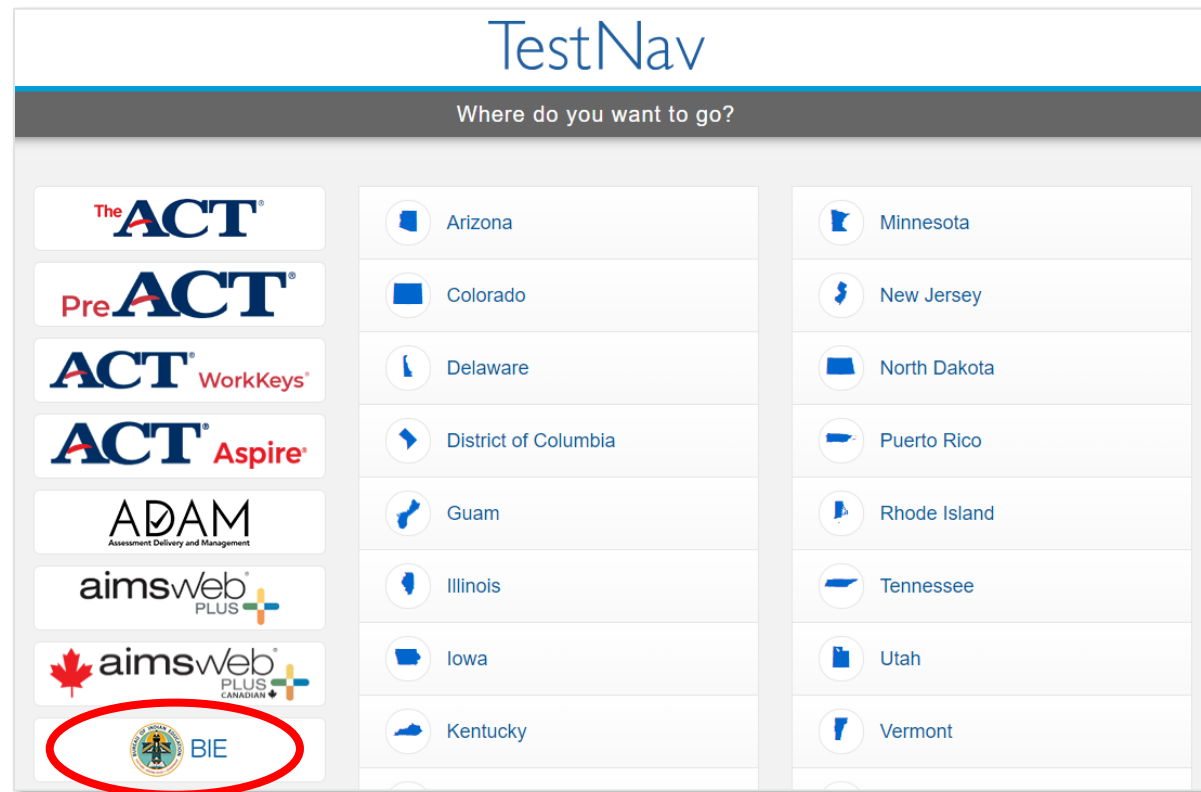
TestNav Sign-In

Students input the Test Code provided by the proctor & Last Name and NASIS ID from their test ticket. The student will then confirm the information is correct and select next to begin their test.

TestNav Blocklist

- The TestNav application will be blocked from opening if any of the below applications are running on a student device:

1. Firefox
2. Google Chrome
3. Internet Explorer
4. Safari
5. Microsoft Edge
6. Cisco Webex
7. Cisco Jabber
8. Citrix GoToMeeting
9. Facebook Messenger
10. Yahoo Messenger
11. Google Talk
12. Outlook
13. Snap Chat
14. Skype
15. Teams
16. WhatsApp
17. Zoom
18. Amazon Music
19. iTunes
20. Pandora
21. iHeartRadio
22. Spotify

TestNav Troubleshooting

If Students are experiencing issues logging into their test in TestNav, here are some common troubleshooting tips:

- Confirm the student is using the login information provided on their test ticket.
- Check to see if the student is in a Needs Attention status in the proctor dashboard and, if so, approve their test.
- Confirm that no blocked applications are currently running on the student's device.
- Ensure that your school's network is stable and ready to support Computer-based testing (perform the recommended Infrastructure Trial prior to testing or work with IT staff if available).
- If a student login to TestNav fails or if a student exits the test Reseat the student in the proctor dashboard.
- If issues persist, take note of the error code or error message provided in TestNav and contact Pearson Customer Support.

During Testing Checklist

Test Environment

The testing environment must:

- Be adequately lit, quiet, free of distractions, and heated or cooled.
- Provide an adequate writing surface (Paper-based).
- Be free of electronic devices and music.
- "Do Not Disturb/Only Authorized Personnel Allowed" sign must be placed on the door during test sessions.

Test Environment

- No food or drinks are allowed on desks or near test materials.
- The testing environment must be free of any content related posters or aids that suggest possible answers to students:
  - Word walls.
  - Steps for solving math equations.
  - Any content related materials.
  - Any resource that defines, explains, or illustrates terminology or concepts.
- As a general rule: When in doubt, <u>cover it</u>.

Student-to-test Administrator Ratio

- Student-to-Test Administrator ratio must not exceed 30 to 1.
  - Test Administrator must be able to actively monitor the space within the physical testing environment.
- Test Administrators must:
  - Actively proctor.
  - Remain attentive and in the room during the entire testing unit.
  - Circulate throughout the room during the test.
  - See students working but not see student work.

Display Testing Time

Display unit testing time for students as in the example below:

Unit Name:	Algebra 1, Unit 1
Unit Testing Time:	90 Minutes
Starting Time:	9:00 AM
Stopping time:	10:30 AM

Testing Room Configuration

- Students should not be able to see each other's work from a normal testing position.

- Consider the following seating configurations to maintain test security:
  - Seat students in every other seat (useful in a computer lab setup).
  - Arrange monitors back-to-back.
  - Seat students back-to-back.
  - Seat students in a semicircle (useful for schools using laptops).
  - Seat students in widely spaced rows or in every other row (appropriate for a classroom setup).

- Dividing screens or other privacy materials may be used if students cannot be placed far enough away from each other.

Headphones for Computer-based Testing

ELA

- All students must have headphones for all units.
    - Not every unit has sound, but one unit for each student will.
    - Students should be prepared follow directions and adjust sound for each unit.

Text-to-Speech for ELA & Math

- To be in a testing room with other students, headphones must be worn.

- Students must be tested separately if they are not able to wear headphones.

Math

- Does not contain audio, unless text-to-speech is used.

Unauthorized Visitors & the Media

- Only students, Test Administrators/proctors, and authorized school, district, state personnel, or state-sanctioned test monitors may be in testing areas during administration.

- Media are not allowed to have access to the tests before, during, or after test administration, or take pictures or video of testing materials or testing students.

- Parents are not allowed in the testing room with their child.

Test Coordinator Tasks

Complete the Day of Testing Checklist

- Distribute test materials.
- Ensure Test Administrators have a computer device to administer the test.
- Monitor test activity.
- Be available to Test Administrators.
- Collect materials from Test Administrators after each test, as needed.

Test Administrator Tasks

Before Testing

- Prepare the test environment and situate the students.

- Follow directions and read the script in the Test Administrator Manual (TAM) to initiate the test session.

- Hand out student test tickets and scratch paper when directed (by the TAM script).

- Assist students in logging into TestNav.

After Testing

- Collect student testing tickets and scratch paper.

- Confirm students have logged out of TestNav.

- Confirm ALL tests are in a **Submitted** status after final day of testing.

Active Monitoring

Test Administrators/Teachers should:

- Ensure students have all necessary materials for each test.

- Follow test administration scripts exactly as written.

- Move throughout the room during testing to ensure students are on task.

Test Administrators MAY NOT:

- Provide feedback or clarify test questions.

- Answer content related questions.

- Interact with students in any way that would impact student responses.

Testing Exceptions & Security Breaches

When to submit Form to Report Testing Exception or Security Breach:

- Students were grouped incorrectly – not same directions or time.
- Students were given an incorrect amount of time (more or less).
- Students were cheating.
- Students used an unapproved accommodation or were not given an accommodation with which they should have been provided.
  - Math test read to students without the Human Reader / Read Aloud assigne.
- Test Administrator did not follow procedures.
- PBT students go past stop sign at the end of the unit.
- Large number of students involved in a technology related exception.
  - If technology issues cause testing to not be completed on one day.
- Test security has been breached.
- Student goes back into a unit on a different day and changes answers.

Testing Exceptions & Security Breaches

Monitoring and reporting security breaches and testing exceptions

- All instances of security breaches and testing exceptions must be reported to the Test Coordinator.

- Test Coordinator will contact BIE Chief Academic Office immediately upon receiving notification.

- Testing Exceptions or Security Breach
  - Test Coordinator will complete the Form to Report a Testing Exceptions or Security Breach and provide to BIE.
  - See Appendix D of Test Coordinator Manual.

Contaminated & Damaged Materials

PBT - Contaminated or damaged test materials that must be replaced

- Place Student ID label on replacement document or complete entire data grid.
- Record security barcode number of the damaged and new documents.
- Submit the Form to Report Contaminated Damaged, or Missing Materials to BIE.
- If possible, transcribe responses from contaminated test material into the replacement. If not, destroy contaminated material according to local biohazards protocols.

Safety Threats & Severe Weather

Test Coordinators create a plan and train staff for safety threats and severe weather.

Test Administrators:

- Note the time of the disruption.

- Secure test materials as specified in your School Security Plan.

- Prepare students for the continuation of the unit and resume students' tests.

- Document the situation in writing.

- If the disruption will cause the unit to be carried over into the next day, notify BIE.

Prohibited Devices

- ALL personal electronic equipment not related to testing (e.g., cell phones, iPods, personal document scanners, eBooks, electronic pens, smart watches, etc.) is <u>PROHIBITED</u> from the testing environment.

- Personal electronic equipment <u>may not be used</u> at any time during testing, including after a student has completed testing or during a break.

Technology for Medical Monitoring

Students who use a phone, tablet or other device to monitor their medical condition may have the device in the testing room.

- Documentation of medical necessity must be kept at the school.

- Plan for use of these devices must include:
  - Where the device is located and who has control of the device.
  - If the student has control, the device must always be visible and may not be used for any other purpose.
  - Procedures for if/when the device alerts and what action is necessary.

- If student must leave the testing environment, follow procedures for students who become ill.

Early Finishers

School Decisions:

- Will students be able to leave when they have finished testing? (no minimum time)

- Sit quietly?

- Read (cannot use any electronic reading devices)?

- May students be released to location outside testing area?

- What to do when all students are completed with unit?

Emergency Accommodation

A case where a student needs a new accommodation immediately due to unforeseen circumstances.

- Cases could include students who have a recently-fractured limb (e.g., arm, wrist, or shoulder); whose only pair of eyeglasses have broken; or a student returning from a serious or prolonged illness or injury.

- Emergency accommodation form must be completed and maintained.

- Contact BIE if a student requires a paper-based administration.

- Refer to Appendix G for Emergency Accommodation Form in the Accessibility Features and Accommodations Manual.

Student Accommodation Refusal Form

- If a student refuses an accommodation, the school should document in writing that the student refused the accommodation.

- Refer to Appendix H of the AF&A Manual: Student Accommodation Refusal Form.

- The accommodation must be offered and remain available to the student during testing.

- Test Coordinators should send a copy of the form to parents when a student refuses an accommodation documented in an IEP, 504 Plan, or EL Plan.

- Forms are maintained in the student's record.

Make-up Testing

- Students who are absent, become ill, or who can no longer test because of classroom, school, or technical interruptions during originally scheduled units, may utilize make-up testing.
  - Students may not return to previously answered questions.
- Test security and administration protocols apply.
- School Test Coordinators will establish the make-up testing schedules for their schools.
- ELA/Math units may be taken out of order for make-up testing only.
- Different grade level or course make-up tests for a specific content can be administered at the same time in the same room.
  - Special attention must be paid to unit testing time and teacher direction variations between grade levels.
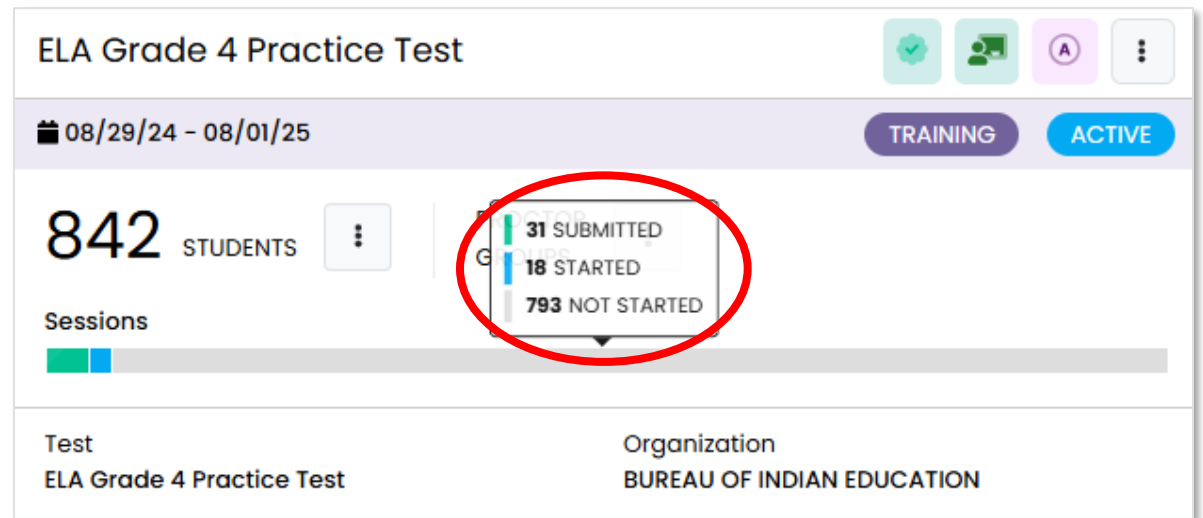
After Testing Tasks

After Testing Key Dates

- Rejected Paper test alerts must be resolved in ADAM by <u>May 5, 2025</u>*.

- Student test status clean-up must be completed in ADAM by <u>May 9, 2025</u>*.
  - Online tests in the below statuses should be manually submitted in ADAM.
    - In Progress
    - Exited
    - Reseat

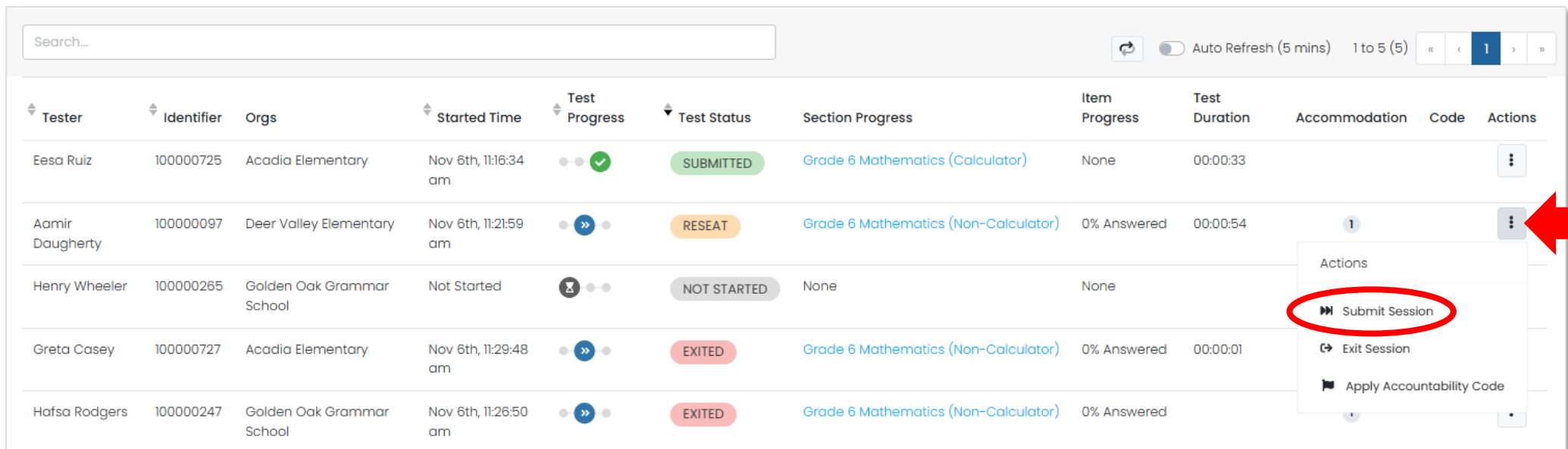*Incomplete tests will <u>NOT</u> be scored or reported.

Manual Test Submission in ADAM

- If at the end of the testing window there are any students still in an Exited, In Progress, or Reseat status, those partial attempts must be manually submitted to be scored and reported.

- To determine if any student tests require manual submission, Test Coordinators can review the Sessions information located on the admin card for each individual test administration or use the Progress report.

- If any In Progress, Exited, or Reseat student statuses are listed under Sessions, these will need to be manually submitted in the proctor dashboard or in Session Explorer.

  - Students in an In Progress or Exited status will need to be Reseated before their test can be submitted.

ELA Grade 4 Practice Test

📅 08/29/24 – 08/01/25   TRAINING   ACTIVE

842 STUDENTS

31 SUBMITTED
18 STARTED
793 NOT STARTED

Sessions

Test
ELA Grade 4 Practice Test

Organization
BUREAU OF INDIAN EDUCATION

Manual Test Submission in ADAM

- Test Coordinators will navigate to proctor dashboard, locate students in an Exited, In Progress, or Reseat status, select Actions, then select **Submit Session**.
  - Any student in an Exited or In Progress status will need to be Reseated before their test can be submitted.
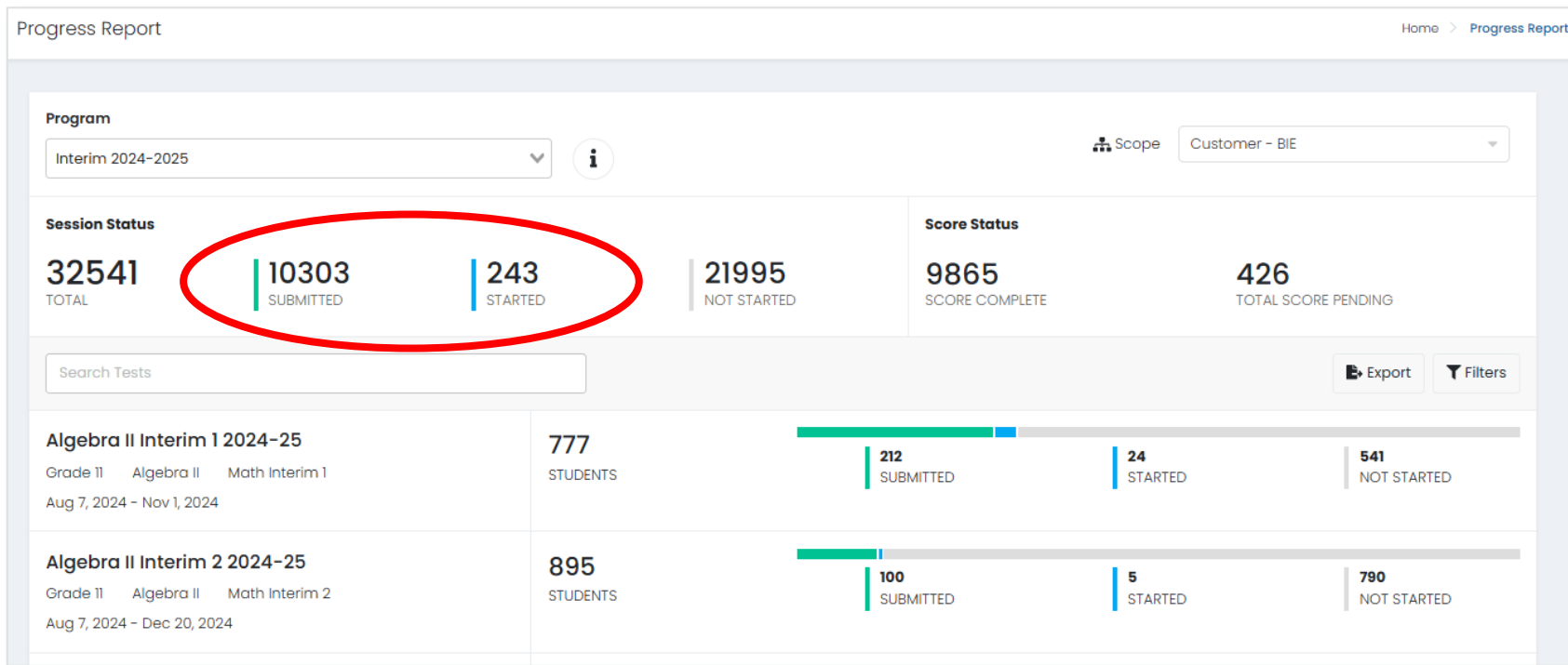
Submitted Tests – Progress Report

- The number of tests submitted by test can be monitored using the Progress report.
- Navigate to Reporting, then select Progress. Here you can view session progress for any selected test, including the number of tests in a Submitted, In Progress, and Not Started status.

130

Submitted Tests – Activity Report

- The number of tests submitted within a given window of time can be monitored using the Activity report.

- Navigate to Reporting, then select Activity. Here you can view the number of test sessions that have been submitted within a selected window.
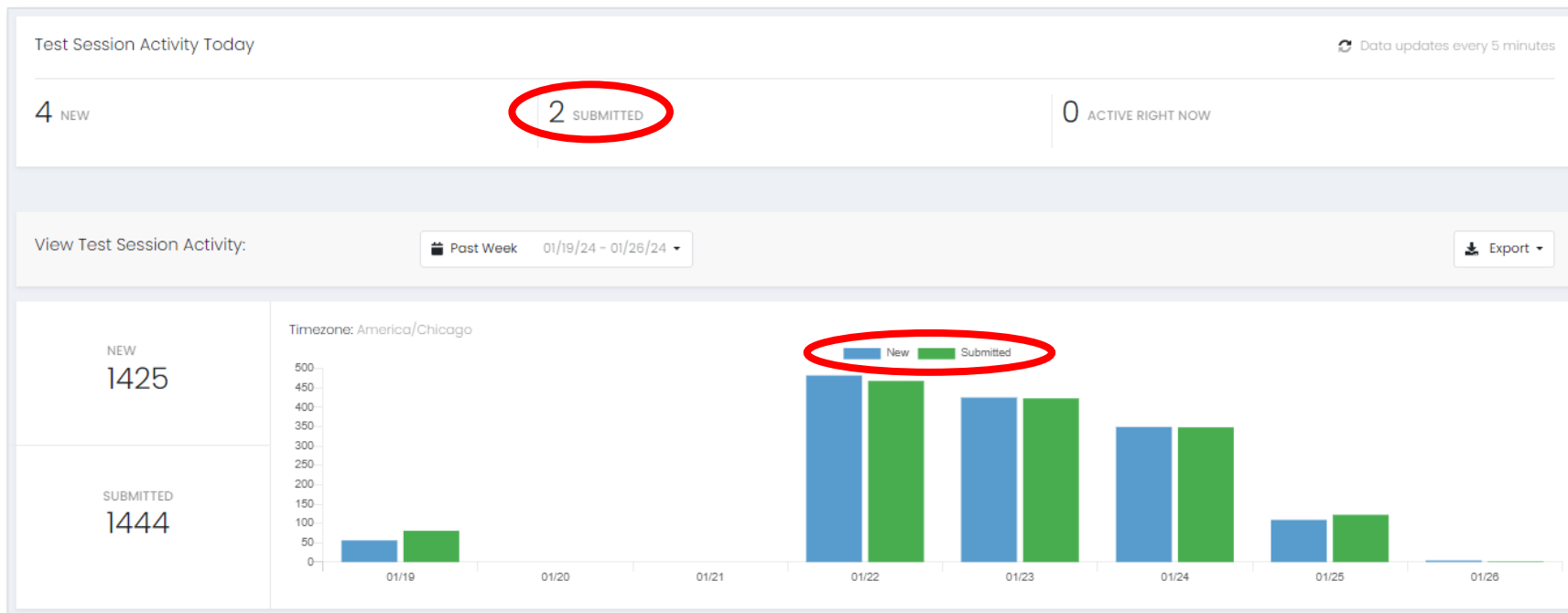
Rejected Tests

- If there is no preID label affixed to a Paper answer document, the answer document will be scanned into ADAM.

- ADAM will then match the test to the student by First name, Last name, DOB, & Student ID. The system will attempt to auto-resolve any answer docs without a preID label.

- Any tests that are not auto-resolved in ADAM will appear as a rejected test and <u>must be resolved by May 5, 2025</u>.
  - If rejected tests are not resolved by the deadline Pearson cannot guarantee the test(s) will be scored & reported.

Rejected Tests in ADAM

- In ADAM, under Operations, you'll be able to select Rejected Tests and review any rejected tests for your school and resolve by assigning to the correct student record in ADAM.

Rejected Tests in ADAM

- Go to Operations > Rejected Tests.
- You can search for a test by:
  - Student – Enter a student's first and/or last name or the student's ID.
  - Test – Enter a Test name or form code.
  - Org – Select an organization.
- Click a rejected test to open the Rejected Test Assignment popup.
- Search for and select the appropriate student, and then click the **Assign to Student** button to assign the test to the selected student.

Reporting

Summative Reports in ADAM

Once Summative reports (PDFs and CSV files) begin posting in ADAM, they can be accessed from Report Assets.

To access Summative reports:

1. Select Reporting

2. Select Report Assets

3. Locate and view reports either by selecting **My Scopes** or **Files**
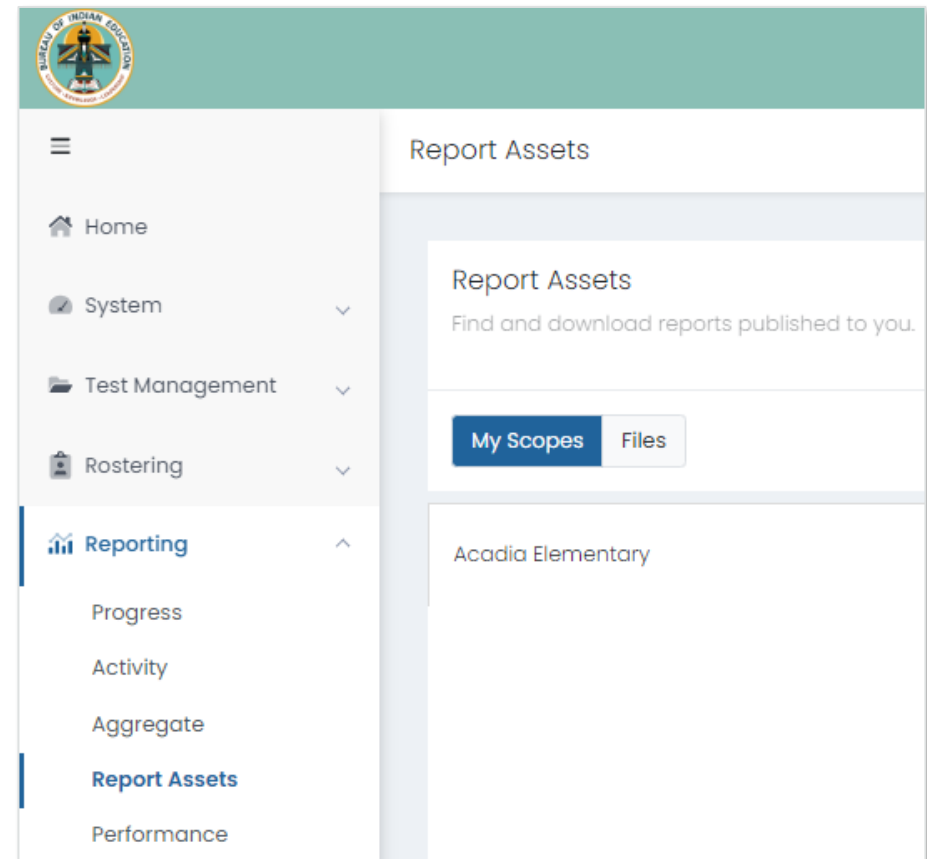
Preliminary Summative Assessment Reports Available

Preliminary Reports:

- Individual Student Report (ISR) PDFs – growth & Spotlight QR code not included
  - Will be the same data as final reports except they will have a preliminary watermark.

Final Summative Assessment Reports Available

Final Reports:

- Schools Standards Roster & companion file.

- Student Reporting Category Roster.

- Evidence Statement Analysis & companion file.

- Reporting Category summary & companion file.

- Demographic Performance Level summary & companion file.

Summative Final ISRs

Final ISR PDFs

- Preliminary ISR will be replaced by final ISR PDFs, including growth data & Spotlight QR code.

Final ISR Printed Reports:

- 2 ISRs per student per subject.

- 1 Parent Report per student.

After Testing Checklist

After Testing Tasks – Computer-based Testing

Proctors

CBT – After Each Test on Day of Testing:

- Collect Materials (student testing tickets, scratch paper, etc.).
- Ensure students have logged out of TestNav correctly.
- Return Materials to the Test Coordinator, as needed.
- Notify Test Coordinator of absent students and/or students who need transcriptions.

After Testing Tasks – Computer-based Testing

Proctors and School Test Coordinators

CBT – Final Day of Testing:

- Collect Materials (student testing tickets, scratch paper, etc.).
- Ensure student test units have been submitted/completed.
- Securely destroy materials that need to be destroyed.

After Testing Tasks – Paper-based Testing

Proctors

PBT – Day of Testing (After Each Test):

- Collect materials (test booklets, answer documents, scratch paper, etc.).

- Ensure names are on test materials.

- Return materials to the Test Coordinator using chain of custody form.

- Notify Test Coordinator of absent students and/or students who need transcriptions.

After Testing Tasks – Paper-based Testing

Test Coordinators

PBT - Final Day of Testing:

- Collect materials (test booklets, scratch paper, etc.).

- Ensure labels are affixed or data grids are completed

- Return scorable materials to Pearson as soon as possible (no later than April 25, 2025)

- Securely destroy materials listed in Test Coordinator Manual.

NOTE: If scorable materials are NOT picked up by April 25, 2025 there is NO GUARANTEE that Paper-based tests will be scored.

Student PreID Labels

- Student preID labels will only be shipped for students assigned the Paper accommodation in ADAM by January 31, 2025.

- This is extremely important for any student needing a paper accommodation.

- Student preID label will go directly on the student's test booklet (grade 3) or answer document (grades 4-HS). Using a label helps ensure we have the correct information for the student to complete scoring.

- If a student preID label is not used and Pearson is unable to match the student to a record in ADAM, an alert will be created. This will need to be resolved by the school.

  - If the school does not resolve the alerts/rejected tests by May 5, 2024, the student may not receive a report.

```
         *** BREAK *** BREAK *** BREAK ***

SCHOOL CODE: XXXXXXXXXXXXXX
SCHOOL NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
GRADE: 99          SUBJECT: XXXXXXXXXXXXXX
SESSIONNAMEXXXXXXXXX

                                     SEQ:99999

LASTNAMEXXXX, FIRSTNAME XX  BI ELA/MATH 2022
BIRTHDATE: 99/99/99999  GENDER: X     GR: 99
ST-DIST-SCHL: BI-XXXXXXXXXXXXXX-XXXXXXXXXXXXX
DIST: XXXXXXXXXXXXXXXXXXXXXXXXX XXXXX
SCH: XXXXXXXXXXXXXXXXXXXXXXXXXXX
SESSIONNAMEXXXXXXXXX        SID: XXXXXXXXXXXX

              200000035-2
```

EXAMPLE

Student PreID Labels

- The student preID label will override any bubbled demographic information.

- Set aside student preID labels that were not used to be securely destroyed/shredded.

- If an preID label is not available, grid all the fields on the data grid (must match info in ADAM).
    - Incomplete or incorrect bubbling will lead to rejected student tests that must be resolved.

Reject Test Attempts

- Rejected test alerts represent tests that will not be scored if not resolved by May 5, 2025.

- If the information on the data grid does not match ADAM, it creates a rejected test alert for the school to resolve.

- If student was placed into an online proctor group, but takes the paper-based version, a rejected test alert is created.

After Testing Tasks

One week after your school completes ELA/Math testing:

- Resolve any rejected test alerts in ADAM.
  - Check ADAM daily after testing through <u>May 5, 2025</u>.
- Organize and return nonscorable test materials.
  - Identify transcribed and damaged test materials as "Do Not Score".
- Complete a Post-Test Certification.
- Destroy/shred scratch paper and used Mathematics Reference Sheets.
- Keep records for three years.

After Testing Tasks for Paper-based Testing

Transcription Guidelines:

- Complete Contaminated Document if needed.
- At least two persons must be present during any transcription of student responses.
  - One person to transcribe.
  - One person to verify the transcription.
- The Test Administrator shall transcribe the student responses.
- The other must be a certified BIE educator to verify the transcription.
- The student's responses must be transcribed verbatim into the Answer Document.
  - Note for Braille transcription: Only a Braille certified proctor may transcribe student responses.
- After transcription, shred any responses made from an assistive technology device.

Separating Returns

- Scorable and nonscorable are returned separately.
- DO NOT mix these materials in boxes.
- Different colored labels by program for scorable and non-scorable.

Program	Scorable	Nonscorable
ELA/Math	Red	Purple

Return Shipping Labels

- Ensure that you have return shipping labels.
    - These are shipped with the school coordinator kits.
- These will not be overnighted, so make sure that you have these in time to return materials.
   - Scorable picked up by April 25, 2025*
    - Nonscorable picked up by May 5, 2025

*If scorable materials are NOT picked up by April 25, 2025 there is NO GUARANTEE Paper-based tests will be scored.

Preparing Materials for Shipping

Checklist to prepare materials for packing:

- Scorable Test Booklets/Answer Documents have a Student preID label or hand-gridded student demographic and school data.

- Scorable and nonscorable materials are packed separately for ELA/Math and are in the boxes in which they were delivered.

- Boxes are not overfilled (under filled boxes are packed with crumpled paper).

- One return shipping label (scorable or nonscorable) and one UPS label is placed on the top of each box.

Returning Secure Materials

Secure Materials <u>Must be Returned</u>

- Every test booklet, answer document, and Math human reader script has a secure barcode and will be tracked.

- Every secure test item must be returned, including Math human reader scripts.

- Make sure that all materials are accounted for and returned.

- If something must be destroyed locally (contaminated) then communicate with the BIE prior to destruction for further instructions.

- Keep track of your UPS tracking numbers when shipping back materials.

Packaging Reminders

Packing Scorables:

- Used test booklets (Gr 3).

- Used answer documents (Gr 4-HS).

- Transcribed into test booklets (Gr 3) or answer documents (Gr 4-HS).

Packing Scorable materials for Return Shipment:

- Do not mix Scorable and Nonscorable materials in the same box.

- One school, per box. Do not combine two schools' test materials in one box.

- Use appropriate shipping labels.

- Once all materials are in boxes, indicate the sequence of boxes being returned for the school (e.g., Box 1 of 3, Box 2 of 3, and Box 3 of 3) on the return shipping label.

EXAMPLE

154
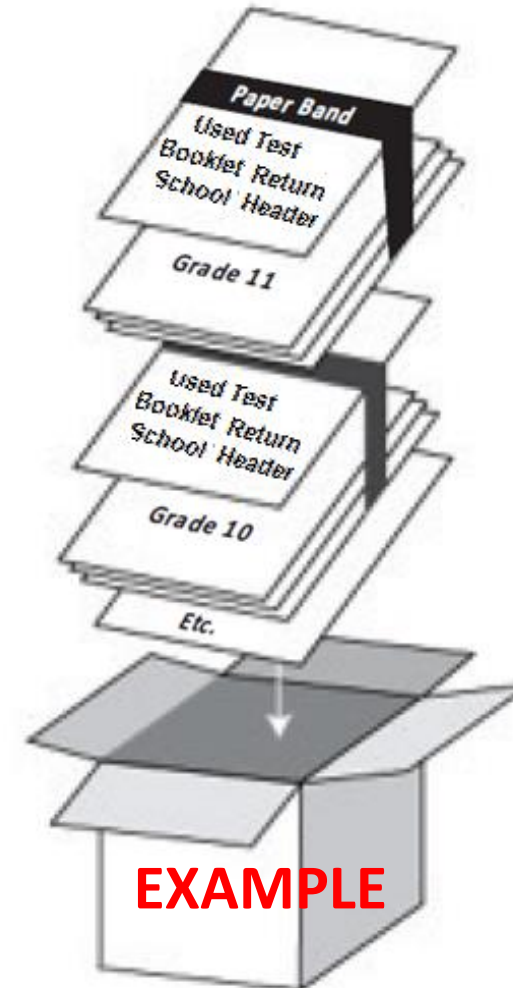
Nonscorable Materials

Nonscorable materials:

- Unused test booklets (including for absent students).

- Unused answer documents (grades 4-high school).

- Used test booklets (grade 3) and answer documents (grades 4-high school) that have been marked "Do Not Score".

- Used ELA/Math test booklets (grades 4-high school).

- Large print test booklets (transcribed into scorable).

- Braille test booklets (transcribed into scorable).

Arranging for Pickup

Contact UPS at **800-823-7459** to schedule pickup:

- Pickups must be scheduled at least 24 hours in advance.
- UPS customer service is available 24/7 - tell UPS you are calling about a pickup request for Pearson and will be using their "Return Service".
- Once pickup is confirmed, you will get a confirmation number from UPS that can be referenced if questions or changes arise.

NOTE: If scorable materials are NOT picked up by April 25, 2025, there is NO GUARANTEE that Paper-based tests will be scored.

Resources

ADAM Support Site

- Additional information from the ADAM support site can be accessed at https://support.assessment.pearson.com/as.

- Step-by-step instructions and video's on how to do basic functions in ADAM.
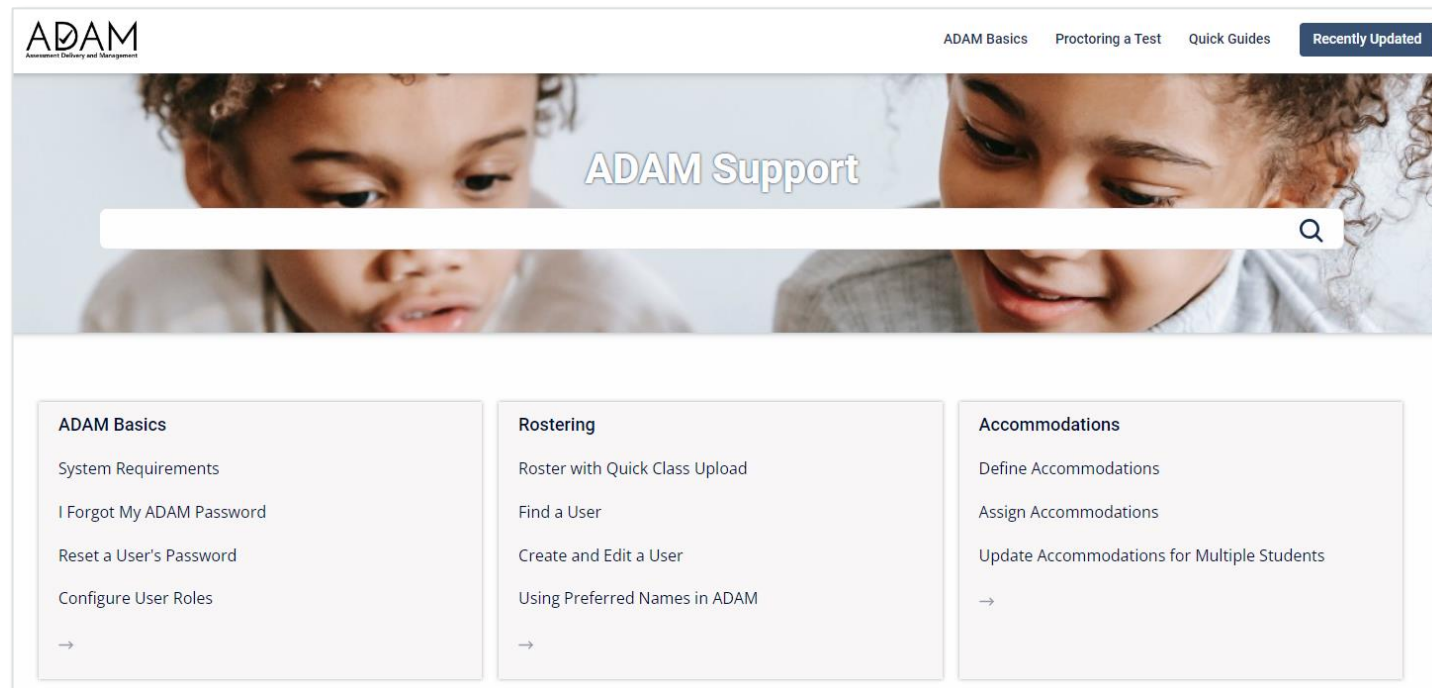
TestNav Resources
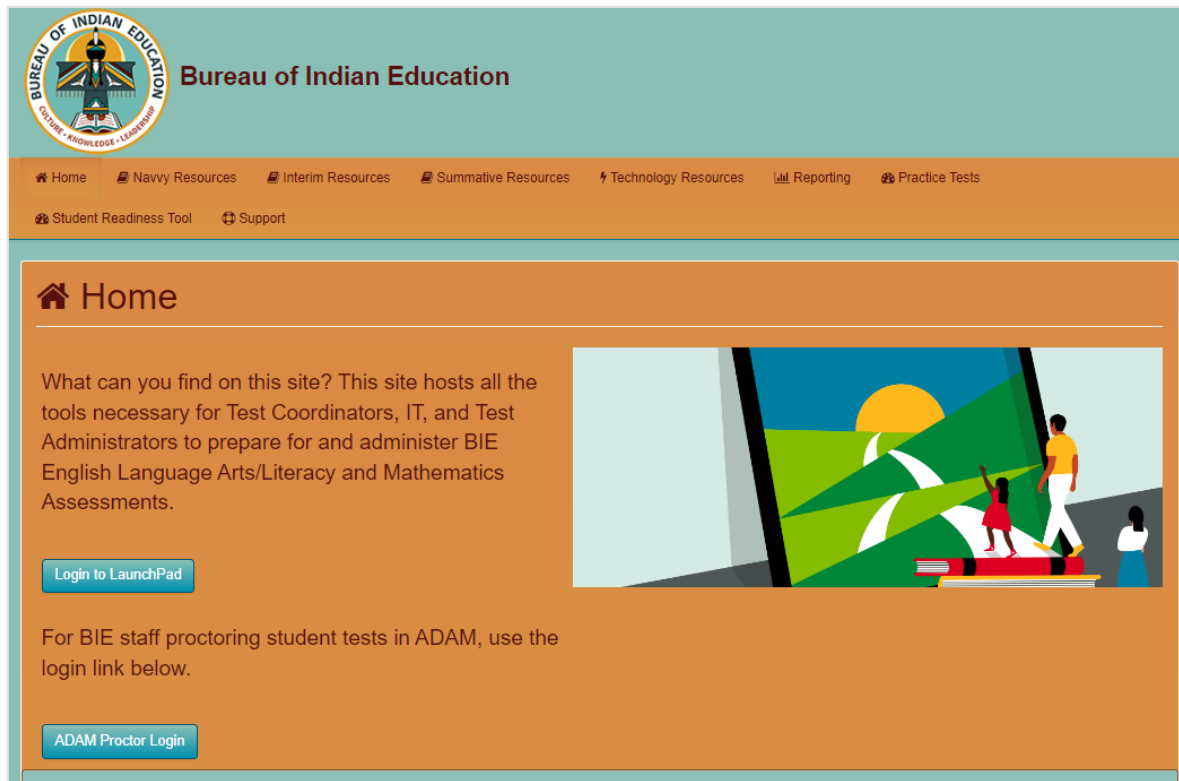
Additional information and links to the TestNav Resources can be accessed at the link below:

- TestNav Online Support:
  https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support

- TestNav System Requirements:
  https://support.assessment.pearson.com/display/TN/TestNav+System+Requirements
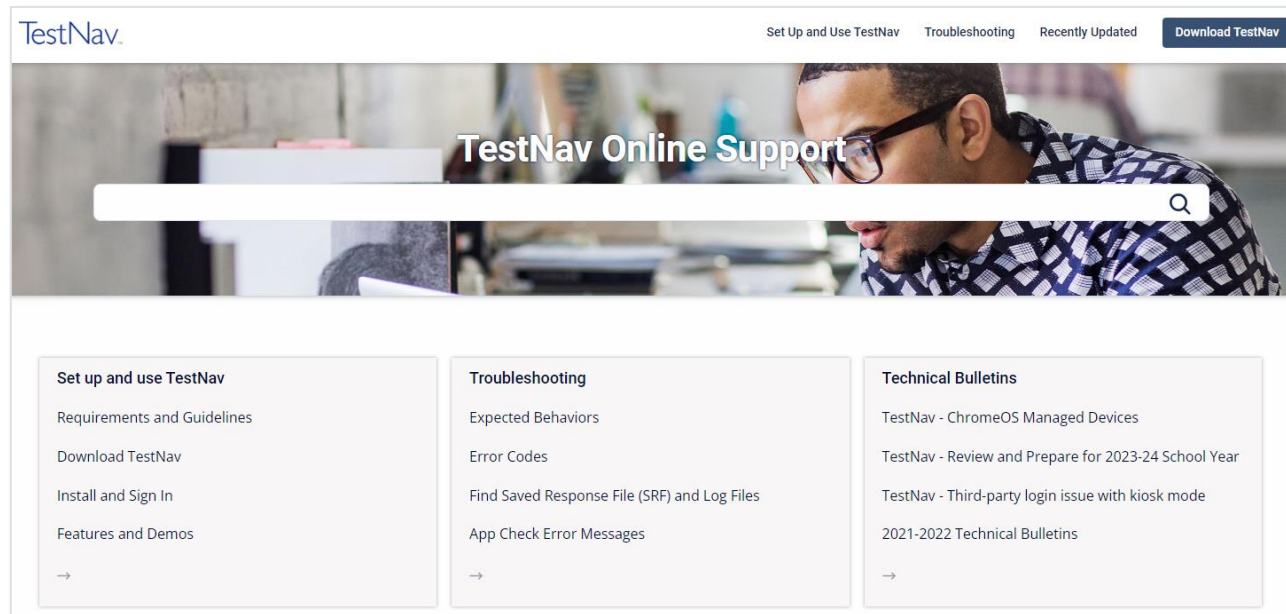
Support Site Resources

Practice tests, User documentation and guides are all available on the BIE customer portal at https://bie.mypearsonsupport.com.

BIE Support Site

- Technology requirements
- Training manuals
- Testing documentation
- Practice tests

Support Site Resources
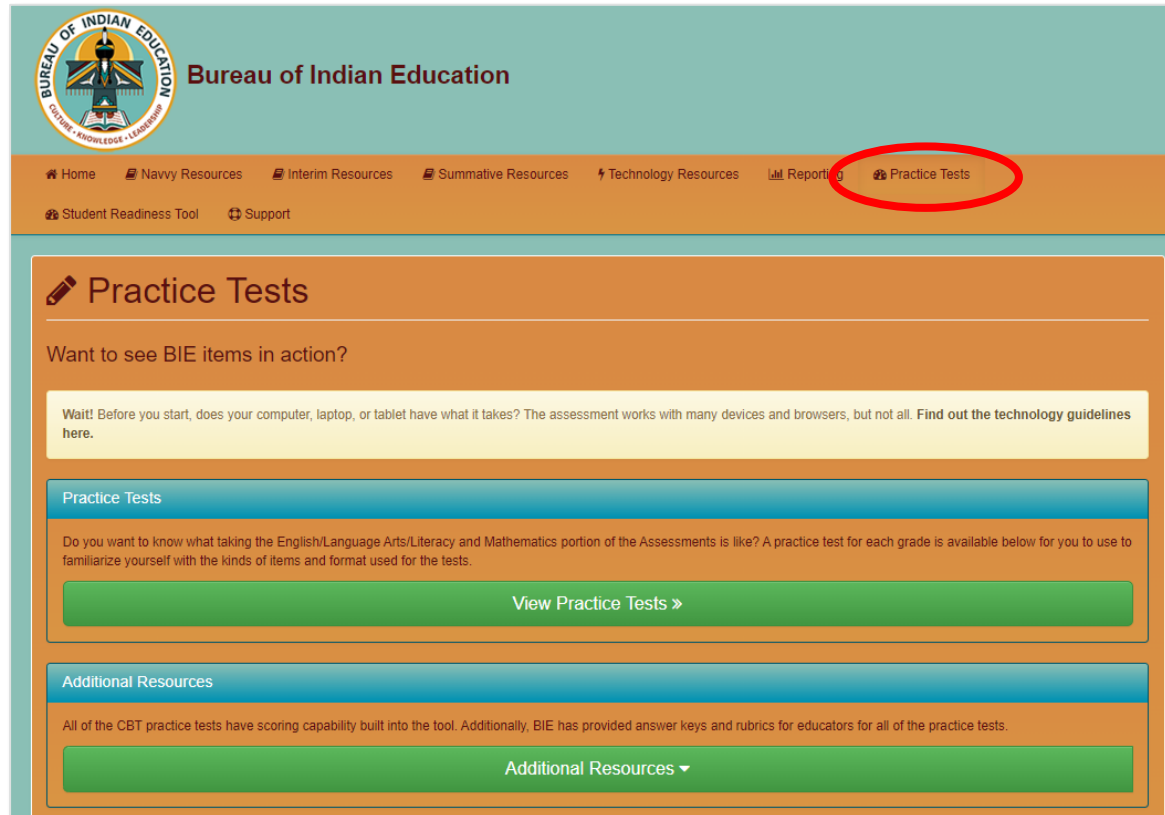
All Test Administration Manuals, Test Coordinator Manual, test scripts, and other tools and forms available on the Summative Resources tab.

Support Site Resources

Practice tests and additional resources can be found under the Practice Tests tab.

Student Readiness Tool (SRT)

The Student Readiness Tool provides students an opportunity to become familiarized with the tools they'll use in TestNav, based on their grade level https://srt.testnav.com/bie/bie-srt.html.

Infrastructure Trial

- The Infrastructure Trial is dress rehearsal for the operational administration of computer-based tests utilizing the practice tests available in Training Administrations in ADAM. This is strongly recommended by the BIE.

- January 27 - February 21, 2025.

- This trial provides an opportunity for schools to:
  - Check network bandwidth.
  - Ensure TestNav is configured correctly on devices.
  - Ensure participating staff know what to do during computer-based testing, including creating proctor groups and adding students.
  - Allow students to familiarize themselves with the CBT tools and format.

Infrastructure Trial

Find more information and the Infrastructure Trial Guide on the BIE support page.

Next Steps & Looking Ahead

Next Steps

✓ Train all staff involved with Summative testing using today's presentation and related resources.

✓ Read the Test Coordinator Manual, Test Administration Manual, and Accessibility Features and Accommodations Manual (each manual has checklists for testing).

✓ Verify and update student accommodations in ADAM by <u>January 31, 2025</u>.

✓ Prepare student testing devices.

Forms for Administration

Prior to testing

- Security Agreement

During Testing

- Irregularity Report
- Contaminated, Damaged, or Missing Materials
- School Chain of Custody (maintained locally)

After Testing

- Post Test Certification Form

All forms can be found at https://bie.mypearsonsupport.com/training-resources/.

Item Development for Summative Assessments

- The BIE and Pearson are current working on the development of new ELA and Math items for Summative assessments.

- Spring 2025 tests will have BIE culturally relevant test items.
  - These items are designed to be culturally relevant and sensitive to the Native American student population.

- There are several opportunities for BIE educators to participate in this development process. https://bie.mypearsonsupport.com/

Reports Training

Fall 2025

Summative Reports

- Individual Student Reports (ISR)
- Reporting Category Roster
- School Standards Roster
- Reporting Category Summary
- Evidence Statement Analysis
- Demographic Performance Level Summary

Support and Contacts

Pearson Customer Support

BIE Customer Support

1-833-302-9587

Monday – Friday
3:30 am – 4:30 pm (PT)
4:30 am – 5:30 pm (MT)
5:30 am – 6:30 pm (CT)
6:30 am – 7:30 pm (ET)

Customer Support

Customer support and assistance is available via email or phone. Pearson technical and customer support is available Monday through Friday for assistance with installation of software, test session management, or technical troubleshooting during testing.

Phone

Bureau of Indian Education (BIE) Customer Support
1-833-302-9587

Monday - Friday
3:30 am - 4:30 pm (PT)
4:30 am - 5:30 pm (MT)
5:30 am - 6:30 pm (CT)
6:30 am - 7:30 pm (ET)

email

Contact BIE Support

Monday - Friday
4:30 am - 5:30 pm (CST)

172

BIE Contacts

For General Questions related to the ELA and Math Assessment:

Aurelia Shorty, Education Specialist, aurelia.shorty@bie.edu

For questions related to Assessment data files:

Dr. Rebecca Izzo, Research Analyst, rebecca.Izzo@bie.edu

Questions?