



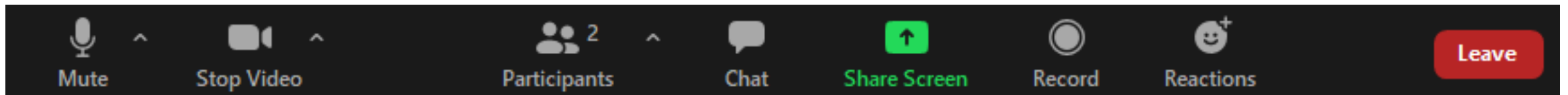
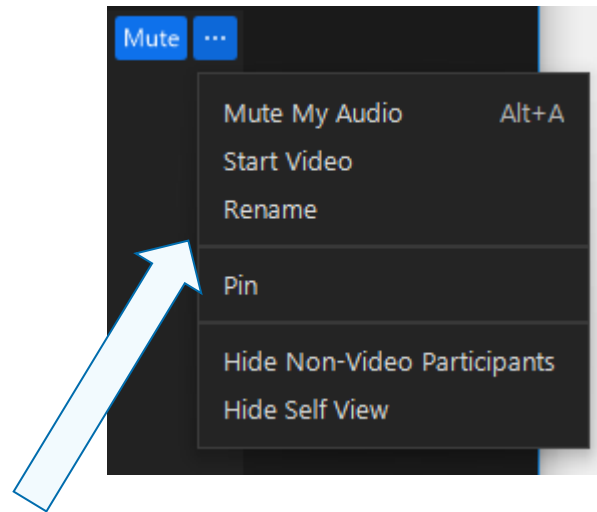
Welcome to the New DTC Orientation!

Session 3

12/2/24

Welcome!

Please rename yourself to include your first and last name, your district, and your pronouns (if you wish).



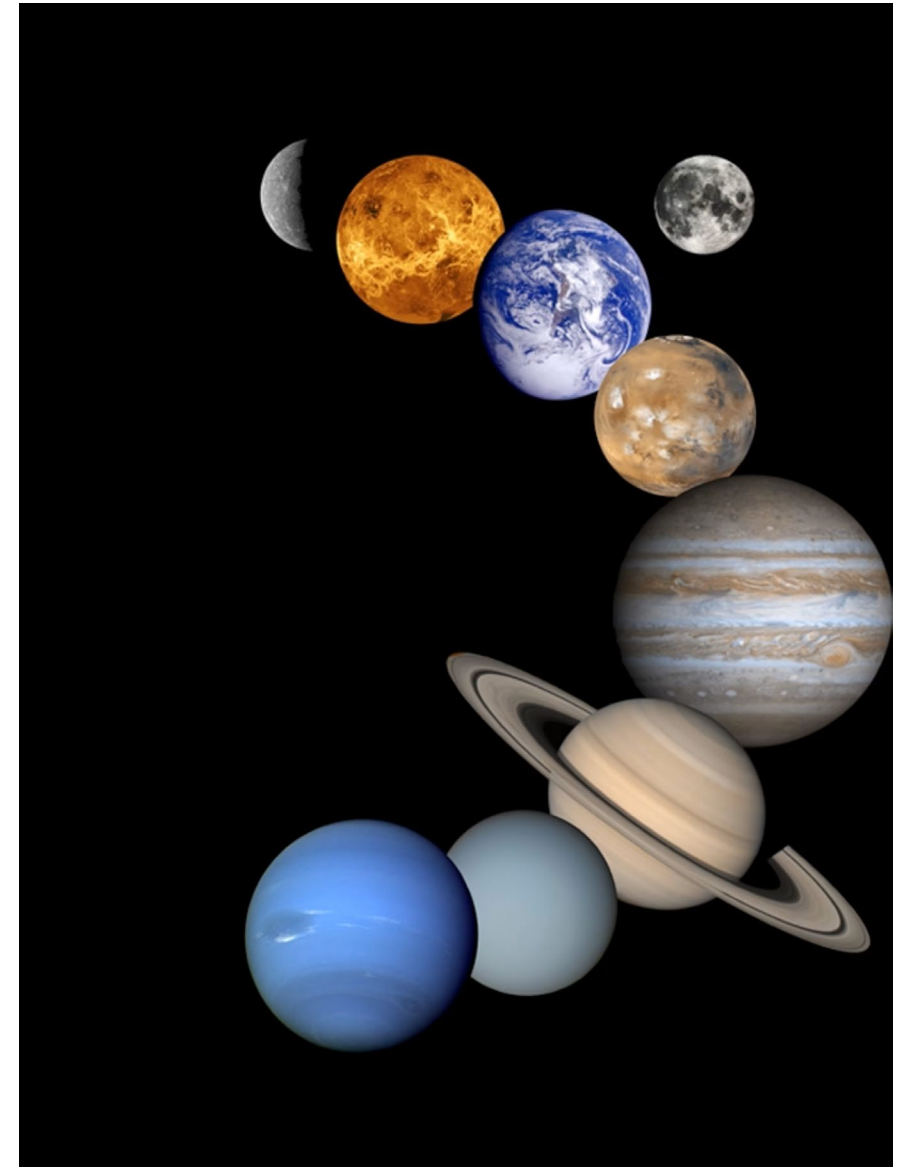
Opening activity

In the chat:

- District
- What is your favorite planet or moon (at least for the moment) and why?

Any kind of planet or moon is ok: full members of the solar system, dwarf planets, exoplanets/exomoons, or even fictional bodies!

[Image source](#)



Introductions: Regional ESD Partners

Assessment Support:

Amy Rockwell, Regions 1 & 2

Shannon Lyon, Region 3

Data Collections/Accountability:

Karen Brown Smith

Peter Campbell

Joe Doherty



Schedule of Events

Date	Topics
10/28/24	Intros of Assessment Team members, ESD Partners, Mentor DTCs Overview of OSAS (and what it's not) "Before testing" section of Roadmap
11/18/24	"During testing": STC/TA training and accessibility
12/2/24 (today!)	"During testing": opt-out process, improprieties, crisis alerts
12/16/24	"After testing"
Winter / Spring 25	ESD Partners will present on topics of choice

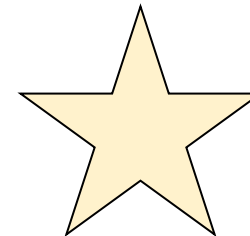
School Year Test Administration

Before Testing

During Testing

After Testing

Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun Jul



“During” Testing Topics

- Opt-outs, parent requests for exemption, and student right to decline
- Reporting potential test improprieties and irregularities to ODE
- Remote administration



Student Participation Exceptions

Key Point: participation exceptions include opt-out (ELA and Math), parent requests for exemption (Science and ELPA), and declining to participate (SEED).

Opt-Out (ELA and Math)

- Applies to ELA and Math only. Same year only.
- State-created notice and form available.
- Parents, guardians and adult students must be informed of their right to opt out no fewer than 30 days prior to the opening of the test window.
- Districts may create their own form but must use state-developed language (exactly the same words in the same order).
- Opt-out forms must be kept on file for 3 years following the opt-out request.
- Testing a student who has opted out must be reported via the test impropriety report form, even if the student has already begun or completed testing.

Parent Requests for Exemption (Science and ELPA)

- Science and ELPA tests only (ELPA Screener, ELPA Summative, Alt ELPA). Same year only.
- Requests exemption of a student from a learning experience (including testing) for reasons of disability or religion.
- Parent must make request in writing and supply an alternative learning activity meeting the same goal as the exempted activity.
- District chooses to approve or reject the request.
- Testing a student with an approved request for exemption must be reported via the test impropriety form, even if the student has begun or completed testing.

Decline to Participate (SEED)

- Students or families may choose not to participate in SEED, at any time, verbally or in writing. Same year only.
- SEED non-participation item is one way to signal this decision. It is not the only way.
- There is no form to complete.
- The district should document this decision but is not required to report it to ODE.
- Delivering the SEED Survey to a student who declines to participate, or whose parent has declined their participation, must be reported via the test impropriety form, even if the student has already begun or completed the survey.

PPS: Opt-Out and Exemption Process

- Parent/adult student signs physical form and returns to school
 - (PPS does not accept digital forms due to experience with increased number of underage students opting themselves out with digital forms)
- School staff ensures that the PPS ID is written on the form
- School staff ensure the form is routed to the STC
- STC scans the form and emails to testinghelp@pps.net
- STC stores a copy at school until the window closes
- Testing Help blocks student from testing in TIDE within 72 hours (STCs should NOT enter opt outs in TIDE)
- STC ensures students who are opted out don't test
- “Student To Test Lists” reflect opted out students


PPS: ELPA Summative Exemption

Extra steps for ELPA Summative exemption requests:

1. Parents wishing to exempt their student from ELPA Summative must first have a conversation with the principal or designee to ensure the parent understands how ELPA results are used, and the impact on student ability to exit from ESL services.
2. STC provides exemption form upon designee's request after conversation with parents
3. STC follows submission steps on previous slide
4. For exemption requests regarding ELPA Screener, STCs must reach out to district ESL staff

Hermiston SD: Opt-Out Process

The following process applies to both Opt-Out (ELA/math) and Exemption (science/ELPA) forms:

1. Parent/adult student signs **physical** form(s) and returns form(s) to school
2. School staff send the form to the STC
3. STC (or delegated front office staff) scans the form and emails to DTC
4. STC stores a copy at school until the window closes (District retains for 3 years)
-  5. DTC adds student to "Non-testers" spreadsheet which is shared with STC
6. DTC updates student TIDE record, which blocks student from testing
7. STC ensures students who are opted out/exempted don't log into a session
8. "Student To Test Lists" reflect opted out students

HSD: Science/ELPA Summative Exemption

Extra steps for Science/ELPA Summative exemption requests:

1. Parents wishing to exempt their student from Science or ELPA Summative typically reach out to the teacher or front office. They are redirected to the STC and informed that they must submit a letter in writing providing the reason for the exemption (religion or disability) and proposing an alternate activity. Letters can be sent via. Email.
2. STCs send letters from parents to the DTC who reviews, reminds them of the requirements as needed, and shares with the department director.
3. During this process, STCs are encouraged to talk with families about possible accommodations, or designated supports that would allow the child to participate in the assessment.
4. STCs (building principals) have the final say on approving exemption requests



Test Improperities & Irregularities

Key Point: DTCs are responsible for reporting potential test incidents to ODE.

What is an Impropriety or Irregularity?

Test improprieties are behaviors prohibited during test administration because they give students an unfair advantage or disadvantage, or compromise test security or validity.

Test irregularities are unusual circumstances that may potentially affect student performance on the test or interpretation of student scores. Test irregularities may impact single students, such as prolonged absences which lead to a test expiring before the student returns to complete testing.

- All incidents are reported via the same form (irregularity or impropriety).
- Be sure to investigate the incident so that you can provide relevant information. (“The test ended” is not actionable.)

There is No “Gotcha”

Reporting helps improve systems and practices. ODE does not use the system to “catch wrongdoers”. ODE does not preserve records of individuals associated with improprieties or irregularities.

- Impropriety reports are essential to decide what action should be taken with student test records.
- Impropriety reports help ODE understand where mistakes are most often made with the testing interface, which in turn helps us provide feedback to vendors.
- Impropriety reports can help districts identify needs for local training or improvement.
- Impropriety reports can help districts document incidents that need local action.

Behind the Scenes: ODE Processing

- ODE receives the impropriety report
- The relevant education specialist then:
 - Reviews district-provided information
 - Categorizes the impropriety
 - Requests more information if necessary
 - Determines an outcome
- District receives update with outcome and potentially additional information from ODE

Accessibility supports error
Accidental submission
Data entry error
Inappropriate administration
Irregularity/disruption
Login information error
Non-allowable resource (device)
Non-allowable resource (human help)
Non-allowable resource (material)
Participation: Opt-out/Exempt/Decline
Student tested in error
Test expiration
Test selection error
Test security violation
Technology issue
Other
N/A (not an irregularity or impropriety)

Sample Impropriety Report

Check before deleting or filing!

- First paragraph includes outcome
- Second paragraph **may include custom information for the DTC**
 - Any text here comes from the education specialist who reviewed the impropriety report
- Main body includes summary of the impropriety report

Upon review of your report, ODE has determined to Reset the referenced test(s).

A Reopen is insufficient to grant access when a student has been marked as a non-participant. The test has been Reset instead.

See below for a summary of the incident, the district recommended outcome, and confirmation of ODE's approved outcome. Please save this email for your records.

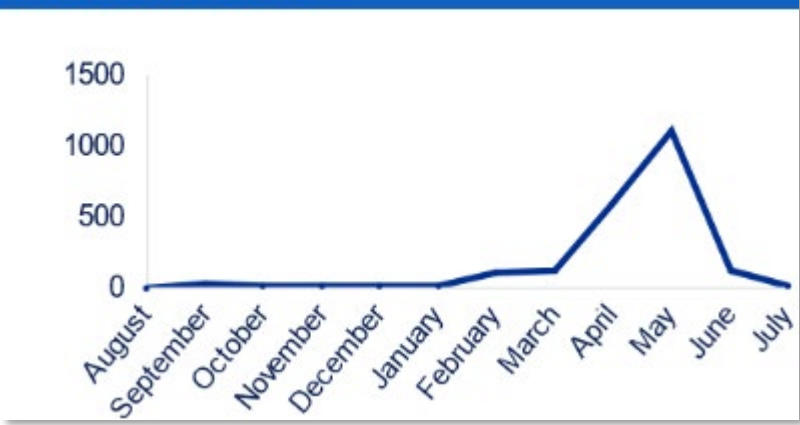
We appreciate your attention to security and your dedication to supporting a valid testing environment for all students. If you have questions about this impropriety/irregularity submission or would like to receive a formal letter of final determination from ODE, please reply to

Test Impropriety Reporting System

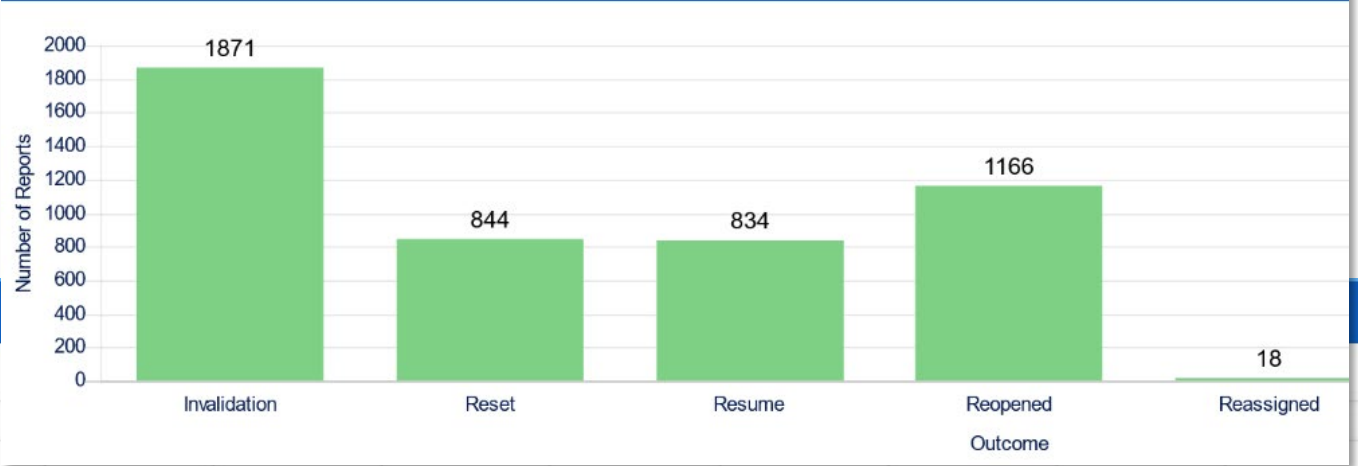
Row 23601	
ID #	XSD-MMDDYYYY-##
DTC Email	email@domain.com
DTC Name	Rando Calrissian
School District	XTRASPECIAL SD 1
School	Happy Learners Elementary School
Date Incident Occurred	MM/DD/YY
IDEA non-compliance	No (non-compliance did not occur -OR- student does not receive services under IDEA).
Core Requirement	"Students complete the correct test in a supervised, secure, and distraction-free test environment."
District Recommended Outcome	Reopen Test

Impropriety Patterns (23-24)

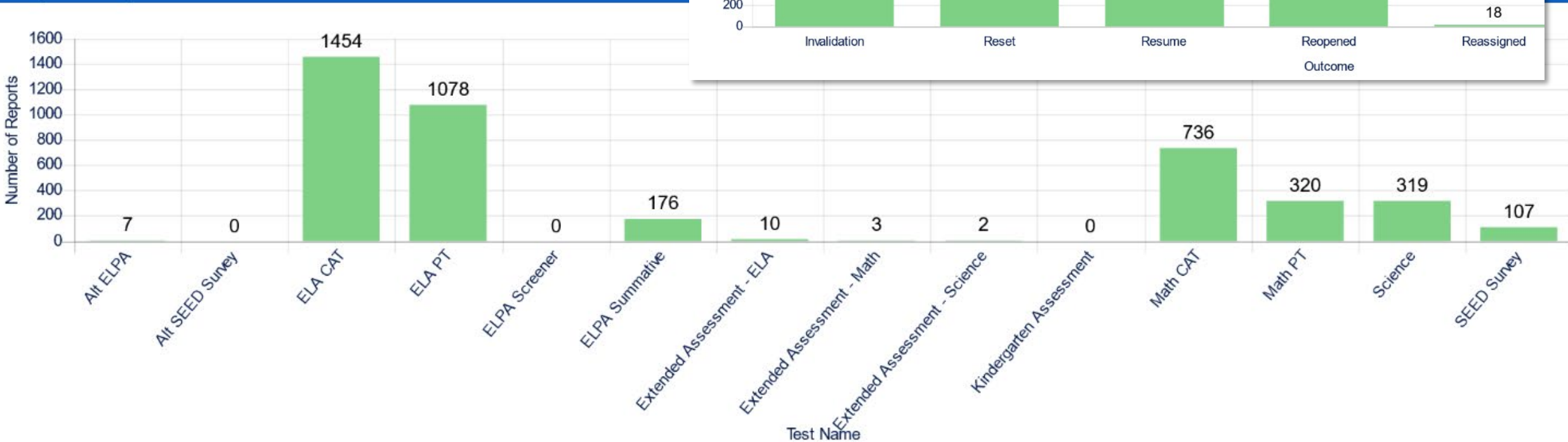
Date of Incident



ODE Approved Outcomes



Reports by Test



Core Requirements

Which of the following core requirements was compromised? (Check one or both. See TAM Section 3.0 for definitions) *

- Students complete the correct test in a supervised, secure, and distraction-free test environment.
- Students have access to necessary, allowable, and appropriate resources.

- If no core requirement was compromised, it may not be a test impropriety or irregularity. (Check the TAM!)
- If the problem is that students didn't finish the test, choose the first core requirement.
- It's not a quiz. Your report will still be processed if you choose the "wrong" core requirement.

Incident Description

What happened, and why does the district recommend this outcome? *
(See TAM Section 3.6 for more information.)

Example: Students talking to each other about the test

A. “This test is boring”

- No student gained an unfair advantage or disadvantage. Not an impropriety.
(But still undesirable!)

B. “The question is asking me to define ‘risible’. What does that word mean?”

- The student gains an unfair advantage (or disadvantage, depending on how they are “helped”). This is an impropriety.

District Recommendation

- These terms are defined in the TAM.
- “Resume Testing” means that no changes to the student’s test record are needed.

District Recommended Outcome *

Select or enter value ▼

- Invalidate Test
- Reset Test
- Reopen Test
- Restore Test
- Reassign Test
- Resume Testing (none of the above)
- Pending (Investigation Underway)

Incident Report Form

- To be filled out by DTC or their designated representative (in accordance with information in TAM Section 3.0).
- Used by ODE to make decisions about student testing, not to monitor or take punitive action.
- Used by DTCs to document potential violations of student IEPs and 504s, report potential test security breaches, and understand potential training gaps.

Test Impropriety and Irregularity Report Form

District Test Coordinators (DTCs) must use this form to report all potential test improprieties and irregularities to the Oregon Department of Education. DTCs must submit their initial report within one day of learning of a potential test impropriety. For more information about test improprieties and irregularities, please see the Test Administration Manual Section 3.0.

Incident Information

Date Incident Occurred

Which of the following core requirements was compromised? (Check one or both. See TAM Section 3.0 for definitions) *

Students complete the correct test in a supervised, secure, and distraction-free test environment.

Students have access to necessary, allowable, and appropriate resources.

Did the incident result in possible IDEA non-compliance (e.g., violation of a student's IEP)? Choose one. *

- If you select Yes below, please limit your report to one student.
- If there was an IEP violation concerning testing supports or accommodations, please indicate which ones.



Crisis Alerts

Key Point: In the event of a concerning student test response, the crisis alert process prioritizes safety and support

Definitions and Context

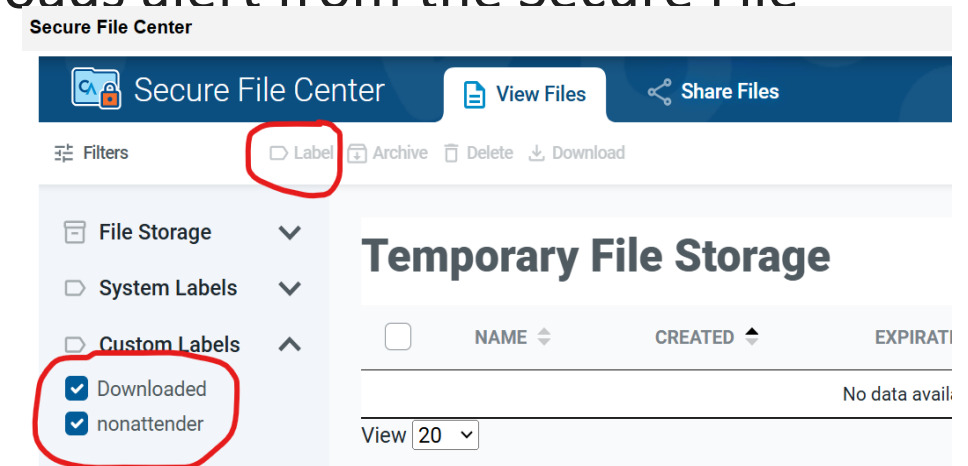
- A “crisis alert” is the *message sent by our test vendor* when the system detects a concerning student response on a test.
- Concerning responses can appear in any space where a student freely composes text or records speech.
 - This can include test items or Notes fields.
- As mandatory reporters, districts receiving crisis alerts must contact the Oregon Department of Human Services (DHS).
 - Anyone with a DTC, DLU, or “RAV” role will receive crisis alerts.
 - There must be at least one backup person in addition to the DTC who can review crisis alerts for the district.

Crisis Alert Process

- Vendor flags a concerning student response.
- Crisis alert sent to district secure inboxes. Email notifies district personnel that a crisis alert is waiting for review.
- District reviews crisis alert and contacts DHS as necessary.
- ODE sends “daily digest” email to districts additionally confirming that a crisis alert is waiting for review.
- If *every* district contact returns an “out of office” message, ODE will work with CAI to ensure the alert is reviewed and DHS contacted as necessary.
- Detailed procedure in Appendix D of the [Test Administration Manual](#).

PPS Crisis Alert Process

- DTC receives email from Cambium with the subject: Response Alert: Student Assessment Response Flagged
- Same day: DTC logs into OSAS Portal and downloads alert from the Secure File Center, labels file as "downloaded"
- DTC follows protocol established the PPS Crisis Alert includes:
 - Creating a shareable alert document via with information from alert
 - Sending doc to appropriate administrator, copying district staff as indicated in protocol document and requesting timely follow-up



PPS Crisis Alert Process

- Principal/Administrator follows up with student and family regarding crisis alert
- Principal/Administrator notifies DTC and district staff with outcome of alert
- DTC documents and tracks progress of alert communication in a spreadsheet (see column headers below)

Alert Date	School	Alert Category	admin notified	email saved to GDrive	Gdoc moved to sent	secure inbox flagged	admin responded	Assessment	Student Name	PPS ID	Student Grade	Concerning Response
------------	--------	----------------	----------------	-----------------------	--------------------	----------------------	-----------------	------------	--------------	--------	---------------	---------------------

- In PPS, we have one DTC and 3 DLUs who receive the crisis alert notification. The DLUs have been trained to follow the protocol should the DTC be out of office.

Hermiston Crisis Alert Process

- DTC, DLUs and RAVs receive alerts about all Crisis Alerts
 - (RAVs) School Counselors have been trained in retrieving and reviewing crisis alerts
- During teacher contract hours – DTC and RAVs will login to TIDE and retrieve the file
 - RAVs look at the "School" column first – if the alert is not from their school, they do not review the content and are not responsible for following up
- The DTC downloads the file to identify the school
 - Calls the RAV (STC if RAV cannot be reached) to alert them and support them in accessing the file. File can be securely transferred via. CRS if needed
- School teams follow up following standard protocol
- STC or RAV emails DTC to document that the alert has been follow-up on
- DLUs are on call to respond to alerts received during non-contract hours



Remote Test Administration

Key Point: Districts may choose to offer remote testing to students who primarily receive remote instruction

Overview

Remote Test Administration is available for: OSAS tests, ELPA Summative, Interim Assessments, and the SEED Survey

Additional information and guidance is available by accessing: Training Module 10, OSAS Remote Certification Course, Remote Testing Resources on the Test Administration website

Assessment Administration

This webpage is designed to assist District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Administrators (TAs) give valid and reliable state assessments in a timely and secure manner.

- [Current District Test Coordinators](#)
- [2024-25 Assessment Administration Schedule](#)
- [DTC Roadmap \(2024-25\)](#)

Cambium Assessment, Inc. (CAI) is Oregon's vendor to host the [OSAS Portal](#), our state's online system for assessments. Test Coordinators and Administrators use the OSAS portal to assign accessibility supports to students, set up and administer test sessions, and view student participation and performance reports. Families and students can access practice tests via the portal to familiarize themselves with the test experience and question design.

[Administration Manuals](#) +

[Checklists](#) +

[Forms](#) +

[Remote Testing Resources](#) +

[ESSA Test Administration Monitoring](#) +

Preparing for Testing

SYSTEM



Test Information Distribution Engine (TIDE)

Manage users and student information, and monitor test progress.

SYSTEM



TA Practice Site

Become familiar with TA Interface and proctor practice sessions for students and guest users

TRAINING



Remote Test Administration Certification

Complete training on using the TA Interface for remote test administration

SYSTEM



Technology Guide

This guide provides instructions to set up technology in your school.

Availability

Most students across Oregon will test in-person. Administration of OSAS State Tests should align to a school's instructional model.

- If a school provides a student predominantly *remote or online instruction*, **they may offer** that student summative tests remotely.
- Remote testing may also be made available for students who are homebound due to a medical condition.

Remote Testing is **not** available for:

- *Oregon Extended Assessment*
- *Oregon's Statewide Assessments Braille version*
- *ELPA Screener*

Parent/Guardian Consent

- Consent from a parent/guardian is required for a student to participate in a remotely proctored test session
- If a parent/guardian provides consent, the permissions must be set in TIDE to allow a student to participate in remote administration.



The screenshot shows the 'Test Access' interface in TIDE. It includes a 'Blocked Subjects (Student Restrictions)' dropdown menu set to 'None selected'. Below this is a 'Target Up' button. There are three subject selection dropdowns: 'ELA: 07', 'Mathematics: 07', and 'Science: - Select -'. A red oval highlights the 'Remote Tester: Yes No' option.



Parent/Guardian Remote Test Administration Agreement

Each spring, students across Oregon in grades 3rd - 8th and 11th participate in the Oregon Statewide Assessments (e.g. English Language Arts, Mathematics, and Science). Some K - 12 students will also participate in Oregon's English Language Proficiency Assessment (ELPA). Additionally, Oregon offers students in grade 3 - 12 the opportunity to participate in the SEED Survey and provide feedback on their learning experience. Oregon primarily uses these assessments to help families, schools, districts, and the state understand and improve student academic achievement.

Most students participate in these tests at school. However, to provide additional flexibility, the Oregon Department of Education is allowing districts an option for students to participate at home or another remote testing location if needed based on a student's regular academic instruction (e.g. virtual, or online instruction).
(Remote test window: ELPA 4/19/21 - 4/29/21; OSAS ELA, Math, Science, SEED Survey 4/19/21 - 6/3/21)

When testing remotely, your child will have access to a test administrator who is supervising the assessment. This test administrator will be able to assist your child via chat. We also recommend, similar to online instruction, that your child have video/audio enabled. This allows the test administrator to both see and hear your student during the test and to communicate directly with your child when they need support during the test. The connection between the proctor and your student is direct and no one else will have access. Audio is recorded on the speaking domain for ELPA; video is not recorded.

To make sure the results are valid, ODE must ensure student participation is accurate and represents the student's learning. Additionally, ODE must maintain the security and confidentiality of all test materials. If you would like your student to participate at home or another remote testing location, you have several responsibilities. By signing this agreement, you agree to the following:

- I will not take any type of picture of the test.
- I will not assist my student with answering any test questions.
- I will not write anything about the test, on paper or electronically.
- I will not disclose any secure test materials, including test questions and answers.
- I have read the Parent/Guardian Agreement and reviewed the Student Agreement on the reverse side of this document.
- I understand that parents and students who engage in inappropriate conduct with respect to Oregon's assessments may be subject to actions including, but not limited to, a student's test being invalidated.
- I agree that it is important that my child complete all of the activities of the assessment independently.

My child **will** participate in remote testing administration. *(Please indicate which option for remote testing)*
[] Yes, **Video and Audio-enabled** [] Yes, **Only Audio-enabled** [] No, **Video or Audio-enabled**

My child **will not** participate in remote testing administration and will instead test in person.

Student's Name (printed) _____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____ Date _____



Q&A



Thank You!
Next Session: 12/16/24