



ASSESSMENT PROCEDURES FOR SECONDARY SCHOOLS

2021-2022

Research, Evaluation, and Accountability

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Secondary Manual for District Assessments 2021-2022

Applicable District Assessments

VLT, VST: Volusia Literacy Test, Volusia Science Test

DIA: District Interim Assessment

SMT: Standards-Monitoring Test administered in selected math, social studies and science courses

EOC: End-of-Course exam (including **District Final Exams**)

UA: Unit Assessment

TC: Topic Check

RI: Reading Interim

WI: Writing Interim

GM: Growth Measure

AL: Assessment of Learning

Procedures for District Assessments

- All secondary district assessments should be given in the same modality of the end of year assessment which is online. If paper copies of the assessment are needed, they can be printed directly from SchoolCity.
- District assessments have been designed to test the standards/benchmarks found in curriculum maps.
- Students should not see district assessments or individual items until they are administered. District assessment items may not be used, previewed, or pre-tested with students before the test.
- District assessments may not be sent home with students.
- It is not appropriate to have students use textbooks or notes on district assessments.
- Once the district assessments have been administered and graded, it is appropriate to review the assessments with students and to give students opportunities to reflect on their learning. *This does not apply to Math SMTs, or Science SMT 1.*
- District assessments should be given within the recommended testing window, which follows the pacing set forth in the curriculum maps.
- District assessments are to be scanned into School City and entered in FOCUS. DIAs are to be used to identify interventions and students should be given an opportunity to remediate.
- District assessments may not be re-administered and rescanned. For DIAs, test corrections need to be hand-graded, not rescanned.
- District assessments may not be duplicated or distributed, other than for student test administration purposes.
- Students should be provided accommodations consistent with state standardized testing.
- District Assessments and bubble sheets should be kept secure, collected after the test is administered, and recycled at the school site. For DIAs, a class set of booklets may be kept as needed for test corrections and/or review.

Secondary Assessment Administrator Prohibited Activities Agreement for 2021-2022

It is important for you, as an assessment administrator of a district assessment, to know that the following activities are prohibited. These requirements are intended to preserve testing integrity and to provide clear and uniform guidelines for all test administrators of district assessments. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page, indicating that you understand these actions and their consequences. If you have questions regarding the information in this Agreement, please contact your school testing coordinator.

I understand that before testing, I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Read test items
- Review test items in any form (including assessment services such as Kahoot, etc.) with students

I understand that during testing, I may not:

- Answer students' questions about test items
- Give students verbal cues ("you may want to re-check number 7") or non-verbal cues (pointing at a specific item)
- Give students more time than is allotted for the session (unless a student has an extended time accommodation)
- Encourage students to finish early
- Display or fail to cover visual aids (e.g., word lists, multiplication tables) that may help students
- Engage in activities that prevent adequate supervision of students during the testing period
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances
- Allow students to use cell phones or other electronic devices
- Coach students during testing regarding test-taking strategies

I understand that after testing, I may not:

- Leave test materials unattended
- Remove test materials from the school's campus, except for VLT essays
- Send test materials home with students
- Change student answers
- Discuss the content of Math SMTs, Social Studies district-created Final Exams, and Science SMT 1 with anyone, including students and other school personnel
- Reveal the content of the test via electronic communication, including but not limited to email, text, or post to social media sites (Facebook, Twitter, etc.)

If you are administering a test to students with flexible-responding or flexible-presentation accommodations that require you to read test items, you may not reveal, copy, or share the items, or use the test content during instruction after testing.

I acknowledge the information above and will not engage in any of the prohibited activities on this page.

Signature: _____ Date: _____ Certification Number: _____

Printed Name: _____

Return this Agreement to your school testing coordinator