



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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TO LEA Superintendents
Charter School Directors

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Academic Services and Instructional Support

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TESTING UPDATES

Beginning with the 2013–14 school year, there will be several changes to policies and procedures in the North Carolina Testing Program. The purpose of this memo is to update you on these changes.

Testing Windows G.S. § 115C-174.12(a)

One change in policy affects the testing windows for end-of-course (EOC) and end-of-grade (EOG) assessments and their alternate assessments. To comply with Senate Bill 402/S.L. 2013-360, North Carolina EOC and EOG assessments and their alternates will be administered within the final 10 instructional days of the school year for yearlong courses and within the final five instructional days of the semester for semester courses. Exceptions are permitted to accommodate a student's Individualized Education Program (IEP) or Section 504 Plan. Exceptions are also permitted for the administration of final exams for courses with national or international curricula required to be held at designated times.

A waiver must not be granted for the testing window for state-required tests, unless this is addressed in the student's IEP or Section 504 Plan. This does not mean that the local education agency (LEA)/charter is to set the testing window in the IEP or 504 Plan. It means that the IEP/504 team or committee needs to address in the IEP/504 that the student requires the test to stretch across multiple days that exceed the state-designated testing window (i.e., testing will exceed 5 days for semester or 10 days for yearlong courses). The multiple testing sessions are determined by the individual needs of the student. For a student with such documentation in his or her IEP or Section 504 Plan, the school may request to administer the assessment to the student outside the testing window. The school must send the LEA test coordinator a written request for review. (Charters must send their request directly to the Regional Accountability Coordinator [RAC].) If approved by the LEA, the LEA test coordinator will send the written request to the RAC. The RAC will review the request and provide an e-mailed approval or denial response to the LEA/charter school test coordinator.

The process for requesting to test outside the testing window is located on the Testing News Network (TNN), and questions regarding the process may be addressed by the RAC.

DIVISION OF ACCOUNTABILITY SERVICES

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Makeup Testing

Previously, makeup sessions were to extend up to two weeks (10 working days) from the date of the first scheduled test administration for each assessment. Because the testing windows are now scheduled for the final ten instructional days of the school year for yearlong courses and within the final five instructional days of the semester for semester courses, the policy and procedures for makeup testing has been revised effective with the 2013–14 school year. The LEA/charter school test coordinator will now specify how makeup tests are to be handled at the school and will schedule dates and times for completing makeup tests in each school so that all makeups are completed within the five or ten day testing windows.

***NCEXTEND1* and
NCEXTEND2
Misadministrations**

The new five and ten days testing windows also require change in the misadministration procedures for the *NCEXTEND1* and *NCEXTEND2* alternate assessments. Effective for the 2013–14 administrations, misadministrations of the *NCEXTEND1* and *NCEXTEND2* do not have to occur at least five consecutive calendar days following the conclusion of the prior administration. The LEA/charter school test coordinator will now specify how misadministrations for *NCEXTEND1* and *NCEXTEND2* are to be handled at the school and will schedule dates and times for completing the tests in each school so that all misadministrations are completed within the five or ten day testing windows.

**Elimination of
*NCEXTEND2***

Please note there will be *no* modified assessments administered beginning with the 2014–15 school year. As such, the *NCEXTEND2* alternate assessments will no longer be available as a testing option effective in 2014–15.

Roving Proctors

The NCDPI realizes that it may be challenging for some schools to complete all regular and makeup testing during the new five and ten day testing windows. Therefore, to assist LEAs/charters in implementing the new policy, the North Carolina Department of Public Instruction (NCDPI) is providing two new testing options. One option is to utilize roving proctors.

Several conditions apply for using this option. Roving proctors must be trained before each test administration and must be responsible for no more than three classrooms that are centrally located. Students must be informed before the day of the test administration that a roving proctor will be coming in and out of the testing room to monitor their test administration. The LEA/charter school test coordinator must consider the test group(s) that will be monitored by a roving proctor(s). For example, a small group of students who are easily distracted might not be the best test group for a roving proctor.

The LEA/charter school test coordinator will specify the logistics for roving such as the room assignments, the time spent monitoring in each testing room, and whether or not the testing room door is to be left open or closed during the testing session.

Roving Proctors cont.

Additionally, the test administrator can neither be the teacher of record (i.e., teacher of the group tested) nor be the teacher of the subject matter being tested. There cannot be more than 30 students in the testing class or group. Testing rooms with over 30 students require a full-time proctor.

To use this option, the school test coordinator must send a written request (e-mail) to the LEA test coordinator (charters send their requests to their RAC) that explains the reason for the request and how the policy will be securely implemented at the school. If approved by the LEA test coordinator, the LEA test coordinator will forward the request to the RAC. The RAC will review the request and provide an e-mail approval or denial response to the LEA/charter school test coordinator.

Testing Two Subjects in One Day

A second option that may help LEAs/charters with the five and ten day testing windows is the allowance of administering two tests in one day. Schools may elect to administer two EOCs or two EOGs in one day. However, caution must be taken when scheduling testing to ensure that students are allowed to eat lunch during the school day and travel home at their regularly scheduled time.

Common Exams and the Testing Window

Senate Bill 402/S.L. 2013-360 also applies to the Measures of Student Learning: NC's Common Exams. The Common Exams must also be administered under the five and ten day testing window. Even though an elementary or middle school, for example, is administering the Common Exams but not using them for final exam grades, the tests must still be administered within the five or ten day window. This is because the tests are assessments of student achievement; it does not matter how the test results are used.

Retests

Currently, there is no policy that requires retests for the EOGs or EOCs and their alternate assessments for the 2013–14 school year. However, as part of the Read to Achieve Program, students at grade 3, who are *not* proficient on the regular administration of the EOG English Language Arts/Reading assessment, are required to take either a retest of the EOG reading assessment or the Read to Achieve Test.

Read to Achieve Program

The Read to Achieve Program is part of the Excellent Public Schools Act, which became law in July of 2012 and applies to all schools at the beginning of the 2013–14 school year. For more information on this new initiative, access the law at <http://www.ncleg.net/Sessions/2011/Bills/House/PDF/H950v7.pdf>.

**Duties of School Counselors
G.S. § 115C-316.1**

Per G.S. § 115C-316.1 effective with the 2013–14 school year, duties have changed for school counselors with regards to the North Carolina Testing Program. (Note: This policy is not prohibitive to charters.) Counselors now must spend at least 80% of their work time providing direct services to students. During the remainder of their work time, counselors must spend adequate time on school counseling program support activities. School

**Duties of School
Counselors
G.S. § 115C-316.1 cont.**

counseling program support activities do not include the coordination of standardized testing. However, school counselors may assist other staff with the coordination of standardized testing.

The LEA determines how school counselors will assist with testing (e.g., trained as a test administrator or proctor).

**New College and
Career Readiness
Alternate Assessment
G.S. § 115C-
174.11(c)(4)**

Under legislation G.S. § 115C-174.11(c)(4), the State Board of Education (SBE) shall require the administration of an alternate assessment to The ACT and to the ACT Plan. The College-and Career-Readiness Alternate is designed as an alternate assessment to participation in The ACT. Pilot testing for the College and Career Readiness Alternate will occur simultaneously with The ACT accommodations testing window March 4–18, 2014. The decision to assess a student on this alternate assessment must be made as part of the IEP process. To determine student participation in the assessment, the eligibility requirements may be found at <http://www.ncpublicschools.org/accountability/testing/alternateassess/>.

Pilot testing for the ACT Plan alternate assessment shall occur simultaneously with the ACT Plan administration during the 2014–15 school year.

10/20 Day Rule

The NCDPI realizes that the delay of the spring 2013 EOC test scores for Algebra I/Integrated I, Biology, and English II may impact some fall 2013 student placement decisions that must be made prior to the receipt of the EOC scores. If score reports are not available in time to make the 10/20 day rule timeline, an extension will be allowed. The new deadline to drop students who are inappropriately enrolled in fall 2013 Math I, English II, and Biology courses is October 15, 2013. This extension does not affect students who are appropriately enrolled in the aforementioned courses or enrolled in other courses.

We appreciate all that you do for the children of North Carolina and look forward to working with you in implementing these new policies and procedures. If you have questions or need further clarification regarding the information contained within this update, please contact your RAC.

RBG:AHQ:njc

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