Appendix 4-A. Additional Administration Policies

Issue	Policy Decisions and Procedures to Follow
1. A team, including the teacher (TA), intervener, specialist/teacher for students who are hearing impaired, must administer an assessment to a student. ▪ Who may have access to the test materials, specifically DTA, other than the TA? ▪ If the DTA is used by a staff member to administer the test, must that staff member take training and be a registered User?	State-specific decision State will develop procedures and will include that the ▪ Certified Teacher (HI working with Intervener) may have access to DTA (electronically i.e., flash drive/pin drive) that will be provided and monitored by TC. Once access has been provided the pin drive must be returned to TC.
2. A student starts the test on one day, but subsequently refuses to participate each time the TA attempts to continue to administer the test. May the TA discontinue attempts to administer the test? **In Progress tests must be submitted by Friday, May 15, 7:00 PM Central Time.**	TA will submit what the student did complete. Submit test as is; TA must page through the test until the submit screen appears. Submit test, do not close the test. TA notifies TC. TC must notify the State TC for documentation of a test irregularity or test incident. Refer to NCSC Assessment System User Guide for Test Administrators, pages 44 –46 for directions to follow at "End of Session" and "Submit Test."
3. The TA incorrectly administered *part of* Student B's math or ELA test to Student A. The TA noticed the error and subsequently administered Student A's originally assigned tests, both math and ELA. **Friday, May 8 is FINAL DAY to submit request.**	Student B must be assigned a new test for BOTH content areas (math and ELA). If Student B's content area test administered to Student A was not completed, this content area test, as well as the not started content area test, must be closed indicating the rationale, "No Longer Eligible; needs reassigned test due to incorrectly administered to another student." Then, the TA or TC notifies the Service Center to request a test reassignment, both math and ELA, for Student B. Exception: if Student B already has data in one of the content areas that was NOT administered to Student A. In this case, the TA will close ONLY the incorrectly administered content area (to Student A), and TA or TC will request a test reassignment for Student B for only one content area. TA notifies TC. TC must submit test irregularity or test incident to State TC for documentation.
4. The TA incorrectly administered *all of* Student B's test to Student A and *submitted* the tests. **Friday, May 8 is FINAL DAY to submit request.**	Student B must be assigned a new test for BOTH content areas (math and ELA). The State TC must request test reassignment for Student B. If one or both content area tests are submitted, then Student A will be administered Student A's originally assigned tests.

Issue	Policy Decisions and Procedures to Follow
	MP will score the last test submitted. TA notifies TC. TC must submit test irregularity or test incident to State TC for documentation.

continued

5. Student was administered the wrong grade test *in its entirety* (both content areas) and submitted. **Friday, May 8 is FINAL DAY to submit request.**	First, the grade must be corrected in the system to reflect the student's correct grade. The TA or TC will correct the grade in the demographic tab. TA notifies TC. TC must submit test irregularity or test incident to State TC for documentation. **State** will contact help desk to assign the correct grade test to the student. MP will score the last test submitted.
6. Student was administered *a portion* of the wrong grade test in either content areas. **Friday, May 8 is FINAL DAY to submit request.**	First, the grade must be corrected in the system to reflect the student's correct grade. MP will score the last test submitted. The TA will close the student's test (No Longer Eligible-wrong grade). Contact help desk to request new test at correct grade be assigned. TA notifies TC. TC must submit test irregularity or test incident to State TC for documentation. **State** will contact help desk to assign the correct grade test to the student.