WELCOME TO WEBINAR #8: TEST IRREGULARITIES

This webinar will be recorded and posted on the ADE Assessments webpage.

Please enter your First and Last Name in the Chat for tracking purposes for the live event.

We will also be capturing the chat questions. If there are questions that were frequently asked or need further clarification, ADE will compile and create an FAQ which will then be posted on the Assessments webpage under Friday Focus Webinars.
FRIDAY FOCUS WEBINAR #8: TEST IRREGULARITIES

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JANUARY 19, 2024
Overview

- Standardized Assessments
- Test Security
  - FERPA
  - Security Agreements
    - Irregularities and Implications
    - Breaches of Security
    - Reporting and Codes
- Administration Tips
STANDARDIZED ASSESSMENTS

Examples of Standardized Assessments:

NAEP, AASA, MSAA

Standardized training is required for all statewide assessments. This ensures that the test will be administered the same for all students.

Assessment Administrators receive online training and the supporting documents to ensure fidelity of implementation and the validity of the assessment results as well as to help prevent, detect, and respond to irregularities in academic testing and maintain testing integrity practices for the Achievement assessments.

If the test is not administered in the same ways this could result in a test irregularity or even an invalidation of a student test or tests.
VALID, FAIR, AND RELIABLE ASSESSMENT

✓ Meet comprehensive standards of validity, reliability, and fairness
✓ Reliable assessments produce stable and consistent results
✓ Conduct the assessments in a fair and ethical manner
✓ Closely adhere to security policies and test security agreement and practices
✓ Apply principles of test security to assessment material storage and handling, test administration, and electronic tools

☐ Contact the appropriate person regarding test security violations or test irregularities
FERPA!

Achievement testing materials may contain Personally Identifiable Information (PII)

The Achievement tests security policy also applies to the digital systems and tools used to administer and score the assessments. It is a direct test security violation to share or exchange account information, such as usernames or passwords, with anyone.

- This applies to all staff for:

Personally Identifiable Information-Only send ADE SSID numbers
This Achievement Tests Staff Security Agreement must be signed by all employees of the district, charter, and schools **who will have contact with** Achievement test materials, administer the Achievement tests, monitor students during test administration, assist with testing, and/or enter the testing environment.
TRAINING REQUIREMENTS

Achievement Assessments Training Requirements
- Available in AzLMS
- Available on Achievement DTC webpage
HOW TO AVOID TEST IRREGULARITIES

Ensure:

✓ Participation in the Test Security & Ethics module is to be completed by all staff. This includes DTC, STC, TA, Tech Coordinators, proctors, and non-testing staff with access to materials or environment (including for ACT and ACT Aspire as well as AASA and AzSCI).

✓ Participation in The Test Administration Responsibilities module is to be completed by all staff. This includes DTC, STC, and TA for AASA and AzSCI.

Have a plan to monitor during test administration.
TEST ADMINISTRATION EXPECTATIONS

I DON'T ALWAYS STARE AT MY STUDENTS FOR 4 HOURS WITHOUT BLINKING

BUT WHEN I DO, IT'S BECAUSE I'M ACTIVELY MONITORING

During the administration of the AASA tests, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace. Testing staff must remain attentive to their testing responsibilities throughout the test administration. Reading (other than the AASA manuals or supplements), grading papers, using a computer, cell phone, or other media device, talking casually with other staff, or engaging in any activity in the testing room not directly related to the test administration is not permitted.
STUDENT PERFORMANCE? PRACTICE! PRACTICE! PRACTICE!

TestNav
Arizona

Username

Password

Sign In

Test Audio
Mic Check & Sample Tests

Arizona Online Sample Tests and Assessment Tutorials

- AASA TestNav Sample Tests
- AzGSC TestNav Sample Tests
- AzGSC and AASA TestNav Tutorial
- AZELLA - Microphone Check
- AZELLA - Sample Tests
- AZELLA TestNav Tutorial

Welcome
This lesson shows you how to take a test online. It will show you the different buttons and online test tools and will let you practice using them.

Your answers will not be scored.

There are three parts:
• Moving Through the Test
• Using the Tools in the Test
• Working with Test Questions

Use the blue next button at the top to move to the next screen.
TEST SECURITY

This is why we track Test Irregularities

**Costly Implications**

**Student Level** (Scored vs. Invalidated)

**Item Level** (Development/Released Items)

**Test Level** (Accountability)

Technology is “**locked down**”

Disable ALL Applications (external programs) running when TestNav launches

Breaches of test security are reported in PearsonAccess Next within 24 hours
It is unethical and shall be viewed as a violation of test security for any person to:

- TA Logs into TestNav as a student
- Share their username/password for PearsonAccess Next
- Allow students access to test content prior to testing, including the ELA Oral Reading Fluency (ORF) passages
- Provide any reference sheets to students during the Math test administration or graphic organizers during the Writing test administration
- Allow students to share information, tools, and/or resources during test administration
- Influence students’ responses by making any kind of gestures (for example, pointing to questions,
- Hold up fingers to signify question numbers or answer options while students are taking the test
- Instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test
- Change students’ answer choices
ITEM LEVEL IMPLICATIONS

It is unethical and shall be viewed as a violation of test security for any person to:

- Capture images of any part of the test via any electronic device
- Duplicate, in any way, any part of the test
- Examine, read, review, disclose, or allow to be disclosed, the content of the test before, during, or after test administration
- Read any parts of the test to students, except as indicated in the Test Administration Directions, or as part of an approved accommodation
- Translate, reword, or explain any test content
- Read or review students’ responses, scratch paper, and other secure materials
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures
- Instruct students to keep their test unit open
- Use remote learning software to view the screen of a student or classroom during testing
TEST LEVEL IMPLICATIONS

Test level implications will impact Accountability Scores and School Data.
TEST IRREGULARITIES
PLAN IN PLACE...WHEN AND WHERE

Administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school.

Administering AASA tests on dates other than those shown without the written permission of the Assessment Unit of the.

Test Administration Schedule

The Achievement District Test Coordinator is responsible for communicating the test administration schedule to the appropriate school and district personnel, including Test Administrators, as well as to students and parents' guardians. Administering AASA tests on dates other than those shown is not permitted. The tables in this section list the test administration schedules and guidelines for Computer-Based Testing (CBT) and Paper-Based Testing (PBT). Assessment test windows will not be extended for any reason.

- AASA assessments are untimed.
- The Writing test unit must be administered first.
- Writing must be administered on a separate test day than Reading and Math.
- For the CBT, students taking the same test within the same school are not required to test on the same day.
- For the PBT, students taking the same test within the same school must test on the same day.
- For Special Paper Version (SPV) testing, all student responses from a SPV test must be transferred into TestNav per the CBT or PBT schedule.
BREACHES OF TEST SECURITY

PLEASE LOCATE YOUR TEAM’S REACTION BUTTON FOR ACTIVE PARTICIPATION
BREACHES OF TEST SECURITY

Use of Unacceptable Resources

If students are observed in possession of and/or use of unacceptable resources, including but not limited to unacceptable reference materials, cell phones, smart watches, or other electronic devices, the unacceptable resource must be removed.

Students are provided all other tools and resources needed for AASA testing within the TestNav application.

Test Administrator:

Use of a cell phone and/or Walkie Talkie is an LEA decision. Please use with caution and silence the device. Communication should not interfere or impede student performance.
BREACHES OF TEST SECURITY

Use of Accommodations

Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test.

Modifications that alter the test construct being measured are prohibited, including changing the number of answer options, providing Text-to-Speech or a human reader during the ELA Reading test units, or providing a calculator during Math test units where a calculator is prohibited.

OR-

Inappropriate test administration for students not eligible for testing (eligible for Alternate Assessment)
BREACHES OF TEST SECURITY

Testing Environment

All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely prior to any test session.

Any motivational signs, apparel, or activities are not permitted in the testing environment.

Arrange student seating so that students cannot easily see each other’s test materials.

Parents, relatives, student teachers, volunteers and school helpers are not permitted to be in the testing room.

District or school staff who have relatives being administered the test are not permitted to be in the testing room while their relative is testing.

Test Administrators, Proctors, and any adult who will have access to the assessment must be employees of the school/district/charter.
BREACHES OF TEST SECURITY

Entering and Exiting the Testing Environment

Students who are working productively and require additional time must be allowed to complete the test. Once student has submitted their test, students may remain in the environment; however, they must remain silent, and they may not access content material, computer, or have access to their electronic devices.

Students may not leave the testing environment to attend lunch. Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a stretch break.

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed.
BREACHES OF TEST SECURITY

Food in Testing Environment

Students **may not** leave the testing environment to attend lunch.

Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a snack break.

**ACT** prohibits the consumption of snacks and beverages within the testing environment.

For **AASA** and **AzSCI**, please limit consumption of snacks and beverages within the testing environment. *(LEA Choice)*
**KINDS OF TEST IRREGULARITIES**

All need to be documented but some will result in an invalidation of a test or tests

We appreciate the seriousness our District Test Coordinators take in reporting and investigating

We get reports from DTCs and parents (whose children went home and shared what happened)

We investigate all reports to ADE- including anonymous reports

**Will most likely not be invalidated:**
- Started test but technology prohibited reentering test to complete during same day
- Technology disruptions (Enter a Test Irregularity)
- Disruptive students (Do Not Enter a Test Irregularity)

**Will be invalidated:**
- Students being administered the test without a qualified test administrator
- Cheating by adults or students
- Teachers instructing students to practice with operational test questions
- Providing any reference sheets to students during testing
- Students using or in possession of cell phones
- Providing a non-allowable accommodation
- Reading the Reading Test
- Taking photo or tik-toks during test administration
- Motivational posters up in classroom

**Students accessing content or web content during test session**
GLITCH IN THE MATRIX

TECHNOLOGY CONCERNS
COMMON ISSUES THAT ARISE DURING THE TEST AND HOW TO RESOLVE THE ISSUE...

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Your test has been saved. Please notify your test administrator.</td>
</tr>
<tr>
<td>1014</td>
<td>Unable to download test content.</td>
</tr>
<tr>
<td>8029</td>
<td>If the student is in “Exited” status, the student should sign out of TestNav. The Test Administrator should “Resume” the student’s test session.</td>
</tr>
<tr>
<td>3005</td>
<td>TestNav has detected that another application attempted to become the active window, which may compromise the test security.</td>
</tr>
<tr>
<td>3018</td>
<td>The connection to the server has been lost. Please inform your test proctor that the test must close due to a connectivity error.</td>
</tr>
<tr>
<td>6058 or 9059</td>
<td>The username or password you entered is incorrect.</td>
</tr>
</tbody>
</table>

3005: TestNav has detected that another application attempted to become the active window, which may compromise the test security.

**Student unable to log in** – Student must type their username and password exactly as listed on the student’s secure testing ticket. Verify that the student’s test session is in **Ready** status and student is unlocked in PearsonAccessnext.

- **Student in “Exited” status** – Student has signed out of TestNav. If appropriate, the Test Administrator should “Resume” the student’s test session in PearsonAccessnext.

- **Student in “Completed” status** – Student has completed and submitted the test unit. The test unit will not be eligible to be reopened.

- **Student in "Marked Complete" status** – Student’s test was launched but not submitted properly. At the end of each day, any test that was not submitted properly is placed in a **Marked Complete** status.

Should this test be resumed?

PLEASE ASK QUESTIONS!
TECHNICAL SUPPORT
Immediate Level 2 Technical Support Available by Phone or Email

Pearson Customer Support
1-888-705-9421 opt #
(ask to speak with Level 2)

1001: Connectivity issues. Specific error message from Pearson
1009: Unable to download test content
1021: Pearson server connectivity lost
Frozen TestNav: The test itself froze and student was unable to take test
Kicked Out: Student was kicked out of TestNav. Test needed to be Resumed
Lag: Students experienced extended wait times
Timed Out: TestNav working too long caused a time out of the session
UNK Comp Issue: Computer experienced an issue preventing testing. Site related
UNK Error Msg: TestNav had an error but error code was not reported. TestNav related
REPORTING IRREGULARITIES
REPORTING TEST IRREGULARITIES

Submit in Test Irregularity into PAN
• For AASA, AZSCI, ACT Aspire. ADE will follow up with next steps, if required.

Submit in PAN for ACT for online testing and paper irregularity report form for paper testing

Any breach of test security, loss of materials, failure to account for materials, exposed test questions, or any other deviation from acceptable security procedures shall be reported immediately by submitting a test irregularity report in PearsonAccess Next. The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of violation to the Investigations Unit of the Arizona State Board of Education.

See Test Coordinator Manual
TEST IRREGULARITY REPORT 2024

After submitting an irregularity, use the "Do Not Report Tests" Operational Report to check if the test unit has been invalidated.

To access Do Not Report Tests Operational Report in PearsonAccess™:

1. Go to the Reports section and select Operational Reports.
2. On the Operational Reports screen, in the Report Categories Box place a check in the Students & Registrations box.
3. Select Do Not Report Tests from the list of reports.
5. After the Test has been selected, click on the Display Report or Download CSV to view or download the report.

Note: One week after the test window closes, a final "Do Not Report" Operational Report can be run for the selected organization. If a submitted test irregularity is not on the final report, then the test unit was not invalidated.
TIPS:
To access the AASA and AzSCI Sample Tests, the educator will go to the TestNav Arizona Sign In screen (https://home.testnav.com/). A username and password are not required. The Test Audio link and the Mic Check & Sample Tests links are at the bottom of the screen. Click on Sample Tests.

The AASA and AzSCI Sample Test helps students, teachers, and parents become familiar with the content, question types, and the tools in the AASA and AzSCI assessments.

The sample tests are available in the computer-based format, including American Sign Language (ASL), for ELA Writing, Reading, Oral Reading Fluency (ORF), and Math test units.

Students will access the test as a guest, so no personal information needs to be provided. Students should take the Sample Test prior to taking the Spring 2024 test.
SUBMIT FINAL ANSWERS

Once the student clicks the green “Submit Final Answers” button, the screen “Test Submit Warning” will display to confirm that the student is about to leave this unit. Once the student selects the “Yes, Submit Final Answers” button on this warning screen, the test opportunity will end, and the student will not be able to continue to test.

This unit of the test cannot be reopened once the student clicks “Yes, Submit Final Answers.”
QUESTIONS?
We are inviting content area teachers, teachers of students with disabilities, teachers of EL students, and instructional coaches/administrators to provide their perspective on the items and standards set on Arizona’s statewide assessments. If you are interested in serving on an Assessment Educator Committee, please complete our Committee Application found at:

The flyer is posted on the Assessment Main page:


Reminder: participants must register in ADE’s Professional Learning and Development (APLD) system

Log in information to join the session will be sent to registered participants prior to the event. Login information will not be available in APLD.
Arizona Assessments Conference – September 17-19, 2024

Integrating assessments, standards, and accountability for student success

https://www.azed.gov/assessment/conference
THANK YOU!

For questions, please contact us at:
Testing@azed.gov