Rule 6A-10.042:
Test Administration and Security

Rule Development Workshop
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Purpose of This Workshop

- Express the Department's intent to develop a rule amendment for State Board of Education Rule 6A-10.042, Test Administration and Security

- This rule amendment will establish specific training requirements for ALL test administrators and proctors of statewide, standardized assessments (Next Generation Sunshine State Standards Assessments, Florida End-of-Course Assessments, Florida Standards Assessments, Florida Standards Alternate Assessments)

  - Training requirements apply to district employees, such as education paraprofessionals, who may administer statewide assessments, per s. 1008.24, F.S.

Rule 6A-10.042

- The Test Administration and Security Rule is pursuant to Section 1008.24, Florida Statutes

- All individuals involved in the administration of statewide, standardized assessments are required to be familiar with both the statute and rule

Proposed Rule Amendment

- New proposed language to be added to the Rule:

(i) In accordance with s. 1008.24, F.S., a school district may use district employees, such as education paraprofessionals as described in s. 1012.37, F.S., to administer and proctor statewide, standardized assessments required under s. 1008.22, F.S. All test administrators and proctors for the statewide assessments administered pursuant to Rule 6A-1.09422, F.A.C., must complete training requirements outlined in *Training Requirements for Administering and Proctoring the Statewide Assessments*, incorporated herein by reference.

District Employees as Test Administrators and Proctors

- District employees, such as education paraprofessionals, who receive appropriate training are permitted to serve as Test Administrators and Proctors of statewide assessments

- District employees who are involved in the administration of statewide assessments must be provided with the same information, guidance, and training as certified educators

Statewide Assessment Training Requirements

- The training requirements being established are not different from those already described in the test administration manuals

- The purpose of establishing the requirements in rule is to ensure that all individuals who administer statewide assessments are properly trained

- These requirements apply to all individuals who administer and proctor assessments

- Districts are responsible for ensuring that Test Administrators and Proctors are appropriately trained prior to test administration

Statewide Assessment Training Requirements

Requirements for Test Administrators

Statewide Assessment Training Requirements for Test Administrators

- Test Administrator responsibilities and requirements:
  - Reading all applicable portions of test administration manuals and administration scripts for grade-level/subject tests being administered
  - Reading Test Security Statute s. 1008.24, F.S., and State Board of Education Rule 6A-10.042, F.A.C., and adhering to policies as defined in the statute and rule
  - Adhering to local policies as directed by the school district

Statewide Assessment Training Requirements for Test Administrators

- Test Administrator responsibilities and requirements (cont.):
  - Retrieving secure and non-secure test materials from School Assessment Coordinators
  - Distributing secure and non-secure test materials to students, as directed in the test administration scripts
  - Collecting secure and non-secure test materials from students immediately after testing
  - Providing and collecting ancillary materials, such as reference sheets, as appropriate for the grade-level/subject test administered
  - Returning secure and non-secure test materials to School Assessment Coordinators immediately after testing each day
  - Preparing student computers for testing, as described in test administration scripts

Statewide Assessment Training Requirements for Test Administrators

- Test Administrators responsibilities and requirements (cont.):
  - Following all instructions in the test administration scripts
  - Reading test administration scripts VERBATIM to students at the beginning of each test session
  - Ensuring that students do not have electronic devices or access to unauthorized aids, including visual aids posted in classrooms, prior to or during testing
  - Managing computer-based test sessions in the computer-based platform
  - Monitoring the testing room to maintain test security and prevent testing irregularities or security breaches

Statewide Assessment Training Requirements for Test Administrators

- Test Administrators responsibilities and requirements (cont.):
  - Maintaining accurate seating charts and security logs
  - Contacting the School Assessment Coordinator in case of a security breach, disruption, or testing irregularity, such as
    - A student indicates he or she has not taken a practice test before taking a computer-based test
    - A student taking a computer-based test has trouble logging in or gets kicked out of his or her test more than once
    - A student refuses to acknowledge the testing rules
    - A student appears unable (e.g., too ill) to start or finish a test
    - A disruption occurs (e.g., technical disruption, power outage, disruptive student behavior)

Statewide Assessment Training Requirements for Test Administrators

- Test Administrators responsibilities and requirements (cont.):
  - Administering accommodations as specified in students' Individual Educational Plans, Section 504 Plans, and English Language Learner Plans
  - Reporting testing irregularities or proctor misconduct to the School Assessment Coordinator immediately

Statewide Assessment Training Requirements

Requirements for Proctors

Statewide Assessment Training Requirements for Proctors

- Proctors monitor test sessions but are not responsible for administering tests
  - ONLY those who have been designated and trained as Test Administrators may administer statewide assessments
- Proctors help Test Administrators to maintain test security during testing
- Proctors may perform duties such as distributing non-secure materials, but may not handle secure test materials

Statewide Assessment Training Requirements for Proctors

- Proctors requirements and responsibilities:
  - Reading the test administration and security policies and procedures portions of the test administration manuals
  - Monitoring the room during testing to ensure that students are doing their own work
  - Monitoring the room during testing to ensure that all test security policies are followed
  - Distributing and collecting non-secure test materials
  - Contacting school staff in case of an emergency or technical difficulty
  - Reporting testing irregularities or Test Administrator misconduct to the School Assessment Coordinator

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Statewide Assessment Training Requirements

District Training Responsibilities

Statewide Assessment Training Requirements

- ALL individuals involved in the administration of statewide assessments must receive training <u>at a minimum of one time during the school year</u> before a test administration

- For example, those who receive training prior to the Winter FSA End-of-Course Assessment administration may not be required to attend an additional training prior to the Spring FSA administration; however, any NEW staff OR any staff administering an assessment in a mode they have not previously been trained in (e.g., a Test Administrator administering a computer-based test for the first time) must receive the training necessary to prepare for the administration.

Statewide Assessment Training Requirements

- Each school district is responsible for ensuring that district and school personnel involved in the administration of statewide, standardized assessments receive appropriate training

- The test administration manuals are the primary source of information about test administration and security policies and procedures

- Districts determine methods of documenting participation in trainings and ensuring preparedness prior to each test administration

Questions?

Thank you for your interest in this proposed rule amendment.

If you have feedback on this rule amendment, please submit it through the appropriate link at https://app1.fldoe.org/rules/default.aspx.