

NECAP Science Assessment

Grades 4, 8 and 11



Office of Research, Assessment and Evaluation

May 2009

The Assessment Reference Guide has been developed by the Office of Research, Assessment and Evaluation to assist in the administration and security of the NECAP Science Assessment . It provides information on security and administration requirements. Specific directions for the administration are included.

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Background

The NECAP is a criterion-referenced standardized test in which students' performance is compared to standards, not a norm-referenced test in which students are compared to other students' performance. The NECAP Science Assessment is intended to inform classroom instruction by giving feedback about student performance on Grade Level Expectations (GLE) in Science at grades 4, 8 and 11.

Test Format

Each question on the test is directly related to a specific element in the state standards – what students should know and be able to do – for each subject and grade level. Tests consist of the following item types:

Sessions 1 and 2

- multiple choice items (1 point each), which require students to select the correct answer from four possible responses, and
- constructed-response items (4 points each), which require students to respond to a question by using words, pictures, diagrams, charts or tables to fully explain their response.

Session 3

- short-answer items (2 points each) and constructed-response items (3 points each), which require students to think scientifically about a sample inquiry task and respond using words, pictures, diagrams, charts or tables to show their thinking and explain their response.

Since the NECAP is intended to measure the performance of students, schools and districts, achievement results are used in Rhode Island's mandated accountability system required under the No Child Left Behind Act (NCLBA).

Who Takes the NECAP

All students, including ELL students in the US for less than one year, in grades 4, 8 and 11, that are enrolled in your school as of May 11, 2009.

Exceptions:

- students who completed the Alternate Assessment for the 2008–09 school year, and
- students who have state-approved special considerations. **Note:** Please see page 3 of the *NECAP Principal/Test Coordinator Manual* for procedures for approval of special considerations.

Administration Dates NECAP testing takes place from May 19 to May 27. See the daily schedule below to determine which Sessions will be administered on which day.

Week I

Grade	Tuesday 5/19/2009	Wednesday 5/20/2009	Thursday 5/21/2009	Friday 5/22/2009
4 and 8	Science Session 1-AM Science Session 2-PM	Science Session 3-AM Student Questionnaire-AM	Science Make-ups	Science Make-ups
11	Science Session 1-AM	Science Session 2-AM	Science Session 3-AM Student Questionnaire-AM	Science Make-ups

Week II

Grade	Monday 5/26/2009	Tuesday 5/27/2009	Wednesday 5/28/2009
4, 8 and 11	Science Make-ups	Science Make-ups	District Deadline

(**Note:** While Providence Public Schools will follow a testing window of May 19 to May 27, the Rhode Island Department of Education has a testing window of May 11 to May 28.)

Make-up Testing

Make-up testing can be started immediately after the first testing has begun and can only include what has been tested to date. No student should be scheduled for a make-up session prior to the scheduled administration of that test session. Make-up testing can be administered until May 27.

Test Pick Up

UPS pick-up is to take place at 8:00 a.m. on **Friday, May 29**. All materials will need to be secured in the school building until that day and time following the double lock method.

Training of Test Administrators

Any teacher that has read the *Test Administrator Manual* in its entirety and has attended a school based training in regards to testing procedures is qualified to administer the NECAP Science Assessment. Only those who have been sufficiently trained to do so should administer NECAP to avoid testing irregularities which could lead to the invalidation of test results.

Required Training

State requirements: The Rhode Island Department of Education in accordance with Measured Progress requires at least one representative (e.g., principal or test coordinator) from each school attend a NECAP Science workshop.

In addition, all test administrators are required to read the *Test Administrator Manual* in its entirety. The principal/test coordinator is required to hold a training and answer questions about testing procedures.

District-level training/support: The district will provide principals with background and administration guidelines. Test security guidelines and documentation will also be outlined. Materials to support principals in training building staff will be provided and time for questions about testing procedures will be provided.

Building-level training/support: The principal and/or test coordinator is required to hold a training and answer questions about testing procedures.

Materials

Each test administrator **must** receive a copy of the following forms and manuals:

- *Security Information for Test Administrators: 2009 NECAP Science*
- *Preparing for Testing: Dos and Don'ts for Test Administrators*
- *Do not Disturb* for posting to classroom door
- *NECAP Test Administrator Manual* for the appropriate grade level
- *NECAP Accommodation, : Guidelines and Procedure: Administrator Training Guide*
- *Test Schedule*
- *Test Plan*

Spring 2009

**Thursday,
April 23**

Principal Workshops

Friday, May 8

- Complete and fax to Office of Research, Assessment and Evaluation:
 - *Test Plan*
 - *Test Schedule*
- Inventory materials received against security checklist enclosed.
- Complete and fax to Office of Research, Assessment and Evaluation:
 - *Certification of Receipt and Security*
 - *Out-Placed Student Form*

Please note: The Office of Research, Assessment and Evaluation will send you *Authorization to Begin Testing*** as soon as all required documents are completed and approved.

**May 19 –
May 28**

Test Administration, Make-up Testing and Packaging for Scoring

**Friday,
May 29**

- UPS has picked up all testing materials for return to Measured Progress for elementary and middle schools.
- Complete and fax *Students Not Taking/Completing the 2009 NECAP Assessments* form to 278-2842.

Security Plan

1. UPS delivers all testing materials to schools by May 1.
 - UPS driver verifies the correct number of boxes from the shipment as well as the number x of x printed on each box.
 - School personnel count the number of boxes delivered and sign a verification of receipt.
2. All materials moved immediately to a secure double locked storage area.
3. Principal/test coordinator or designee inventory materials and verify against the *Materials Summary Form*.
 - Any discrepancy is reported to the District Test Coordinator and Measured Progress.
 - Principal/test coordinator signs the *Certification of Receipt and Security* form and faxes to 278-2842 by the end of the day on Friday, May 8.
 - All materials maintained in secure double locked storage area.
4. Principal/test coordinator checks material inventory against school enrollment and secures additional materials from Measured Progress as needed.
5. Principal/test coordinator conducts training for all test administrators.
6. Principal/test coordinator organizes materials in class sets for distribution to test administrators. Materials issued to each administrator are recorded on the *Test Booklet Tracking Sheet*.
7. Materials are issued to test administrators on the first morning of testing.
 - Administrator verifies the number of *Student Test Booklets* and *Student Answer Booklets* and signs *Test Booklet Tracking Sheet* acknowledging receipt.
8. Test administrators place materials in a secure double locked area until the actual time for use.
9. Test administrators properly follow all procedures for test.
10. When all testing (including make-ups) has been completed, principal/test coordinator
 - physically count the *Student Test Booklets* and *Student Answer Booklets* received from Test Administrators to verify the count listed on the *Test Booklet Tracking Sheet*.
 - checks each *Student Test Booklet* and *Student Answer Booklet* to be sure all necessary demographic information has been gridded.
 - physically inventories all non-scorables received from Test Administrators and checks off against the *Materials Summary Form* to verify receipt.
11. Principal visits the Measured Progress website to fill out the *Principal's Certification of Proper Test Administration*. Principal should keep a copy on hand in the building. Principal/test coordinator packages all materials.
12. UPS will pick up all materials from all schools at 8:00 a.m. on Friday, May 29.

Principal/Test Coordinator Checklist

Before Testing:

- become familiar with procedures detailed in all test manuals and training materials.
- meet with and prepare test administrators. Review the procedures for inventorying materials and setting up the *Inquiry Task* materials.
- oversee the inventory, distribution, collection, and return of all test materials.
- ensure security of all test materials and compliance with test administration procedures.
- ensure no one administers a test without having been trained in proper test procedure.
- coordinate all test-related activities.
- develop a comprehensive *Test Plan* for your school and fax to 278-2842 by Friday, May 8.
- develop a *Test Schedule* for your school and fax to 278-2842 by Friday, May 8.
- determine the location(s) in your school where the *Inquiry Task* will be administered and establish a grouping plan (**grade 4 only**) for the *Inquiry Task* (see appendix F on page 31 of the *Principal/Test Coordinator Manual*).
- ensure that all Student ID labels are placed in the appropriate space provided on the *Student Test Booklet* and *Student Answer Booklet* prior to testing.
- order Student ID labels by May 8 for students who did not have labels in the original shipment. See page 12 of the *NECAP Principal/Test Coordinator Manual* for directions.
- ensure that for every student without a label applicable student demographic information is completed on the front cover and page 2 of the *Student Answer Booklet*.
- identify students who will not be completing all or part of the NECAP tests and complete necessary documentation.
 - check student rosters for any discrepancies.
 - fill out the *Out-Placed Student forms* and fax to 278-2842 by Friday, May 8.
- inventory shipments of test materials against the *Material Summary Form* to determine sufficiency of materials.
- if you have not received test materials by May 1, immediately contact the NECAP Service Center at 1-877-632-7774.
- ensure booklets are available for students that need large-print or Braille materials per testing accommodations.
- store all test materials in a secure double locked area until needed for testing.
- fax a copy of the *Certification of Receipt and Security* form to 278-2842 by Friday, May 8.

During Testing:

- distribute materials to test administrators.
- ensure that an accurate accounting of all materials consigned to each test administrator is maintained.
- assign *Student Test Booklets* and *Student Answer Booklets* to each test administrator.
- have the test administrator sign the *Test Booklet Tracking Sheet* at the beginning of testing.
- at the conclusion of testing, count and verify that all materials have been returned.
- test materials must be stored in a secured double locked area and only accessible to test administrator and principal/test coordinator.
- ensure that accommodations are provided and that testing procedures are followed.
- notify the principal and District Test Coordinator of any other testing irregularities immediately.
- fill out the *Procedure for Handling Testing Irregularities* and fax to 278-2842.

**After
Testing:**

- collect, inventory and verify all test materials. All *Student Test Booklets* and *Student Answer Booklets* must be accounted for.
- inspect each booklet to ensure that all demographic information has been completed.
- contact the District Test Coordinator if any missing items are to be reported to Measured Progress.
- complete the online *Principal's Certification of Proper Test Administration*.
- complete the online *Principal/School Test Coordinator Questionnaire* answer sheet.
- package all materials for 8:00 a.m. pick up on Friday, May 29, following the directions on pages 21-22 of the *NECAP Principal School /Test Coordinator Manual*.

Do not

- allow anyone to administer an extended time accommodation to a student unless such accommodations are part of the students' IEP plan/504 or prior written approval from the district has been obtained for the student.
- allow anyone to administer a test without having been trained in proper test procedure.
- allow content-related instructional materials displayed in the testing room.
 - Charts, diagrams and posters should not be visible.
 - Reference materials should not be used.
- allow anyone to copy tests or make notes about the content or use test materials to prepare students in any way for the test. Released items are available on the RIDE website.
- allow anyone to see the tests before they are administered.

NOTE: Some students may finish testing sooner than others. Therefore, students may have available leisure reading materials to keep them quietly occupied while other students complete testing. Reading materials do not include textbooks, schoolwork and homework. Appropriate materials may include picture books, novels, magazines, and graphic novels

Guidelines for Preparing Test Administrators

Primary Responsibilities

Test administrators should be aware that their primary roles are to encourage students to take the task seriously and do their best on the tests, to give clear directions to students, and to monitor students throughout test administration to see that directions are followed.

Meeting with Test Administrators

- assign each administrator a specific group of students for testing, including students who need accommodations,
- notify the test administrators of the testing schedule and how it will be implemented,
- inform the test administrators about your school's plan for implementing the NECAP Science test security procedures,
- for grade 4 remind test administrators to assign their students to groups for Session 3 prior to testing. Students may also work on their own if circumstances require it. Refer to Appendix F on page 31 of the *NECAP Science Principal/Test Coordinator Manual* for Guidelines for Grouping Students.
- ensure that for grade 4, Session 3 is administered where students can work collaboratively in a group setting and independently when answering the test questions in their *Student Answer Booklet*,
- ensure that for grade 4 the collaborative work area for Session 3 is a flat, horizontal surface, such as a desk or table,
- explain your school's plan for inventorying, distributing, collecting, and storing secure test materials,
- explain your school's procedures for make-up sessions,
- discuss additional materials needed during test administration: extra #2 pencils, scratch paper, and calculators,
- encourage test administrators to complete the *Test Administrator Questionnaire*, and
- answer questions regarding test administration and security procedures.

Materials for Meeting

- *Test Plan*,
- *Test Schedule*,
- *NECAP Science Test Administrator Manual* for the appropriate grade,
- *NECAP Accommodation, : Guidelines and Procedure: Administrator Training Guide*,
- *Security Information for Test Administrators: 2009 NECAP Science*,
- *Preparing for Testing: Dos and Don'ts for Test Administrators*,
- *Guidelines for Grouping Students in Session 3* (grade 4 only), and
- *Do not Disturb* (post to classroom doors)

- Standard Forms
- *Certification of Receipt and Security of 2009 NECAP Science Assessments*
 - *Test Plan*
 - *Test Schedule*
 - *Procedures for Handling Testing Irregularities*
 - *Students not Taking/Completing the 2009 NECAP Science Assessment*
 - *Out-Placed Students*
 - *Test Booklet Tracking Sheet–2009 NECAP Science Assessment*
 - *Extended Time Accommodation Request Form*
- Accommodations
- *Table of Standard Accommodations*
- Training Materials for Test Administrators
- *Security Information for Test Administrators: 2009 NECAP Science*
 - *Preparing for Testing: Dos and Don'ts for Test Administrators*
- Other Support Documents
- *Sample Parent Letter: English*
 - *Sample Parent Letter: Spanish*
 - *Do not Disturb* (post to classroom doors)

Certification of Receipt and Security of 2009 NECAP Science Assessment

Photocopy if you need additional pages.

I, _____, do hereby certify that I have received and secured the following NECAP Science test booklets. The levels and numbers of booklets are as follows:

Grade Level	Number of Test Booklets	Number of Answer Booklets	Manuals
_____	_____	_____	_____

I can affirm that access to NECAP Science testing materials will be limited solely to selected teachers during the designated testing window and that no other members of my staff or parties external to my building may gain access to the NECAP Science materials without my expressed knowledge and/or consent. I can affirm that with the completion of the annual assessments, all process and non-process materials will be counted, packaged and returned to Measured Progress. I understand that these security measures are necessary so that the impartiality and integrity of this test instrument is not compromised.

Principal/Administrator

School/Building

Date

Please complete this form by Friday, May 8, 2009 and fax to 278-2842.

Providence Public Schools
2009 NECAP Science Assessment Test Plan

Every building principal, in consultation with staff, is responsible for developing an individual school plan for the administration of the NECAP Science Assessment. This Test Plan should include the following:

1. Who is the test coordinator for the school?
2. How will students be informed of the test administration and its purpose?
3. How will parents be notified of the assessment dates and how to help prepare their child for testing?
4. Who will conduct the training session for test administrators and proctors? When will this be done?
5. What is the plan for training administrators and proctors who could not attend the original session?
6. Who will assist the test coordinator in the management of the testing process? List the individuals and their areas of responsibility.
7. Where will testing take place for all students?
8. **For Grade 4 only:** Who will establish the student grouping plan for the *Inquiry Task*? Who will ensure that the *Inquiry Task Kits* are set up prior to student arrival for Session 3?
9. What are your plans for students that receive testing accommodations? Where will they test?
10. How will make-up tests be administered?
11. Who will verify the Student Roster before test administration?
12. Who will apply pre-ID labels? How will student demographic information be applied to *Student Test Booklets* and *Student Answer Booklets* for students who do not have pre-ID labels?
13. Who will be responsible for verifying that all student documents have been properly gridded?
14. Where will materials be stored when not in use (*Describe a “double lock” process of securing materials*)?
15. How will the test materials be distributed to the classrooms? Who is responsible for bringing them there?
16. Who is responsible for returning materials to the secured location?
17. Who is responsible for verifying that all materials have been returned on a daily basis?
18. Who will be responsible for verifying that all materials issued to the school have been packaged for return to Measured Progress?
19. Who will be in your building at 8:00 am on May 29 to oversee pick-up of test materials (*contact information*)?
20. Who should be contacted if an error is found after materials are returned to Measured Progress (*contact information*)?

Complete your Test Plan by Friday, May 8, 2008 and fax to 278-2842.

**Providence Public Schools
2009 NECAP Science Test Schedule**

School: _____

Principal: _____

For all grades, Sessions 1 and 2 of the science test are designed to be completed in approximately 45 minutes. However, recognizing that students work at different rates, NECAP tests are not strictly timed. Students are allowed up to an additional 45 minutes to complete Sessions 1 and 2 as long as they are working productively. **For all grades schedule 90 minutes for Session 1 and 90 minutes for Session 2. Students who will need beyond the allotted time for these sessions must have an extended time accommodation determined prior to testing.**

For grade 4, Session 3 is an *Inquiry Task* designed to be completed in approximately 75 minutes (including directions) and is divided into parts where students first work collaboratively and then answer questions on their own. **For grade 4, schedule 120 minutes of uninterrupted time for administering Session 3. Students who will need beyond 120 minutes for Session 3 must have an extended time accommodation determined prior to testing.**

NOTE: The *Inquiry Task Kits* must be set up by test administrators before students arrive for Session 3 testing. **This setup should take 15–20 minutes.**

For grades 8 and 11, Session 3 is designed to be completed in 60 minutes (including directions), and students will work individually for the entire session. **For grades 8 and 11 schedule 60 minutes for Session 3. Students who will need beyond 60 minutes for Session 3 must have an extended time accommodation determined prior to testing.**

For all grades, schedule 20 minutes of time to complete the Student Questionnaire.

Grade	Tuesday 5/19/2008	Wednesday 5/20/2008	Thursday 5/21/2008
4	90 minutes Science Session 1-AM 90 minutes Science Session 2-PM	120 minutes Science Session 3-AM 20 minutes Student Questionnaire-AM	Makeup Testing
8	90 minutes Science Session 1-AM 90 minutes Science Session 2-PM	60 minutes Science Session 3-AM 20 minutes Student Questionnaire-AM	Makeup Testing
11	90 minutes Science Session 1-AM	90 minutes Science Session 2-PM	60 minutes Science Session 3-AM 20 minutes Student Questionnaire-AM

Please fill in under each session the block of time (i.e., 8:30 to 10:00) you will use to administer testing for each session. Makeup testing may begin immediately following the scheduled administration of a test session. No student should be scheduled for a makeup session prior to the scheduled administration of that test session.

Complete your test schedule by Friday, May 8, 2008 and fax to 278-2842.

Providence Public Schools

PROCEDURE FOR HANDLING TESTING IRREGULARITIES

2009 NECAP Science

Should an irregularity occur during testing, the school test coordinator should do **all** of the following:

- Report the irregularity to the principal,
- Call the District Test Coordinator with a report of the irregularity, and
- Complete the *Testing Irregularities Documentation Form* attached and fax to the Office of Research, Assessment and Evaluation before the end of the day.

The District Test Coordinator will do the following:

- Contact the appropriate individual at RIDE to report the issue and receive guidance, and
- Report RIDE's guidance to the school test coordinator.

Office of Research, Assessment and Evaluation

Testing Irregularities Documentation Form

If you become aware of a testing irregularity at any time during the testing window, immediately contact the Office of Research, Assessment and Evaluation at 456-9128 to explain the details of the irregularity. Provide written documentation using this form and fax to 278-2842.

School

Test Coordinator Name

Please list all parties involved (use additional sheets of paper if needed):

Test Examiner or Other Personnel: _____

Test Examiner or Other Personnel: _____

Test Examiner or Other Personnel: _____

Student Name: _____ 10 Digit Sasid _____

Student Name: _____ 10 Digit Sasid _____

Student Name: _____ 10 Digit Sasid _____

Irregularities (select all that apply):

Security Procedures

- Examinee was given access to test questions prior to testing.
- Test Examiner or other personnel copied or reproduced and distributed secure test materials.
- Test Examiner or other personnel coached examinee(s) during testing.
- Test Examiner or other personnel altered or interfered with examinee's response in some way.
- Test Examiner or other personnel made responses available to examinee(s).
- Test Examiner or other personnel failed to follow security regulations for distribution and/or return of test materials, before, during, or after testing, resulting in a breach of security.
- Test Examiner or other personnel used or handled the test materials for a purpose other than test administration.
- Examinee cheated.
- Other (please explain)

Test Administration

- Test Examiner or other personnel failed to follow administration directions for the test.
- Examinee's test booklet or answer booklet became lost.
- An interruption occurred during testing that resulted in examinee(s) being forced to leave the classroom.
- Examinee was exposed to teaching aide in the environment (i.e., a bulletin board containing relevant instructional materials during testing).
- Other (please explain)

Test Incident

- Defective pages-pages missing or out of sequence
- Fire Drill-building fire alarm goes off during testing.
- Construction noise outside the building.
- Other (please explain)

**Providence Public Schools
Extended Time Accommodations Request Form**

This form is to be completed and submitted to the Office of Research, Assessment and Evaluation in its entirety prior to the beginning of testing. A separate form will need to be submitted for each student for whom extended time accommodations are requested.

School	
Student Name	
Student ID	
Reason(s) for Request of an Extended Time Accommodation	

Principal Signature

Date

For Office of Research, Assessment and Evaluation Use Only:

Extended Time Accommodation Approved: Yes No

Reason for denial of Extended Time Accommodation: _____

Signature

Date

Table of Standard Test Accommodations

Any accommodation(s) utilized for the assessment of individual students shall be the result of a formal or informal team decision made at the local level. Accommodations are available to all students on the basis of individual need regardless of disability status.

A. Alternative Settings

- A-1 Administer the test individually in a separate location
- A-2 Administer the test to a small group in a separate location
- A-3 Administer the test in locations with minimal distractions (e.g., study carrel or different room from rest of class)
- A-4 Preferential seating (e.g., front of room)
- A-5 Provide special acoustics
- A-6 Provide special lighting or furniture
- A-7 Administer the test with special education personnel
- A-8 Administer the test with other school personnel known to the student
- A-9 Administer the test with school personnel at a non-school setting

B. Scheduling and Timing

- B-1 Administer the test at the time of day that takes into account the student's medical needs or learning style
- B-2 Allow short supervised breaks during testing
- B-3 Allow extended time, beyond recommended, until in the administrator's judgment, the student can no longer sustain the activity

C. Presentation Formats

- C-1 Braille
- C-2 Large-print version
- C-3 Sign directions to student
- C-4 Test and directions read aloud to student (Math, Science and Writing only) ¹
- C-5 Student reads test and directions aloud to self
- C-6 Translate directions into other language
- C-7 Underlining key information in directions
- C-8 Visual magnification devices
- C-9 Reduction of visual print by blocking or other techniques
- C-10 Acetate shield
- C-11 Auditory amplification device or noise buffers
- C-12 Word-to-word translation dictionary, non-electronic with no definitions (For ELL students in Math, Science and Writing only)
- C-13 Abacus use for student with severe visual impairment or blindness (Mathematics and Science – any session)

D. Response Formats

- D-1 Student writes using word processor, typewriter, or computer.² (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-2 Student hand writes responses on separate paper. (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-3 Student writes using Braille (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-4 Student indicates responses to multiple-choice items. (School personnel records student responses into the Student Answer Booklet.)
- D-5 Student dictates constructed responses (Reading, Math and Science only) or observations (during the Science Inquiry Task) to school personnel. (School personnel scribes student responses exactly as dictated into the Student Answer Booklet.)
- D-6 Student dictates constructed responses (Reading, Math and Science only) or observations (during the Science Inquiry Task) using assistive technology. (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-7 Student takes test using Nimble Tools (grade 11 only)

If an accommodation is needed for a student that is not listed above, please contact the state personnel for accommodations to discuss it.

E. Other Accommodations ³

- E-1 Accommodations team requested other accommodation not on list and DOE approved as comparable
- E-2 Scribing the Writing Test (only for students requiring special consideration)

F. Modifications ⁴

- F-1 Using calculator and/or manipulatives on Session 1 of the Mathematics Test or using a scientific or graphing calculator on Session 3 of the Science test.
- F-2 Reading the Reading Test
- F-3 Other

1. Reading the Reading test to the student invalidates all reading sessions.
2. Spell and grammar checks must be turned off. This accommodation is intended for unique individual needs, not an entire class.
3. Test coordinators must obtain approval for the accommodation from the Department of Education prior to test administration.
4. All affected sessions using these modifications are counted as incorrect.

Security Information for Test Administrators 2009 NECAP Science

The responsibilities and activities in bold type are on page *iii* of the *NECAP Science Administration Manual* titled *Checklist for Test Administrators* for your grade level. Information in regular type offers additional explanation that is specific to the 2009 NECAP Science Administration.

Before Testing:

- Read the *Test Administrator Manual* in its entirety.**
Follow instructions in the grade appropriate *Administration Manual* exactly.
- Assist the test coordinator with notifying students and parents about the testing program.**
Inform students and parents about the significance of the test for your school and how important it is that **all** students are tested.
- Meet with the test coordinator to review the testing schedule and testing location(s) for the *Inquiry Task*, arrange for students who require accommodations, and review procedures in the *Test Administrator Manual*.**
Meet with the principal/test coordinator to review administration protocol. Administer the tests according to the test schedule specified in the school's *Test Plan*.
- Become familiar with the student grouping plan for the *Inquiry Task* (grade 4 only).**
Procedure for the school's student grouping plan (grade 4 only) for the *Inquiry Task* can be found in *the* school's *Test Plan* (see Appendix F on page 31 of the *Test Administrator Manual* for more information).
- Inventory test materials received from the test coordinator, including the *Inquiry Task Kits*.**
Be certain that all materials issued to you are carefully counted by you as close as possible to the beginning of testing each day. Sign the *Materials Record Form* each day indicating that you have received all materials indicated. If you need and have not received any large-print, and Braille testing materials please see your principal/test coordinator. If any discrepancies are noted, notify the principal/test coordinator immediately.
- Become familiar with the materials and setup instructions for the *Inquiry Task*.**
Meet with the principal/test coordinator to review the procedures for inventorying materials and setting up the materials for the *Inquiry Task*.
- Ensure that your test coordinator has placed Student ID Labels or written in the student name, school name, and district name on the space provided on the front covers of the *Student Test Booklets* and *Student Answer Booklets*.**
Be sure that all demographic data for students with no pre-ID label is gridded. Be sure that for each student not taking a test section the *Student Answer Booklets* are correctly coded.
- Secure additional materials needed for testing (#2 pencils, scratch paper, calculators, etc.)**
See your principal/school test coordinator for any additional materials need.

During Testing:

- Maintain test security.**
Do not allow anyone to see the tests before they are administered. Keep all testing materials stored in a secure double locked location while in your possession. Contact the principal/test coordinator if any questions arise about tests or test security and you are not completely sure of the answer.
- Post a "Testing—Please Do Not Disturb" sign on your classroom door.**
Ensure that no content-related instructional materials are displayed in the testing room. Charts, diagrams and posters should not be visible. Reference materials should not be used.
- Ensure accommodations are provided to students as were determined prior to testing.**
See your school's *Test Plan* for arrangements for students that need accommodations.
- Be sure that all students have comfortable and adequate workspaces.**

During Testing:

- Be available to answer questions as necessary.**
To avoid disruption, be sure that students clearly understand directions before you begin testing.
- Monitor students' handling of test materials to keep the materials in good condition.**
Walk around the room to make sure that students are marking their answers appropriately and marking in the correct section. Do not allow any student to return to a previous section of the test.
- Administer make-up testing for students who miss all or part of the test.**
Account for all students in terms of testing requirements. See your school's *Test Plan* for administering make-up testing protocol.
- Notify your test coordinator of any testing irregularity.**
Be sure to inform the principal/test coordinator of any problems that may occur during testing.

After Testing:

- Verify that all answer booklets are correctly marked and in good condition.**
Be sure that you have collected a *Student Test Booklet*, *Student Answer Booklet* and scratch paper for each student in the class.
- For all students, complete the applicable student information on page 2 of the *Student Answer Booklet*. (See page 21 and Appendices 1 and 2 of the *Test Administrator Manual* for details.)**
For students that do not have a Student ID label, be sure that student demographic information is correctly coded in the *Student Answer Booklet*.
- Confirm that no paper has been taped, pasted, stapled, or otherwise attached to the answer booklets.**
Anything that has been glued, stapled, taped, or attached to the *Student Answer Booklet* will not be scored.
- Remove all scratch paper from the *Student Answer Booklet*.**
Scratch paper must be returned with test materials. Be sure that all scratch paper collected has a student name on it.
- Attach an explanatory note to each *Student Test Booklet* and *Student Answer Booklet* that needs special handling and place this material on the top of your stack of test materials.**
These materials include torn booklets, responses written in anything other than a #2 pencil, damaged booklets and booklets that were transcribed.
- Ensure that any computer-generated, large-print, and Braille responses have been transcribed into the accompanying regular *Student Answer Booklet*.**
Be sure that computer-generated, large-print and Braille materials are included with the special handling materials.
- Ensure that all Task Booklets are returned to your test coordinator.**
- Complete the *Test Administrator Questionnaire* using the answer sheet provided. Return the answer sheet to your test coordinator.**
If you have not received a copy of the *Test Administrator Questionnaire* please see your principal/test coordinator.
- Assemble the *Student Test Booklets* and *Student Answer Booklets*, and all other test materials and return all of the materials to your test coordinator.**
Return all materials as close as possible to the end of testing each day. Be sure the principal/test coordinator signs the *Materials Record Form* each day indicating that you have returned all materials listed.

Preparing for Testing: Dos and Don'ts for Test Administrators

Do

Prior to testing:

- read the *Test Administrator Manual* in its entirety.
- meet with other test administrators to discuss procedures and answer questions, develop a testing schedule for your school, including scheduling and staffing of test administrators for students who need accommodations and ensure accommodations are provided to students as appropriate.
- be sure that students that need large-print or Braille, have the appropriate booklets.
- carefully count all materials when received from the test coordinator. If there is a discrepancy, notify the principal/test coordinator.
- ensure that all Student ID Labels are correct and placed in the appropriate space provided on the *Student Test Booklet* and *Student Answer Booklet*. As an additional way to help identify answer booklets, a line for each student's name has been added to the upper left corner of the answer booklet cover. For **all** students, whether or not they have a student ID label affixed to the answer booklet, ensure that they have written their name on this line.
- obtain student demographic information for students who do not have Student ID Labels.
- identify students who will not be completing all or part of the NECAP tests for the following reasons:
 - student completing the Alternate Assessment for the 2008–09 school year
 - student with state-approved special consideration

Be sure that for each student not taking a test section the student booklets are correctly coded.

- maintain test security and follow all test security instructions in the manual (Note: Check under Don'ts for more details).
- take down or cover any content-related materials (i.e. charts, maps, word walls, etc.).
- secure additional materials needed for testing (#2 pencils, scratch paper, calculators, etc.) prior to the start of testing. See your principal/school test coordinator for any additional materials needed.
- review the session scripts that you will read to students during testing.
- review the testing location(s) for the Inquiry Task.
- become familiar with the student grouping plan for the Inquiry Task (grade 4 only).
- become familiar with the materials and setup instructions for the *Inquiry Task Kits*.
- post a "Testing–Please Do Not Disturb" sign on your classroom door.

During testing:

- administer the NECAP tests according to the directions in the *Test Administrator Manual*.
- administer the tests in the following order at the time specified in the school's *Test Plan*:
 - For Grades 4 and 8**
 - May 19, Session I-AM and Session II-PM
 - May 20, Session III-AM and Student Questionnaire-AM
 - For Grade 11**
 - May 19, Session I-AM
 - May 20, Session III-AM
 - May 21, Session III-AM and Student Questionnaire-AM

During testing:

- allow anyone to administer an extended time accommodation to a student unless such accommodations are part of the students' IEP plan/504 or prior written approval from the district has been obtained for the student.
- be sure that students clearly understand directions before you begin testing.
- walk around the room to make sure students are marking their answers appropriately, in the correct section and that they have not returned to a previous section.
- Inform the principal/test coordinator of any problems that may occur during testing.

After testing (each session):

- collect a *Student Test Booklet*, *Student Answer Booklet* and scratch paper from all students after each session of testing.
- be sure that for each student not taking a test section the *Student Test Booklet* and *Student Answer Booklet* are properly coded.
- be sure that accommodation information has been completed on page 2 of the *Student Answer Booklet* for each student who used an accommodation during testing.
- attach an explanatory note to each *Student Answer Booklet* that needs special handling and place this material on the top of your stack of test materials (torn, damaged or scribed booklets, responses written in anything other than a #2 pencil, etc.).
- read and follow your school's *Test Plan* for administering make-up testing protocol.
- complete the *Test Administrator Questionnaire* using the answer sheet provided. Return the answer sheet to your test coordinator. If you have not received a copy of the *Test Administrator Questionnaire* please see your principal/test coordinator.

Do not

- administer a test without having been trained in proper test procedure.
- have content-related instructional materials displayed in the testing room.
 - Charts, diagrams and posters should not be visible.
 - Reference materials should not be used.
- copy tests, allow anyone to copy tests or make notes about the content or use test materials to prepare students in any way for the test. Released items are available on the RIDE website.
- allow anyone to see the tests before they are administered.
- allow students to intentionally damage any test materials.
- give students the answer or clues to the answer to a test question.
- keep testing materials at the end of testing.
- dispose of scratch paper used by students. Scratch paper must be returned with test materials (student name must be on it).

Sample Parent Letter

Dear Parents:

During the week of May 18, all Rhode Island students in grades 4, 8 and 11 will participate in the New England Common Assessment Program (NECAP) Science test. The purpose of this letter is to provide you with a quick overview of the test. It will also give you a few suggestions for helping your child to perform at his/her best.

The NECAP Science test is an important test that looks at individual student achievement. But the test also helps both parents and educators determine how well our school is helping students meet standards and grade level expectations.

In every test, scores are only as meaningful as the effort students put into the tests. The most important thing that you can do for your child during NECAP Science testing is make sure that he/she comes to school on the days they have testing. Making up a missed test means time out of the classroom and losing important learning time that cannot be made up. In addition to attendance, your child will do his/her best on the tests if they:

- are encouraged to take the tests seriously and to give his or her very best effort.
- get to bed early the night before in order to be well-rested on the day of the test.
- have a good breakfast on the morning of the test. Breakfast is critical for your child's performance.
- arrive at school on time so that they can relax and focus on the task ahead.

This testing is very important for your child, the (your school name here), and the Providence Public School District. Let's do everything in our power to help our children succeed and feel good about themselves for a job well done!!

Thank you for supporting your child and our school during the testing period. Please call if you have any questions.

Sincerely,

Principal

Sample Parent Letter

Estimados padres:

Durante la semana del 18 de mayo, todos los estudiantes de 4to, 8avo y 11avo grado participarán en el Programa de Evaluación Común de Nueva Inglaterra (NECAP, siglas en inglés). El propósito de esta carta es proporcionarle con una breve revisión del examen, al igual que con sugerencias para ayudar a que su niño se desempeñe lo mejor que pueda.

Los exámenes de NECAP de Ciencias son importantes por que evalúan el desempeño de los estudiantes. Pero, los exámenes también a ayudan a padres y educadores a determinar cuanto la escuela les ayuda a los estudiantes a cumplir con estándares y expectativas del nivel del grado.

En cada examen, las notas son sólo tan significativas como el esfuerzo que los estudiantes ponen en el examen. Durante el NECAP de Ciencias, lo más importante que se puede hacer por el estudiante es asegurarse que él/ella vaya a la escuela en los días de exámenes. Volver a tomar los exámenes significa que el estudiante estará fuera de clases y perdiéndose un valioso tiempo de estudio que no puede recuperarse. Además de la asistencia, su niño tendrá un mejor desempeño si:

- Es animado a tomar a las evaluaciones con seriedad y a dar su mejor esfuerzo.
- Se va a dormir temprano la noche anterior, de manera que descansa bien.
- Toma un buen desayuno la mañana del examen. El desayuno es crítico para el desempeño del estudiante.
- Llega a la escuela a tiempo, de manera que él/ella pueda relajarse y enfocarse en la tarea por realizar.

Este examen es muy importante para su niño, (**your school name here**) y el Distrito de Escuelas Públicas de Providence. ¡Hagamos todo lo que podamos para ayudar a nuestros niños a tener éxito y sentirse bien sobre ellos mismos por un trabajo bien hecho!

Gracias por apoyar a su niño y nuestra escuela durante el periodo de exámenes. Favor de llamar si tiene alguna pregunta.

Sinceramente,

Director(a)

NECAP TESTING

Please Do Not Disturb!

Enter Quietly

All cell phones must be turned off and kept out of view and reach during testing sessions.

Post this notice in all testing locations. DO NOT block any security windows that permit monitoring of testing environment by school administration.