

DeKalb County School District SLO Assessment Examiner Information

SLO Assessments Examiner Training Reminders

Prior to the Administration of SLO Assessments

- Become familiar with the format and instructions for each of your assessments to make sure that you are prepared for administration.
- Devise a plan to keep any hard copies of SLO assessments under lock and key when in your possession but not in use.
- Work with colleagues to ensure that there is a plan to provide accommodations to qualifying students.
- Be aware of and follow procedures established by your school test coordinator for the check-out and return of testing materials.

During the Administration of SLO Assessments

- Administer the assessments according to the schedule set by district.
- Ensure that all students enrolled in classes that are assigned SLO assessments are tested if they are enrolled prior to the 65% cutoff.
- Follow the instructions for administration of SLO assessments.
- Keep assessments and ancillary documents secure under lock and key when not in use.
- Ensure that appropriate accommodations are being provided to qualifying students.
- Follow procedures for the handling of SLO assessment materials:
 - SLO assessments and ancillary materials are to be used solely for testing purposes and may not be disclosed or used for any other purpose.
 - Students must not be allowed to leave the test session with notes about the assessment or to take pictures or in any other way make a copy of test items.
 - The examiner must make sure that any SLO assessments and answer documents, that are printed, are collected from each student before dismissing students from the test setting.
 - Scratch paper (if used) must be collected from students before dismissal.
 - If printed, SLO assessments should be re-used. Unless the particular assessment requires students to write in test booklets, **students should be instructed to not write or make marks on assessments for any reason.** Examiners must closely observe students to ensure that this does not occur and report incidents to the school test coordinator when they do.
- Maintain an environment conducive to good test administration:
 - During the assessment be sure to circulate around the room.
 - SLO assessments should be administered exactly as indicated by the instructions.
 - While examiners of SLO assessments need not remove or cover instructional materials on classroom walls or otherwise displayed as would be the case with state-mandated assessments, there should be no materials visible or available to students solely for the purpose of enhancing SLO assessment performance.
 - Students should not have access to any materials not required for completion of the assessment.

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- Students should be instructed to silence cellphones and to not access phones or other electronic devices at any time while testing is taking place. Examiners must monitor students to ensure that no such devices are accessed during testing.
 - Student seating should be arranged as to minimize the opportunity for cheating.
 - Good classroom control should be maintained at all times while students are testing.
 - Examiners must not be distracted by non-test related tasks during assessment administration, and they should circulate about the room ensuring that the integrity of the assessment is maintained.
- Report possible testing irregularities as soon as possible to your school test coordinator or Principal. Testing irregularities include but are not limited to:
- Examiner or other personnel copied, reproduced, and/or inappropriately distributed secure test materials.
 - Examiner or other personnel altered or otherwise interfered with examinee's responses in any way.
 - Examinee cheated.
 - A test examiner or other personnel failed to follow security procedures when distributing or returning materials that could result in a breach of test security.
 - A test examiner or other personnel uses or handles test materials for purposes other than test administration.
 - A major interruption occurred during testing that interfered with students' opportunity to complete the assessment in an environment conducive to good test administration.
 - Examinee was coached, provided assistance, or exposed to inappropriate teaching aids in the testing environment.
 - If printed, test booklet or answer sheet was misplaced or lost.

After the Administration of SLO Assessments

- In cases in which examiners will be scoring portions of the assessment, follow procedures as prescribed by the assessment instructions. If possible, work collectively with other teachers/administrators to score open-ended and/or rubric-based test items.
- Return materials to the school test coordinator according to the schedule and following the designated procedures.
- As the correct responses for SLO assessment items must remain secure from students, teachers should not review test items or correct responses with students. The content of SLO assessments must remain secure to maintain the integrity of the assessments for future administrations. However, once scores have been received, students should be informed of their overall performance on SLO assessments.
- Be aware of procedures to provide make-up administrations to absent students and to students who enroll in a class after initial pre-test administration but prior to the "65% cut-off" date.

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Test Materials and Test Security

SLO assessments often have performance tasks that are to be scored by the teacher. Even though there is greater access to these tests, the teacher code of ethics still applies.

While all assessments are administered online, some teachers may print the assessment for class administration. If the assessment is printed, it must be secured at the end of the assessment and turned in to the test coordinator or designee after the administration of the assessment.

Teachers may not have access to the assessment prior to the administration but may retain one copy of the assessment in order to score the require performance tasks. This single copy must be returned to the school test coordinator or designee as soon as possible after the administration of the assessment.

- While SLO assessments are in the custody of the teacher they must be kept secure.
- **Students may not write on the assessment** (unless IEP specified) because these assessments will be reused for future administrations of the assessment.
- Care should be taken in maintaining these assessments so that the quality of the printed copy is acceptable for future assessments.
- To maintain relative security of the assessment the teacher may not review the assessment items with students after the assessment administration is complete.

Accommodations

Teachers may have students in their class who are eligible to have allowable testing accommodations. If a student has a testing accommodation the student must receive that accommodation on this test. You have flexibility to provide these accommodations on this test during an alternate date or in collaboration with another colleague.

If a student has an accommodation related to testing and assessment, the accommodation must be administered each time the student is to access an assessment. The accommodation is required so that the student can access the content of the assessment and show a true measure of mastery. Testing accommodations should not just be used for state mandated testing but each time a student is to access an assessment; therefore, providing accommodations on the SLO assessment should be handled the same way the teacher would accommodate on a **unit test**.

Scoring Performance Tasks

If a performance task is included in the SLO assessment, a rubric will be used to score the student product. When possible and if there is more than one teacher of a particular subject, it is advisable that teachers collectively score the performance tasks where each teacher cross scores another teacher's set of student responses in order to validate the scoring process.

Cross scoring of performance task items allows teachers to calibrate their understanding of the task and the desired outcome. Teachers may retain a copy of the assessment booklet in order to score the performance task. The test booklet must be returned to test coordinator. Scoring rubrics can be found in the Teacher/Examiner Manual.