DALLAS ISD ASSESSMENT DEPARTMENT
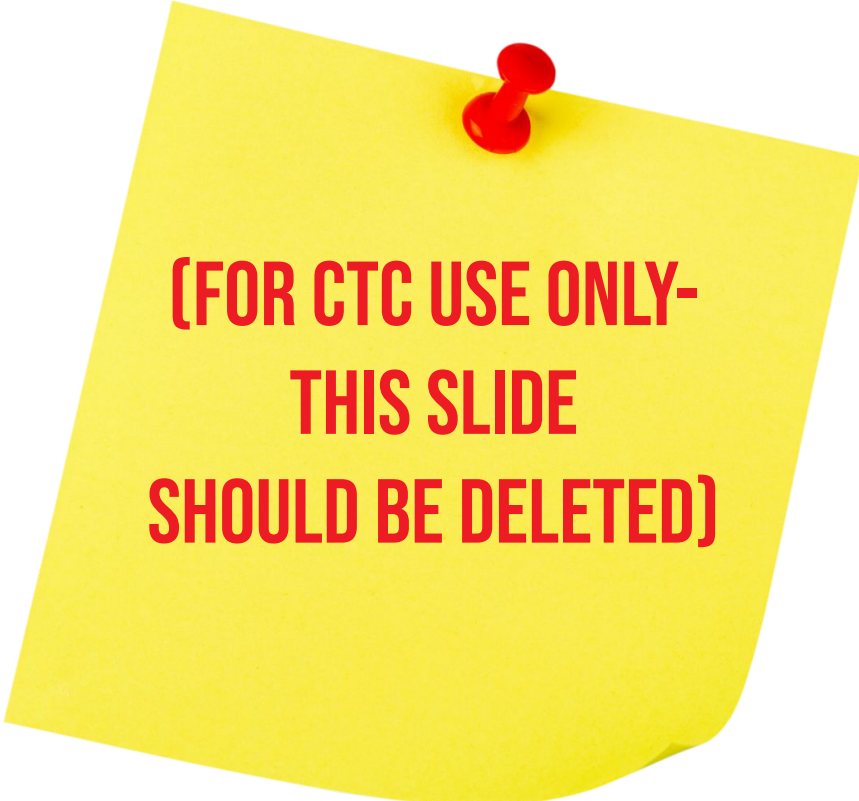
ACP - SUMMER

ASSESSMENT OF COURSE PERFORMANCE 2024

Note to TC: This is a shortened version adapted from the Spring ACP PPT. TC should edit PRIOR to presenting and include slides necessary for their campus designation. Be sure to have a sign in sheet for your training that can be retained with your ACP testing documents

▶ TEST ADMINISTRATOR TRAINING – SUMMER 2024

NOTE TO CTC

- PROVIDE A SIGN-IN SHEET OR MODE TO RECORD ATTENDANCE.

- PROVIDE TEST ADMINISTRATOR MANUAL TO TEST PROCTORS.

- PROVIDE COPIES OF THE TEST ADMINISTRATOR OATH.

- PROVIDE INFORMATION PACKETS IF APPLICABLE.

- DELETE TC NOTES (GOLD BOXES) FROM SLIDES. THOSE NOTES SHOULD NOT BE INCLUDED IN YOUR PRESENTATION.

ACP MANUAL

ACP Administration Guide

Summer 2024
Grades 9-12

DALLAS
INDEPENDENT SCHOOL DISTRICT

Training does NOT take the place of reading your manual and following district and campus guidelines and procedures.

Failure to read the manual could result in a testing irregularity.

[ACP Administrator Manual](#)

AGENDA

Dates & Scheduling

Test Design

Testing Logistics

ACP Accommodations

Post Testing

Test Security

SPRING ACP ADMINISTRATION

DATES & SCHEDULES

ACP ADMINISTRATION

ACPS

Assessments of Course Performance (ACPs) are a collaborative product of the Assessment and Teaching and Learning Departments. ACPs are used each semester in grades 6-12 for most core courses and some electives as part of students' semester averages.

SUMMER

ACP TESTING DATES

LENGTH OF THE TEST

Students are allotted 2 hours to take ACP exams.

Students with an extra time accommodation will have 3 hours to complete exams.

TIME CARDS

Summer TCs will collect a copy of the time cards of all testing personnel on the last day an employee works.
[These should be uploaded via Google form, in the event of a payroll concern.](#)

Note: Staff/Student Holiday, No School Wednesday
June 19, 2024

TEST DESIGN

ACPS

Secondary Grades 9-12: Subjects are based on course enrollment

Credit Boost Sites	Tests
BRYAN ADAMS JEFFERSON SPRUCE SUNSET CARTER	Credit Recovery: English I, II, III, IV A & B; Government, Economics, World Geography A & B, World History A & B, US History A & B; Algebra I A & B, Geometry A & B, Algebra II A & B, Pre-Calculus A & B; Biology A & B, Chemistry A & B, Physics A & B, Environmental Systems A & B Acceleration: English III, IV A & B; Government, Economics; Algebra II A & B, Pre-Calculus A & B; Physics A & B, Environmental Systems A & B

Other Summer Programs	Tests
CONRAD - EB Summer Program	ESOL English I Beginner, Sem 1; Government, Economics; Geometry, Physics
TOWNVIEW - Algebra I Camp	Algebra I, Sem 1

COMPONENTS

ONLINE TESTING

ACPs will only be administered online. Students who are unable to test online must take teacher-made tests. Contact the Special Services department for guidance.

IN-PERSON TESTING

Students must take online ACP exams at the campus where they are enrolled. Students may not take ACP exams at home.

TEST ITEM FORMAT

Test questions are presented in multiple choice, numeric response and new tech-enhanced formats. All assessments are English only.

TECH-ENHANCED ITEMS

Some ACPs contain tech-enhanced item formats to better align with how students learn content in the classroom.

SCORING PROCESS

Online test responses are scored electronically in DAN.

TEI

Teacher Excellence Initiative and principal evaluations include ACPs.

ACPS WITHOUT TECH-ENHANCED ITEMS

Secondary Grades 9-12

- English III
- English IV
- Physics
- Chemistry

- Environmental Systems
- Government
- Economics

DAN RESOURCES

Dictionary Policy - ACPs follow the <u>state dictionary policy</u>. A dictionary tool is available for student use in the online testing platform. Students can use the embedded dictionary or a physical dictionary (1:5 ratio). Dictionaries must be available to all students taking English exams.

Reference Tools - Reference tools such as rulers, weight/measurement charts, formulas, etc., are provided in DAN. Providing printed copies of formula charts is acceptable.

Calculator Policy - ACPs follow the <u>state calculator policy</u>. Students may use a handheld calculator or the calculator tool included in DAN. Reminder: SPED/504 students who meet the eligibility requirements for a calculation aid can only use a basic (i.e., four-function) calculator.

A bilingual dictionary is allowed for math, social studies and science exams. Bilingual dictionaries should only be word-to-word translations. Students may not use a bilingual dictionary with pictures, definitions, and/or examples on a math, social studies or science exam. Students also may not use a dictionary app on a tablet on a math, social studies or science exam.

TESTING LOGISTICS

TEST SCHEDULE
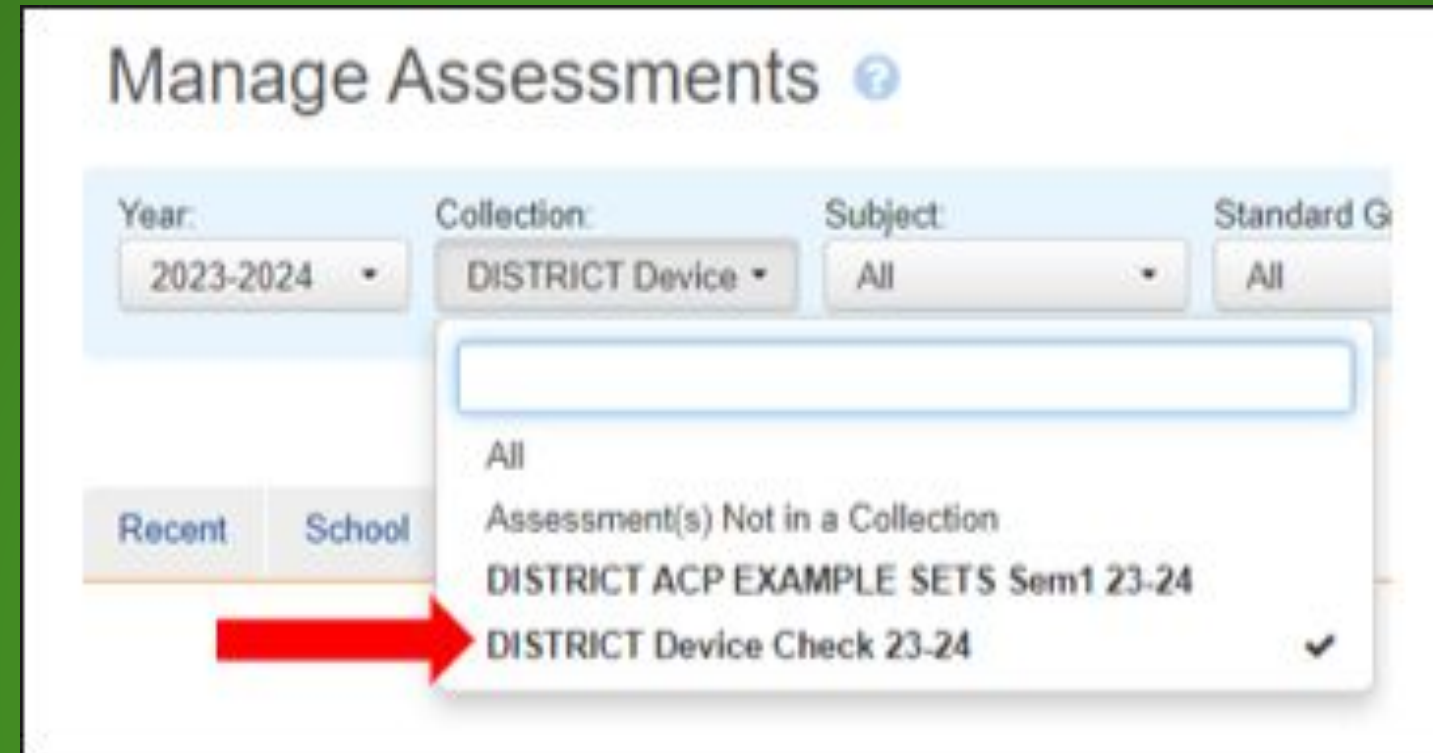
CTC - Edit this slide to include your campus specific test schedule.

- INSERT YOUR DAILY CAMPUS BELL SCHEDULE.

- INSERT CAMPUS SPECIFIC INFORMATION REGARDING DISTRIBUTING TEST MATERIALS TO TEST PROCTORS EACH MORNING OF THE TEST ADMINISTRATION.

- INSERT INFORMATION ABOUT HOW STUDENTS WILL RECEIVE ROOM LOCATIONS AND BE RELEASED FOR TESTING.

PREPARING DEVICES

CTC - Edit this slide to include the device check date for your program.

All campuses should complete device checks by June ??, 2024, to ensure the lockdown browser connects successfully on student devices.

Spring Device Check Guide

Troubleshooting Guide
Device Check Completion Verification

PREPARING DEVICES

- **Audit the number of working, available devices and access points.**

- **Students must take ACPs using district-issued devices through the secure lockdown browser.**

- Verify that the **SchoolCity Respondus Lockdown Browser** application is installed.

- A new version of the SchoolCity Respondus Lockdown Browser for Windows devices will be pushed out.
  - The updated version name will be: SchoolCity-Respondus LockDown Browser-Lab Edition (2.11.005)
  - The updated browser can also be downloaded from the District Software Center.

PREPARING DEVICES

- Ensure students receiving Text-to-Speech receive headsets during their test sessions.

- Work with the assigned campus technician for your campus to ensure computer labs and COWS are updated.

- Make note of the DAN login icons in advance on Chromebooks, iPads and Surface PCs.

- Have extra surge protectors and extra devices (if available on your campus) prepared in case students forget or need to charge their device on test days.

TEST ROSTERS

Online ACPs will be uploaded into the DAN system.
Note: Students are not allowed to have paper copies of the exam.

ACP exams are listed by course code in DAN.

Students must be enrolled in PowerSchool to be visible in DAN.
Student availability in DAN is based on PowerSchool course enrollment.

All students enrolled and eligible to take an ACP must test.

ONLINE TEST SCRIPT

- A test administrator script is provided for grade 9-12 ACPs (link).
- Read the ACP script verbatim, as written.
- Students work independently with general instructions.
- The script provides directions tailored towards multiple brands of student electronic devices.

DAN ONLINE TOOLS

The following online tools are activated by the Assessment department and accessible on all ACPs:

- Answer eliminator
- Color contrast
- Highlighter
- Line reader
- Notes
- Text magnifier
- Underline
- Writing Checklists
- Zoom

These tools are locked and cannot be altered.

Online Tools Glossary
Online Tools Interactive Slide Deck

Other Tools:

- ☑ ⓘ Answer Eliminator
- ☐ ⓘ Closed Captioning
- ☑ ⓘ Color Contrast
- ☐ ⓘ English Dictionary
- ☐ ⓘ Graph
- ☑ ⓘ Highlighter
- ☑ ⓘ Line Reader
- ☑ ⓘ Notes
- ☐ ⓘ Periodic Table
- ☐ ⓘ Picture Dictionary
- ☐ ⓘ Pop-ups
- ☐ ⓘ Protractor
- ☐ ⓘ Rollovers
- ☐ ⓘ Ruler
- ☐ ⓘ Spanish Dictionary
- ☐ ⓘ Spell Check
- ☑ ⓘ Text Magnifier
- ☐ ⓘ Text to Speech
- ☑ ⓘ Underline
- ☑ ⓘ Writing Checklists
- ☑ ⓘ Zoom

# DAN ONLINE TOOLS

Additional online tools specific to ELAR ACPs include:

- Dictionary
- Picture Dictionary

Additional online tools specific to Math ACPs include:

- Graph and Ruler
- Advanced Calculator for Geometry, Pre-Calculus, Algebraic Reasoning
- ACP formula chart for Geometry, Pre-Calculus, Algebraic Reasoning

Additional online tools specific to Science ACPs include:

- Advanced, Basic, & Scientific Calculators for grades 6-7 Science, Environmental Systems, Chemistry, Physics
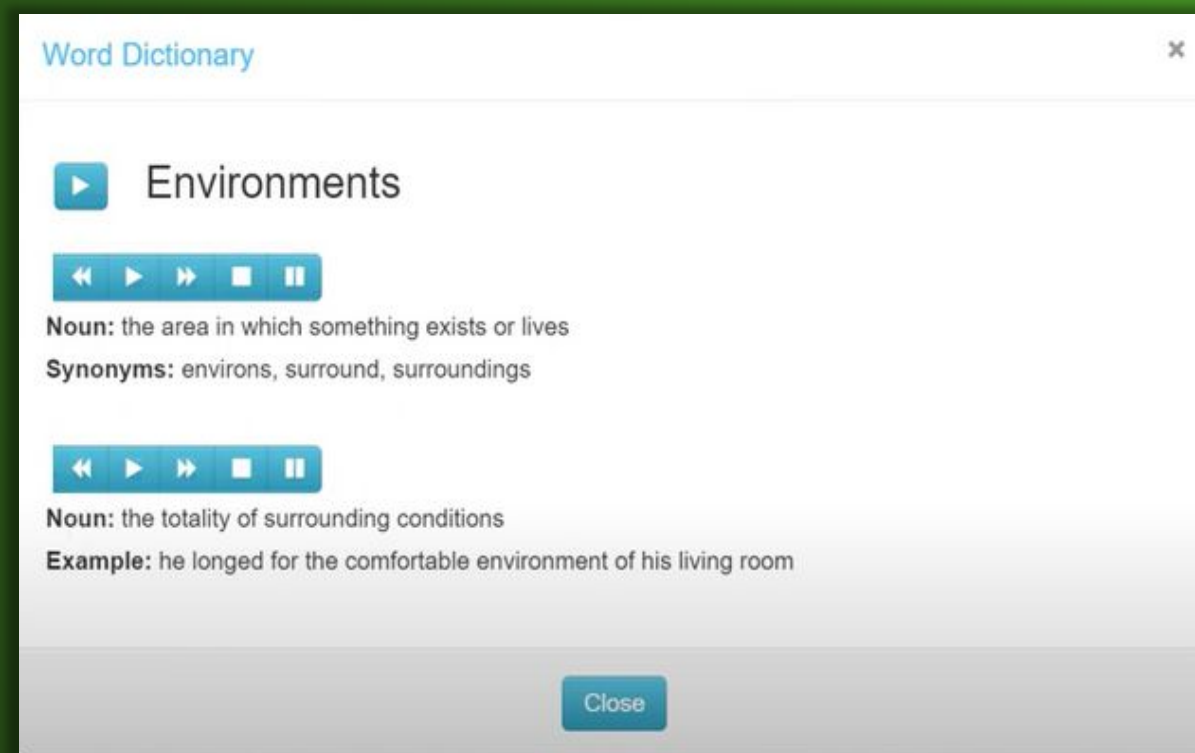
ACCESSING ACPS

- Teachers will have two roles in DAN and must change their role to 'ACP Test Administrator' to access the teacher of record's ACP test and rosters.

- Confirm that approved designated supports are updated in DAN under the student's profile, no later than 1 week prior to the testing window.

- Review DAN resources for assistance with DAN tasks.

TA PRIMARY TASKS

Understand and adhere to test administration procedures and test security.

Ensure any posted instructional materials are removed or covered in test rooms.

Prepare for and monitor online testing. Report device issues to your CTC.

Track student absences, activate present students in DAN and read the test administrator script.

Return all testing materials, scratch paper and supplemental aids to your CTC.

Teachers of record enter students' grades and report any missing grades to your CTC.

ACP ACCOMMODATIONS

STUDENT TESTING DECISIONS

> • ACP accommodations mirror state testing accommodations. While some accommodations may be appropriate for instructional use, they may not be appropriate or allowable on ACPs.
> • Testing accommodations are considered on an individual basis. Students should be using accommodations independently and routinely in daily instruction and classroom testing.

SPECIAL SERVICES

• Students who are approved to receive special education services will test with ACPs, unless the student is eligible to take a teacher-made exam.
• IEPs must be updated with testing decisions for SPED students within the EasyIEP system.
• Contact the Special Education Department at (972) 581-4100 for assistance with EasyIEP, vision services and guidance on SPED accommodations.

504

• IAPs must be updated with testing decisions for 504 students within the EasyIEP system.
• Contact the Section 504 & Dyslexia Services Department at (972) 581-4100 for guidance on 504 accommodations.

GENERAL EDUCATION (MTSS)

• MTSS plans must be active and in review status with documented ongoing progress monitoring.
• Students eligible for oral administration must have an active plan within PowerSchool.
• Designated supports should be documented in PowerSchool and input into MyData Portal.
• Contact the MTSS Department for assistance with academic intervention plans.

EMERGENT BILINGUAL

• All exemptions require an official LPAC meeting and LPAC documentation.
• Contact the Bilingual ESL Department at (972) 925-6490 for guidance on making LPAC decisions.

ACCESSIBILITY FEATURES

DAN provides the same features used for state testing for all students who benefit from them routinely and independently during class instruction.

- Answer Eliminator
- Color Contrast
- Highlighter
- Line Reader
- Notes

- Text Magnifier
- Underline
- Writing Checklist
- Zoom

Non-embedded Accessibility Features

- Reminders to stay on task
- Scratch paper (turn in to TC after testing)
- Small groups

DESIGNATED SUPPORTS

Designated supports are available to students who meet eligibility requirements. District-mandated processes must be used to properly determine eligibility and to document the testing needs within the authorized systems.

- Basic Transcribing
- Braille
- Calculation Aids
- Individual Structured Reminders**
- Manipulating Test Materials**
- Math Manipulatives**
- Supplemental Aids**
- Oral Administration/TTS (Text-to-Speech)**

** Indicates a designated support that requires an active MTSS intervention plan in PowerSchool.

EXTRA TIME

For local assessments, extra time accommodations
must be documented.
For ACPs, extra time is time and a half (3 hours).
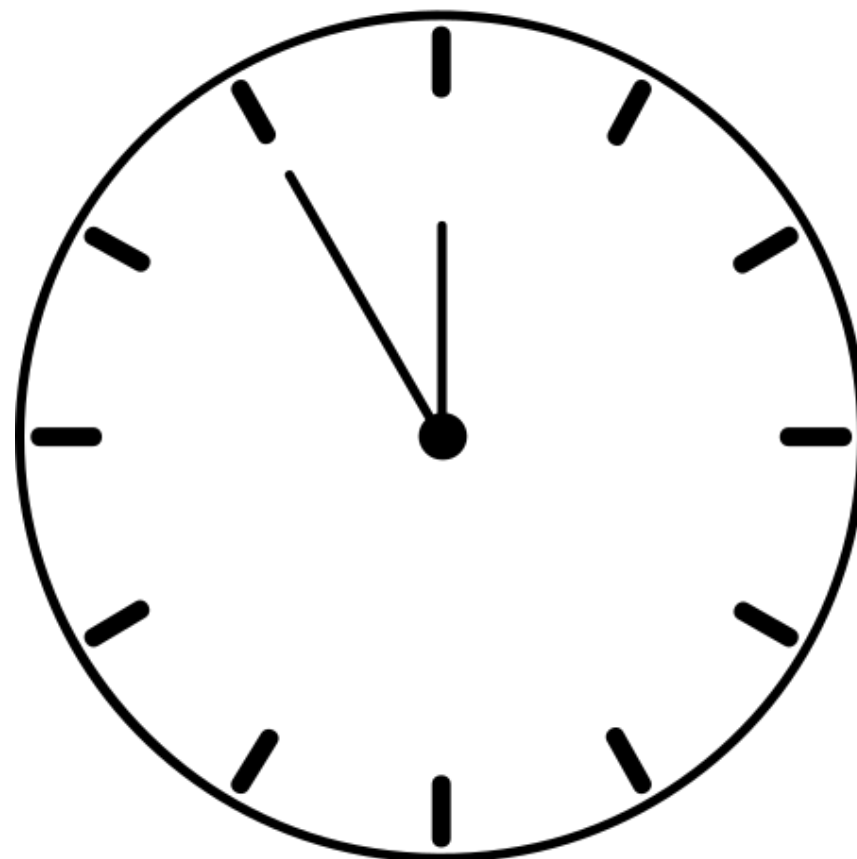
ACCOMMODATIONS PROFILES

- Confirm that approved designated suppor~~~~~~~~~~~~~~. Accommodation Profile in DAN by June ??,2024.

- The Accommodation profile must be up~~~~~~~~~~~~~~test in DAN. If the profile is not updated and the test has been a~~~~~~~~~~~~~~s will not be enabled for the student.

- The Accommodation profile will remain the same for future assessments activated in DAN.

Resource: Accommodations in DAN

CTC - Edit this slide to include the deadline to confirm supports in DAN.

POST TESTING

CAMPUS SCORE REPORTS

- All teachers must check and verify that all of their students of record have ACP scores. Your Campus Test Coordinator should be informed immediately of any discrepancies.

- Online test scores are not uploaded into PowerSchool and must be entered manually by teachers of record. Test scores should be entered by the June 28, 2024 deadline.

- If an ACP score is missing, your Campus Test Coordinator must submit an ACP Correction Request Form.

TEST SECURITY

TEST SECURITY GUIDELINES

The next section presents test security irregularities. Be sure to emphasize instances that have happened on your campus in previous years.

DISD EK REGULATION

- ACPs are district-mandated tests that are governed by district policy.
- Teachers may test their own students for summer ACPs.
- ACPs comply with the standards and procedures outlined in the district Test Security Manual. The expectations for professional honesty and integrity apply to ACPs.
- Test administrators must adhere to all testing policies and procedures. Campus testing plans and campus protocols should be followed to prevent serious testing irregularities.

TEST SECURITY PROTOCOLS

- Teachers cannot conduct reviews during the testing window.
- Remove or cover maps, pictures, posters, graphics, any other instructional tools that give tips, clues or formulas to answer test questions.
- Students should be administered tests for courses in which they are enrolled.
- Students should not test beyond the 2 hours allotted for ACPs or 3 hours allotted for extra time accommodations.
- Test administrators must maintain a maximum of a 1:35 ratio when testing.

TEST SECURITY PROTOCOLS

- No personal electronic devices can be used during ACPs. These include cell phones, smart watches, wireless devices and electronic versions of dictionaries and calculators with Internet access.

- ACP content cannot be viewed/accessed in advance.

OATHS

- District Testing Oaths: <u>Test Administrator Oath</u>
- All campus staff involved with any aspect of testing must be trained and sign a District Oath of Test Security after completing training.
- Campuses are required to retain signed security oaths for five years following a test administration.
- A separate oath must be signed for the summer ACP administration.

SEATING CHARTS

- Provide <u>seating charts</u> daily for all testing rooms.
- Include start and stop times for the test session.
- Include the test administrator's first name and last name along with relief monitors.
- Only include students who will test in the room.
- Include a diagram of the testing room arrangement.
- Seating charts should be filed on campus with retention documents.
- Posting seating charts outside of the testing room door is not required.

IRREGULARITIES

Procedural

- An allowable and approved accommodation was not provided to a student.
- A student was assigned the wrong test in DAN.
- A test administrator did not read the ACP script verbatim.
- A testing room was left unattended.
- Seating charts were not created, filled out and turned in.
- Students did not submit online answer responses before leaving the testing room.

Serious

- Viewing a test before, during or after an assessment without authorization.
- Discussing or revealing secure test content or student responses.
- Making a copy of secure materials without permission.
- Directly or indirectly assisting students with responses to test questions.
- Failing to report an individual engaged in any activity that violates the security or confidentiality of a test.