

3.0 BEFORE Testing

3.1 Checklist of Tasks for Test Administrators to Complete BEFORE Testing

This section describes activities the Test Administrator (Test Administrator) must complete before the first day of testing. It is highly recommended that you complete these tasks no later than the timeline suggested.

At Least One Week Before Testing	Reference
<input type="checkbox"/> Review policies and instructions for test administration in this manual.	
<input type="checkbox"/> Complete any required training with the School Test Coordinator to review test security, administration protocols and plans, and day of test activities.	Section 3.2
<input type="checkbox"/> Review the Security Guidelines.	Appendix B
<input type="checkbox"/> Review all testing accommodations to be administered for your students and develop a plan to monitor their use.	Section 3.3
<input type="checkbox"/> Strongly Recommended: Administer the Interim Practice Tests and Tutorial.	Section 3.4
One Day Before Testing	Reference
<input type="checkbox"/> Ensure your Pearson Access login works and that you have access to the correct test session.	Section 4.3
<input type="checkbox"/> Prepare the testing environment.	Section 3.5



3.2 Test Administrator Training and Preparation

Test Administrators must meet with the School Test Coordinator to prepare for test administration and review responsibilities.

3.3 Preparing Interim Accessibility Features and Accommodations During CCRS Interim Assessments

The School Test Coordinator will provide Test Administrators with a list of all required accessibility features and accommodations for applicable students. If you are administering a test with an accessibility feature or accommodation, be sure you have received the proper training. Refer to Section 6.0 for additional information about accessibility features and accommodations. It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing.

If you're testing with one of the following accommodations: that requires a paper test, see section 6.2.1

3.4 Administer Interim Practice Tests

Administering the Interim practice tests is an important preparation step for both administration staff and students. It is highly recommended that all students who will participate in the CCRS Interim assessments first take the tutorials and Interim practice tests available at <https://dodea.mypearsonsupport.com/>.

During the test, Test Administrators will NOT be allowed to assist students with TestNav functionality and navigation. Therefore, it is important that these questions be answered during Interim practice tests. Computer-based Interim practice tests contain test items to help familiarize students with computer-based testing tools and the process for identifying and responding to different item types on the testing devices.

Your School Test Coordinator will provide you with instructions for administering the Interim practice tests. It will take up to 30 minutes to administer an Interim practice test. Throughout the school year, students should be provided access to the Interim practice tests. Students with accommodations may need additional practice time to become familiar with all testing features.

3.5 Prepare the Testing Environment

Every assessment setting should have good lighting and ventilation, a comfortable room temperature, and should be as free as possible from noise and other interruptions. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good working condition.

To maintain security, DoDEA recommends the following ideal configurations for seating students (unless local policy and procedures do not allow):

- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a semicircle.
- Seat students in widely spaced rows or in every other row.

If an ideal seating configuration is not possible, physical and visual barriers between testing devices should be used to prevent students from viewing other testing devices. Schools may already have one or more of the following materials available that can be adapted for this purpose:

- Check to make sure your login to Pearson Access works.
- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Tri-fold display boards (such as those used for science project exhibits) that can stand freely between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible only to someone sitting directly in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

Before students enter the test environment:

- Check to make sure your login to Pearson Access works.
- Cover or remove from the testing environment all materials containing content in the subject area being tested, including any materials listed in Section 2.3.
- Post a “Testing — Please Do Not Disturb” sign (refer to **Appendix C** of this manual) on the outside of the door of the testing room.
- Display a timing box on the board; refer to the example in Figure 3.0.
 - Write the name of the CCRS Interim Assessment (e.g. Math Interim 1) you are administering on the Interim Assessment line in the timing box on the board.
 - Using the unit testing time in Tables 2.1–2.3 of this manual for reference, write the Interim testing time on the correct line in the timing box on the board.
 - Do not fill in the Starting Time or Stopping Time lines until instructed to do so in the scripts.

Figure 3.0 Timing Box Example

Interim Assessment: _____ Interim Testing Time: _____ Starting Time: _____ Stopping Time: _____ Number of Sections: _____
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Note: Number of Sections is only used for Unit 1 of the grade 6 and high school mathematics assessments.

