

**FALL 2016
& SPRING 2017
EOC Writing
& GRADE 8 WRITING
STC Information**

WRITING TEST SESSIONS

- **ALL students** currently enrolled (“sitting in”) a class must be accounted for in Pearson.
- **Every student must be placed in test sessions, create and name test sessions using “FALL” OR “SPRING” in the title:**
- **School Initials, FALL (SPRING), Teacher**
- **School Initials, FALL (SPRING), absent**
- **School Initials, FALL (SPRING), homebound**

WRITING TEST SESSIONS

- **Every student must be placed in two (2) test sessions; MC & SP**
- **Give each test session the same name except for the last 2 letters**
- **School Initials, Fall (Spring) Writing, Teacher, RA, MC**
- **School Initials, Fall (Spring) Writing, Teacher, RA, SP**

WRITING TEST SESSIONS (cont'd)

- Read Aloud (RA) and/or Audio **must be in the Title of all Test Sessions**

Example:

- **School Int., FALL (SPRING), Teacher RA**
- **School Int., FALL (SPRING), Teacher Audio**

WorkKeys Clarification

- If a student passes WorkKeys instead of taking the Writing SOL, they must be assigned a test in student registration, and then be placed in a test session called:

PHHS Fall Writing 1st time WorkKeys PASSED -MC

PHHS Fall Writing 1st time WorkKeys PASSED -SP

WorkKeys RETAKE Clarification

- If a student passes WorkKeys because they failed the SOL in a previous administration, they must be assigned a test in student registration, and then be placed in a test session called:

PHHS Fall Writing WorkKeys Retakes PASSED -MC

PHHS Fall Writing WorkKeys Retakes PASSED -SP

Testing Term Grad Students

- Only Term Graduates students should be tested using the Term Graduate forms.
- **When creating online test sessions in PearsonAccess for Term Graduates, always choose the Term Graduate context.**
- Term Graduates are those students who are attempting to accrue sufficient verified credits to graduate by August 31, 2017

Writing-- 2nd Opportunity Window

- The 2nd Opportunity Window is only for Term Graduate students; it is NOT an expedited retake window.
- ONLY Term Graduate students are eligible for two attempts during the writing administration.
(TOTAL of 2 ATTEMPTS)

SOL Writing

- EOC Term Graduate writing short papers are automatically rescored ONLY if:
 - the Term Graduate field should be set to “Y” on the Student Registration Record screen in PearsonAccess™

Please verify that the “Y” is selected for all Term Grads

FALL 2016 Writing --Read Aloud

- A read-aloud test session CANNOT be created for the short-paper portion of the test. The session must be created as a “regular” test session. The prompts will be randomly assigned and the examiner will read each student’s prompt individually.

Proctor Tickets will now be printed as EXAMINER AUTHORIZATIONS

Security Forms

Security for Testing Materials

APPENDIX B

TEST TICKET TRANSMITTAL FORM AND AFFIDAVIT FOR EXAMINERS/PROCTORS

Spring 2014 *Non-Writing* Test Administration

Division Name: _____ School Name: _____

Date: _____



Directions Use this transmittal form to track and verify the distribution of Student/Proctor Authorization tickets. After testing has been completed, each Examiner/Proctor and all individuals who administered a Virginia Standards of Learning (SOL) Assessment must read and affirm the statement in the Affidavit column.

Examiner's Name (Proctor's Name)	Quantity of Test Tickets Issued to Examiner/Proctor	Examiner's initials (Proctor's initials) verifying receipt of the secure test tickets.	STC Initials verifying return of the secure test tickets.	Examiner's/Proctor's Affidavit My signature below affirms, I administered the Standards of Learning Assessment(s) according to the <i>School Division Personnel Test Security Agreement.</i>
-------------------------------------	---	---	--	---

Security for Testing Environment

2013-2014 SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT

Complete the following prior to participating in any SOL test administration activities involving secure test materials:

Check Test Administration: Fall 2013 Spring 2014 Summer 2014

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to all elements of the *School Division Personnel Test Security Agreement* and the following:

1. I have read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 Action for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license).
2. I understand that if test security procedures are not followed, my license may be suspended or revoked and/or I may be assessed a civil penalty for each violation.
3. All known or suspected violations of SOL test security shall be reported to appropriate school division personnel or to the Virginia Department of Education. To contact the Virginia Department of Education to report a known or suspected violation, call student assessment staff at (804) 225-2102, fax details to (804) 371-8978, or mail details to Division of Student Assessment and School Improvement, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.

Security for Testing Environment

Please be sure to sign and return the *School Division Personnel Test Security Agreement* to the appropriate test administrator before participating in any SOL test administration activities involving secure test materials.

Signed:	Print Name:
Position: Examiner	Date:
School:	Division:

Please be sure to sign and return the *School Division Personnel Test Security Agreement* to the appropriate test administrator before participating in any SOL test administration activities involving secure test materials.

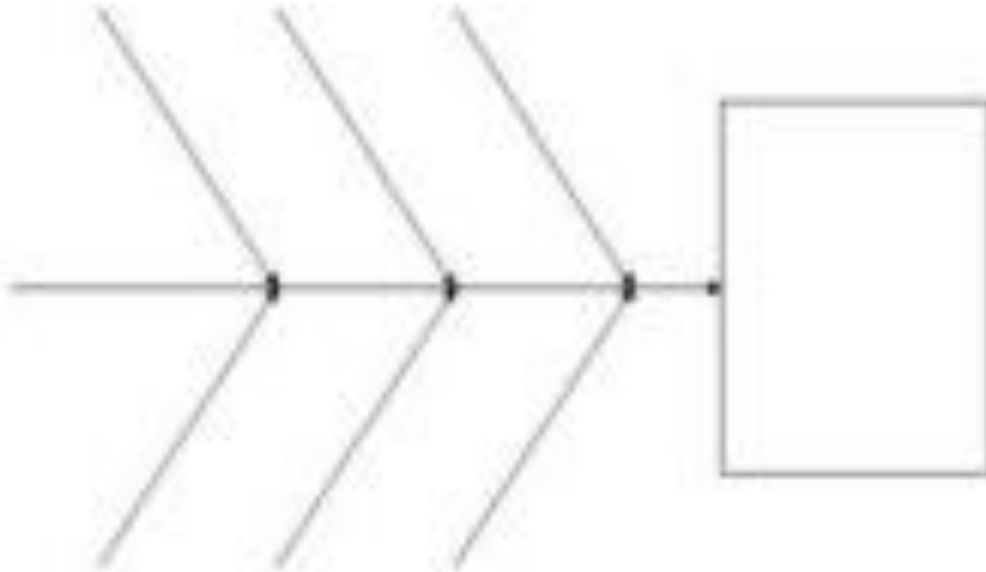
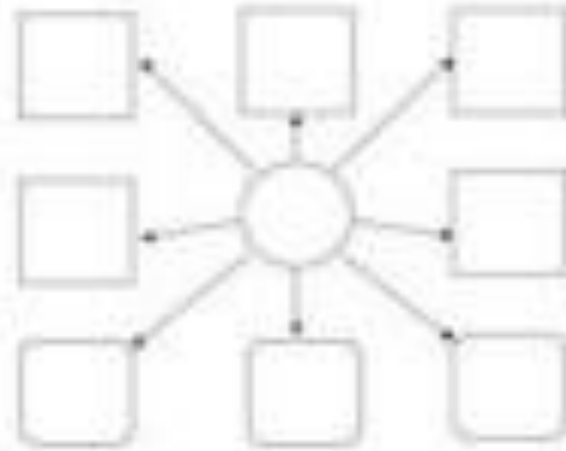
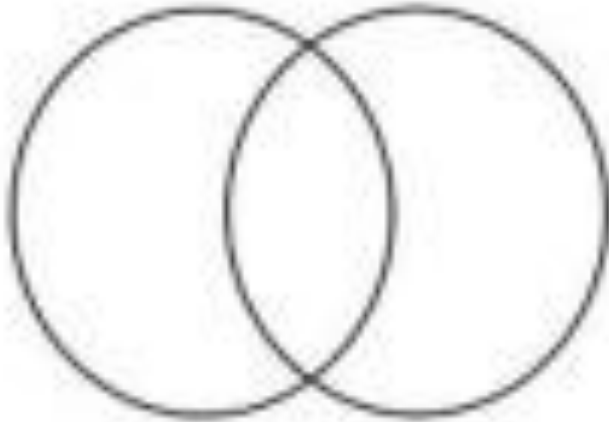
Signed:	Print Name:
Position: Proctor for	Date:
School:	Division:

Scribe Training & Security Agreement

WCPS Student Dictation to Scribe Guidelines

- Scribe stays with 1 student from start to finish: 1 scribe, 1 student, no small group AND a proctor
- Scribe should have experience working with the student
- Scribe must tape record the entire session
- Scribe will use a computer to type the student's oral response.
- Scribe will type exactly what the student says without correcting grammar, adding punctuation or indenting paragraphs.
- Scribe cannot indent paragraphs, capitalize, or punctuate unless specifically told to do so by the student!
- Scribe is not allowed to coach, give hints, or redefine vocabulary
- Scribe can spell words correctly as the student orally dictates their response
- Scribe may use a computer with Notepad. Use of WORD is discouraged because the student could see grammar and punctuation auto-correct indications.
- Scribe may increase the Font size if it makes it easier for student to see
- Students may use a graphic organizer or writing web provided there are NO words or numbers on the organizer or writing web
- Scribe will give a copy of the rough draft to the student once it is completed for student corrections
- Student MUST make corrections on the rough draft using a COLORED PEN, COLORED PENCIL, OR CRAYON
- Scribe makes all corrections according to student's edited rough draft
- Scribe will give a copy of 2nd draft to student for verification
- After all corrections have been completed, the Scribe will transcribe the final short paper response into the student's TestNav Response Window
- A second person (Proctor) must verify that the transcription is correct

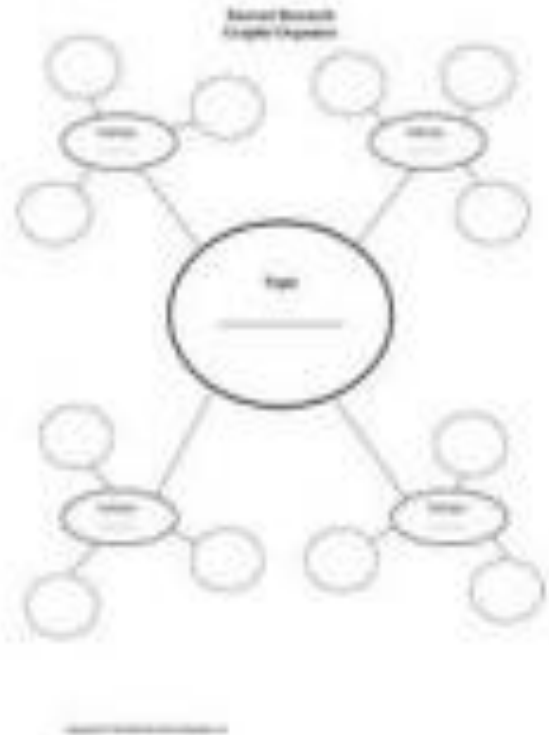
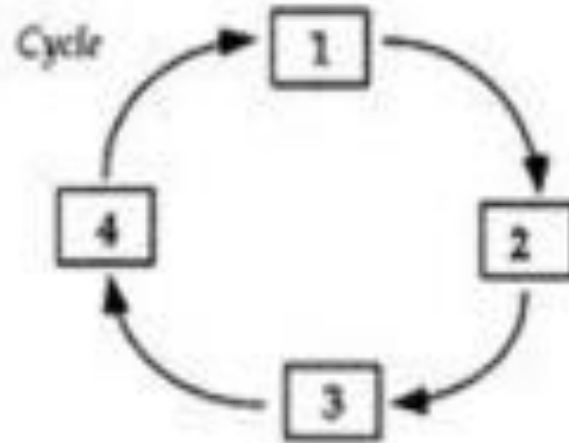
Acceptable Graphic Organizer



No Text

NOT Acceptable Graphic Organizer

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	



Numbers & Text

Coding Parent Refusals on Virginia Assessments

If parents refuse to have their student participate in one or more of the required Virginia assessments, the school division should implement the following procedures:

- The parents should be informed that their student's score report will reflect a score of "0" for any test that is refused.
- The school is **strongly encouraged** to request a written statement from parents indicating the specific test(s) the parents refuse to have their student complete.

Coding Parent Refusals on Virginia Assessments (continued)

- The written statement from the parents should be maintained in the student's file as a record of the decision.
- To account for the student, place the student in a test session titled "Parent Refusal" and DDOT will mark the test complete and assign the appropriate code.

Limited English Proficient Students: Test Administration Updates

SOL Assessments Participation and Testing Accommodations Resource Update

- *LEP Students: Guidelines for Participation in the Virginia Assessment Program (LEP Guidelines for Participation)*
 - Updated February 5, 2014
 - www.doe.virginia.gov/testing/participation/index.shtml

Testing Accommodations: Bilingual Dictionary

The bilingual dictionary may be used alone or with the English dictionary following the guidelines regarding the English dictionary accommodation.

Both accommodations must be coded if both dictionaries are provided.

Read-Aloud or Audio Accommodation on the *Reading Tests* (continued)

- The LEP student meets all of the following criteria:
 - the student is retaking the EOC *Reading* test, having failed the previous attempt(s) without using the read-aloud or audio accommodation; and
 - the student's LEP Student Assessment Participation Plan lists the read-aloud or audio accommodation for other tests; and
 - the student receives the read-aloud or audio accommodation in the classroom.

Read-Aloud or Audio Accommodation on the *Reading Tests* (continued)

- Prior to the retest, the LEP student's eligibility for the read-aloud or audio accommodation must be verified.
- Providing the read-aloud or audio accommodation on the retest will create a test alert.
- Only VDOE can clear this test alert.