

## **Appendix E**

### **Monitor's Section**

#### **Legal Requirements**

S.C. Code Ann. § 59-1-445 (2004) addresses violations of mandatory test security regulations and procedures, penalties, and investigations. The following is an excerpt from this section:

- (1) It is unlawful for anyone knowingly and willfully to violate security procedures regulations promulgated by the State Board of Education for mandatory tests administered by or through the State Board of Education to students or educators, or knowingly and willfully to:
  - (a) Give examinees access to test questions prior to testing;
  - (b) Copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet;
  - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
  - (d) Make answer keys available to examinees;
  - (e) Fail to follow security regulations for distribution and return of secure test [materials] as directed, or fail to account for all secure test materials before, during, and after testing;
  - (f) Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

Any person violating the provisions of this section or regulations issued hereunder is guilty of a misdemeanor and upon conviction must be fined not more than one thousand dollars or be imprisoned for not more than ninety days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

- (2) The South Carolina Law Enforcement Division shall investigate allegations of violations of mandatory test security, either on its own initiative following receipt of allegations, or at the request of a school district or the South Carolina Department of Education. The South Carolina Law Enforcement Division shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.
- (3) Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the South Carolina Department of Education in test development or selection, test-form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Education are necessary and appropriate.

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#### **State Board Regulations**

S.C. Code Ann. § 59-1-447 (2004) requires the State Board of Education to establish detailed mandatory test security procedures by regulation.

The State Board of Education promulgated revised test security regulations that became effective June 27, 2003. These regulations, 2. S.C. Code Ann. Regs. 43-100 (2015), are reprinted below.

- I. Tests administered by or through the State Board of Education shall include but are not limited to:
  - A. The statewide tests, as defined in State Board of Education Regulation 43-262, including field tests and pilot tests;
  - B. Examinations for admission to teacher education programs and teacher certification examinations;
  - C. Examinations for admission to programs such as the gifted and talented program;
  - D. High school equivalency tests.
- II. As used in this regulation, “local school board” means the governing board of a public school district, a public charter school, as well as those of special school districts, special schools, and institutions that utilize tests administered by or through the State Board of Education.
- III. Each local school board must develop and adopt a district test security policy. The policy must provide for the security of materials for the entire period of time (before, during, or after testing) the materials are in the district and/or the schools within that district. The policy must address security for paper-based, computer-based, and customized assessments. This also applies to district-owned materials that are the same as those used in any state-operated testing or assessment program. Throughout the time testing materials are under the control of the school district, secure paper-based materials must be stored under lock and key when not in use for approved test administration activities.
- IV. Each District Superintendent and the administration from each of the special schools and institutions that utilize tests administered by or through the State Board of Education must designate annually one individual in each district for each mandated assessment who will be the sole individual in the district authorized to procure test instruments that are utilized in testing programs administered by or through the State Board of Education. The name of the designated individual must be provided to the South Carolina Department of Education (SCDE) in writing. When the testing program involves procurement of materials available commercially, the designated individual must be the sole individual in the district authorized to procure commercial test instruments which are utilized in testing programs administered by or through the State Board of Education.
- V. Individuals must adhere to all procedures specified in all operating manuals governing the mandated testing programs. Manuals are provided by or through the SCDE.

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- VI. A. The State Board of Education may invalidate test scores that reflect improbable gains and that cannot be satisfactorily explained through changes in student populations or instruction.
- B. In cases where test results are invalidated because of a breach of security or action of the State Board of Education, any programmatic, evaluative, or certification criteria dependent upon the data will be deemed to not have been met.
- VII. Any individual(s) who knowingly engage(s) in any activity that results in the invalidation of scores derived from teacher certification examinations, the examinations for admission to teacher education programs, and/or the high school equivalency tests forfeits all opportunities to retake the test(s).
- VIII. Any knowing involvement in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests administered by or through the State Board of Education will be considered a breach of test security within the meaning of S.C. Code Ann. Section 59-1-445 (1990, 2004). Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site specified in this paragraph forfeits all opportunities to retake the test(s).
- IX. Each of the following is considered a breach of professional ethics which may jeopardize the validity of the inferences made on the basis of test data and, as such, are viewed as security violations which could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.
  - A. Failing to administer tests on the test dates specified by the SCDE.
  - B. Failing to maintain an appropriate testing environment, free from undue distractions.
  - C. Failing to proctor the test to ensure that examinees are engaged in appropriate test-taking activities.
  - D. Providing examinees with access to test questions or specific test content prior to testing.
  - E. Providing examinees with access to answer keys prior to or during testing.
  - F. Keeping, copying, reproducing, or using in any manner inconsistent with the instructions provided by or through the SCDE any test, test question, or specific test content.
  - G. Keeping, copying, or reproducing in any manner inconsistent with the instructions provided by or through the SCDE any portion of examinee responses to any item or any section of a secured test.
  - H. Coaching examinees, altering examinee responses, or interfering with examinee responses in any way prior to, during, or after testing. This includes hinting to examinees about the correctness of their responses.
  - I. Failing to follow instructions specified in the test manuals for the distribution, storage, or return of test materials or failing to account for test materials before, during, or after testing.

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- J. Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test. This section includes failure to clear the memory of calculators used on a test as directed in the test manual.
- K. Allowing, participating in, assisting in, or encouraging any unauthorized access to test materials prior to, during, or after testing.
- L. Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing.
- M. Leaving in view of examinees during test administration materials that are content or conceptually related to the subject areas being assessed.
- N. Providing references or tools other than those specifically allowed in test manuals. Providing references or tools during test administration at times other than those specifically allowed in test manuals.
- O. Failing to provide accommodations and/or customized materials as specified in the student's Individualized Education Program (IEP) or 504 plan. Providing accommodations and/or customized materials not included in the student's IEP or 504 plan.
- P. Excluding examinees or exempting from assessment students who should be assessed.
- Q. Failing to return test materials for all examinees.
- R. Engaging in inappropriate test preparation practices that invalidate the test scores. These practices include activities that result in an increase in test scores without a simultaneous increase in the examinee's real achievement or performance in the content area.
- S. Revealing test scores or test performance to anyone not involved in the education of the examinee.
- T. Altering test scores in electronic records or files.
- U. Failing to report a security breach.
- X. The SCDE has the right and responsibility to observe test administration activities without prior notice in order to monitor adherence to test security. Examinees should be made aware that monitoring may occur.
- XI. Any suspected violation of security must be reported to the South Carolina Law Enforcement Division.
- XII. If a security breach occurs in a district, or charter school, rendering test forms or test items unusable, funds equivalent to replacement costs may be withheld from the district or charter school by the SCDE at the discretion of the State Board of Education.
- XIII. At the discretion of the State Board of Education, an educator may receive a public or private reprimand or the credential of an educator may be suspended or revoked based on evidence of violation of test security provisions.

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#### Monitor Requirements

- The use of monitors is recommended to facilitate the administration of the tests and to ensure that test security is maintained.
- A monitor can be a teacher's aide, a parent, or other district or school personnel (e.g., music teachers, P.E. teachers, counselors).
- Monitors cannot be in rooms where their close relatives are being tested.
- It is **not** permissible for a monitor to be left in charge of a test administration session; the TA should remain with the students and send the monitor out in case of an emergency.
- All monitors must participate in a training session given by the DTC or STC that includes a review of test security policies and procedures, administrative guidelines, hand-coding of answer documents, and the administration directions.
- After training, monitors must sign an *Agreement to Maintain Test Security and Confidentiality for Testing Monitors* form.

#### Monitor Responsibilities and Duties

- Monitors are required to walk around the room during testing to check that students are marking their answers in the correct sections of the answer documents or in the online testing system. It is permissible to alert students that their answers are being marked in the wrong sections. **However, it is not permissible to stop and read test items or students' responses in students' test booklets, answer documents, or online test.**

The following is a list of duties that should be performed by a monitor.

- Distribute and collect materials needed during testing (e.g., No. 2 pencils, test booklets/answer documents, paper) as directed by the TA.
- Ensure that students receive the correct test booklets/answer documents or test tickets, depending on test mode.
- During testing, ensure that students
  - ✓ receive additional sharpened No. 2 pencils when needed,
  - ✓ follow directions,
  - ✓ mark their responses in the appropriate area of the answer document or online test,
  - ✓ use only the allowable supplemental materials specified in this manual, and
  - ✓ do not give or receive help from other students.
- Help maintain test security.
- Refer all student questions to the TA.
- Check restrooms before allowing students to enter to make sure that they do not contain reference materials (e.g., books, notes, writing on towels or walls). This is especially important for schools where examinees are permitted to leave the testing room early.

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- Retrieve additional test materials from the STC if needed during testing.
- Serve as a messenger between the TA and STC during testing, if an emergency occurs. (Monitors may leave the room for short periods of time to relay messages.)

### Test Administration Policies

The following section includes important information regarding key test administration policies. All instructions in this manual should be followed as appropriate. Failing to follow all directions pertaining to the administration of a test as specified in the test manual for that test is a test security violation.

### Student Participation Guidelines

All public middle school, high school, alternative school, virtual school, or adult education students enrolled in courses in which the academic standards corresponding to the EOCEP subjects are taught, regardless of course name or number, must take the appropriate end-of-course test.

This testing policy includes all students with IEPs or 504 Plans, suspended students, home school students who are registered through the district or local school board, homebound students, and homebased students. Also included are ESL/LEP students, charter school students (including virtual charter schools), and students who are incarcerated.

### Special Groups of Students

1. **Students with Disabilities**—Students with disabilities must participate in accordance with their Individualized Education Program (IEP) or 504 Accommodation Plan. (See **Appendix C** for guidelines on administering the test to students with disabilities.)
2. **Adult Education Students with Disabilities**—Students with disabilities in adult education centers who are 21 years of age or younger and do not have diplomas may be served under the provisions of IDEA or Section 504. The IEP or 504 Accommodation Plan must state any accommodations to be used. Students who are older than 21 cannot be served under the provisions of IDEA but may be served under Section 504. Students who are older than 21 must prove they are disabled (e.g., provide documentation they were served under an IEP or a 504 Accommodation Plan in high school) prior to taking the test.
3. **Suspended and Expelled Students (with or without disabilities)**—Students who are suspended must be tested. The district may consider delaying the suspension dates, bringing students into school during suspension for testing purposes only, or testing students in alternative locations. The district is not required to test expelled students who do not have IEPs. When a student with an IEP has been expelled, a new IEP must be written that outlines the services to be provided during the expulsion period and the manner in which the student will be tested.
4. **Home School Students**—Home school students are defined as those students whose parents or guardians teach their children at home. Students whose home school instruction is approved by the district board of trustees of the district in which the student resides must be tested according to S.C. Code Ann. §59-65-40 (A)(6)(2004): “The tests must be administered by a certified school district employee either with public school students or by special arrangement at the student’s place of instruction, at the parent’s option. The parent is responsible for paying

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the test administrator if the test is administered at the student's home." It is recommended, but not required, that a monitor accompanies the TA if the parent chooses to have the student tested at home. Parents, guardians, or other relatives may not be present in the room with the student during testing. Home school students will receive individual student results but will not be included in the district or school data.

5. **Homebound Students**—Homebound students (with or without disabilities) must be tested. These students receive instruction at home or in a hospital because they cannot attend school due to illness, accident, or pregnancy, even with the aid of transportation [2 S.C. Code Ann. Regs. 43-241 (2011)]. The district must administer the required tests to a student who is homebound, except in individual cases in which it is documented that the student is not physically and/or mentally able to take the test. It is the district's decision to choose whether or not to have a monitor present when testing homebound students.
6. **Homebased Students**—Students who receive homebased instruction must be tested. Homebased students normally receive instruction at a place other than school because the student's IEP team has determined this placement to be the most appropriate, least restrictive environment for the administration of the student's educational program. The district must send a TA to the place of instruction.
7. **Limited English Proficient (LEP) Students**—ESOL/LEP students enrolled in courses in which the curriculum standards corresponding to EOCEP subjects are taught must take the appropriate tests with a few exceptions. See **Appendix D** for more information.
8. **Foreign Exchange Students**—Foreign exchange students who meet the EOCEP eligibility criteria must participate in EOCEP testing.
9. **Students with Disabilities Who Have Been Placed by Districts and Public Agencies in Private or Nonpublic Schools**—Students with disabilities who are placed by districts or other public agencies in private or nonpublic schools or state-operated programs must participate in statewide and districtwide assessments and must be tested by the home school district. The home school district is the district that carries the student on enrollment and receives state or federal funding for educating the student. Students who are placed by other public agencies through the foster home/group home proviso, General Appropriations Act, 2003 S.C. Acts 91 Proviso 1.9, must be tested by the district in which the alternate residence (such as a foster home, group home, orphanage, or state-operated health care facility including a facility for treatment of mental health or chemical dependence) is located.
10. **Virtual School Students**—VirtualSC's goal is to provide a statewide supplemental or alternative online program for 7th- to 12th-grade students by ensuring equitable access to rich and varied learning opportunities for South Carolina students.

Students taking virtual school courses that correspond to the EOCEP subjects will take EOCEP tests online during the district's testing window or, if approved by the SCDE, online outside the district testing window. VirtualSC students must test online at a location within the student's would-be **home** district. Scores are applied to the report card for VirtualSC.

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To ensure that scores are reported for VirtualSC, select “B-SC Virtual School Program” in the precode menu for Instruction Type. If this information is precoded for students, no further action or coding is required. If this information was not precoded, complete the following:

- For online testers, select VirtualSC in the Testing Codes tab in the Edit Student window of eDIRECT (see the eDIRECT Guide for example). The Reported School code may be left blank.
- For paper/pencil testers, fill in the bubble for VirtualSC on page 2 of the answer document. The Reported School code may be left blank.

**Note:** There are occasionally extraordinary circumstances that may prevent a student from participating in planned/scheduled testing (e.g., a homebound student who, on the basis of a medical record from a physician, is physically and/or mentally unable to participate in instruction or assessment during the testing window, including make-up days). **Homebound Students** is one of the eligible categories for consideration of an alternative testing window request.

### Residential Treatment Facilities

#### *State Placement of Students*

A state proviso requires that the school district in which a Residential Treatment Facility (RTF) is located provide the necessary education programs and services for RTF students, both with and without disabilities, who were referred or placed in the RTF by the **state**. This requirement includes the administration of statewide tests.

With respect to students enrolled in the facility school districts, for accountability purposes, the assessment and accountability measures for students residing in RTFs shall be attributed to a specific school only if the child physically attends the school. The performance of students residing in a RTF who receive their educational program on site at the RTF must be reflected on a separate line on the facility school district's report card and must not be included in the overall performance ratings of the facility school district. A facility school district shall not have the district's state accreditation rating negatively impacted by deficiencies related to the delivery of an educational program at a RTF.

#### *School District Placement of Students*

Any time a school district places a student in a group home or RTF, the district that facilitated the student's placement **remains** responsible for ensuring that the student participates in the statewide assessments. The statewide assessments may be administered by the placing school district or through an arrangement with the district in which the RTF resides, but in either case, answer documents are returned to the placing school district and the scores are reported for accountability in the student's home district.

#### *Procedures for Assessing RTF Students*

The district is accountable for providing any required test administrations. Districts must ensure that certified professionals administer the tests and that these individuals are properly trained for the specific test administration. Testing must be conducted during the published schedule for the specific test or DTCs must provide a written request for an alternative schedule. There are three acceptable alternatives for ensuring that students in RTFs are appropriately assessed. Districts may:

1. send a trained administrator to the student's location to administer the required tests;

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2. train an individual who is part of the student's instructional program to administer the tests; or
3. provide transportation for the student to and from a school for test administration.

Districts are responsible for obtaining all required test materials for the student to be tested, and for the packaging, distribution, and receipt of all test materials in a safe and secure manner. If the EOCEP is administered at the RTF facility, the test materials may be delivered, in person, to the person who will be administering the test, or test materials may be mailed by FedEx as long as a signed receipt is obtained. If the district has chosen alternative #3 above, the student may be tested online at a district school.

#### ***Testing Out-of-State Students***

All students need to be tested even if they are schooled out-of-state. The district is responsible for providing any required test administrations. Districts may:

1. send a trained administrator to the student's location to administer the required tests;
2. train an individual who is part of the student's instructional program to administer the tests;
3. provide transportation, meals, and other essentials for the student to and from the school for test administration within South Carolina; or
4. elect to receive a zero on the test participation standard for not testing the student.

Districts are responsible for obtaining all required test materials for students who are to be tested out of state and for the packaging, distribution, and receipt of all test materials in a safe and secure manner. **Districts must ensure that certified professionals administer the tests and that such individuals are properly trained for the specific test administration.** Testing must be conducted during the published schedule for the specific test or DTCs must provide a written request for an alternative schedule.

**Districts must notify the Office of Assessment, in writing, that out-of-state testing will occur and provide the following information: district, school, name of test, student's name, student's grade, name of professional who will administer the test, the dates of test administration, and the location of the testing.**

#### **Testing Dates**

As stated in the State Board Regulations, all schools must administer tests during the testing window as specified by the SCDE. Failure to administer tests on the dates specified by the SCDE is considered a test security violation that could result in criminal prosecution and/or disciplinary action to an educator's professional certificate. This regulation also applies to the administration of any make-up tests. This regulation does not apply to students with IEPs requiring a scheduling accommodation.

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### Parent Notification

Preparing students and parents for the EOCEP is important.

- DTCs and STCs should make sure that students and their parents or guardians are notified **in advance** about the testing schedule. All parents should be told the dates and times each subject will be administered.
- Schools must post the testing schedule on their Web sites.
- DTCs and STCs should determine **in advance** the procedures to follow for students who are tardy on the day of testing. Parents should be notified of the importance of getting their children to school on time.
- Parents should be notified **in advance** of any special conditions that will apply to the testing of their children.
- Parents and students should be notified **in advance** that during testing students may not be in possession of any electronic devices that can be used for communicating, timing, creating images, or storing images. These devices will be collected by the TA and returned after testing is complete.
- Parents should be notified **in advance** that doctors' appointments and other out-of-school functions should not be scheduled during testing hours.



### Testing Hours, Breaks, and Student Activities During Testing

#### Test Durations

The EOCEP tests are not timed. Students should be given as much time as they need to complete each test. EOCEP tests **must begin and end on the same day** unless the student has an IEP/504 Plan specifying administration of a single test over several days. **Failure to provide sufficient time for students to complete the test is a test security violation.**

Shown below are the statewide 95<sup>th</sup> percentiles for test duration measured during the Fall/Winter 2014–2015 Administration. DTCs/STCs should use this information to schedule testing blocks accordingly. Two-hour blocks may not be sufficient for some subjects or groups of students. **Testing sessions late in the day must be avoided.**



- 95% of testers completed the Biology and USHC EOCEP tests in 1.75 hours.
- 95% of testers completed the Algebra EOCEP test in 2.5 hours.
- 95% of testers completed the English EOCEP test in 3 hours.
- Some students may take a much longer time to complete a test than other students. Districts and/or schools should provide TAs with guidelines specifying acceptable activities to engage students while waiting for other students to finish a test. Students should not be allowed to engage with content related to the subject being tested. For example, they should not be allowed to read a biology textbook during the Biology EOCEP test. Appropriate activities may include reading a novel, magazine, or newspaper, completing word or number games, working crossword puzzles, or doing schoolwork unrelated to the tested subject.

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- The length of time the school can allow a student to continue working on a test is dependent upon the student, the testing situation, and the information available to the TA. As long as the student actively works on items (e.g., entering responses on the paper answer document or into the online test, writing, and working out problems), the TA must allow the student to continue with the test. If necessary, and if space and staff are available, students who need to continue working on the test after others are finished may be moved to another location to complete the examination.
- If a student has not completed the test by the time most others are finished and clearly is not attempting to finish, the school may use discretion to end the testing session.
- If students have not completed the test by their lunch period, students may be permitted to have a “silent lunch” or have a monitor present for the lunch period. Test security must be maintained throughout the lunch period.

### Policy on Use of Calculators

School- or student-owned calculators may be used during the Algebra 1 test and the Biology 1 test. The online testing system provides students with a built-in calculator to use during these tests. Use of handheld calculators must follow the requirements outlined in this policy.

Test takers may use any four-function, scientific, or graphing calculator during the test unless it has any of the **prohibited** features described below:

- calculators with built-in computer algebra systems (CAS), including:
  - Texas Instruments: All model numbers that begin with **TI-89** or **TI-92** and the **TI-Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted,
  - Hewlett-Packard: **HP 48GII** and all model numbers that begin with **HP 40G**, **HP 49G**, or **HP 50G**,
  - Casio: **Algebra fx 2.0**, **ClassPad 300** and **ClassPad 330**, and all model numbers that begin with **CFX-9970G**,
- handheld, tablet, or laptop computers, including PDAs,
- calculators with wireless capability, such as Bluetooth or an infrared data port,
- electronic writing pads or pen-input devices,
- calculators built into cell phones or any other electronic communication devices,
- calculators with a typewriter keypad (letter keys in QWERTY format),
- calculators that “talk” or otherwise make noise, such as the AudioCalc.

To help maintain test security, **the memory of every calculator used during testing must be cleared by an STC or TA before and after testing** to clear all applications and programs. Students should not be allowed to share graphing calculators during the mathematics test unless the memory is reset each time the calculator changes hands.

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Students who wish to use their own calculators during the test must be told in advance of the test day to back up all data and programs that they wish to save. The memory of every calculator used in testing must be cleared of all data, applications, and programs before testing. **If a student is unwilling to have his or her calculator's memory reset, the student may not use that calculator during the test.** Some calculators have special procedures such as Test Guard and Press-to-Test which disable applications and programs during test administration. A TA may activate such features on these calculators instead of resetting the memory. Information is available from the manufacturers.

### Policy on Use of Electronic Communication, Imaging, and Photography Devices

During testing, students may not be in possession of any **electronic or other device** that can be used for communicating, timing, creating images, or storing images. These devices include, but are not limited to, cell phones, media players, tablets, electronic readers, headphones, stop watches, electronic translators, hand-held devices, or any electronic imaging or photographic devices. The district and school should have procedures in place for the collection of such devices during testing (e.g., requesting that students place all devices in their backpacks and put the backpacks in the front of the room as they enter). All electronic devices must be collected before students begin testing. The Administration Directions include instructions about electronic devices and are read to the students by the TA.

This restriction does not apply to devices documented for use during testing in a student's IEP or 504 Plan and/or required for a customized administration (e.g., headphones for an online oral administration). Also, as noted on page 10 of this manual, other supported tablet devices may be used for online testing if appropriate security procedures are followed.

### Testing Environment

Planning for and providing an appropriate test setting is essential to ensure standardized testing conditions for all students. Schools must adhere to the following standards to ensure that all students have an equal opportunity to perform their best on the EOCEP.

- Tests should be administered in a familiar classroom setting to reduce student test anxiety and simplify test security.
- Students should be tested in classrooms that have good lighting and are well ventilated with a reasonable temperature.
- Adequate space (three feet or more) between students is necessary to increase test security and to reduce distractions.
- Classrooms and computer labs should be quiet and free from interruptions or distractions of any type. **Appendix A** includes a "Do Not Disturb" sign for classroom use; it may be removed from this manual and taped to the outside of the classroom door.
- **The TA must not work on a computer, tablet, or similar device, talk or "text" on a telephone, grade papers, or read during a test administration.**

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- Classrooms, computer labs, and halls must be inspected prior to testing to ensure that all subject-related materials have been covered or removed from walls, bulletin boards, doors, desks, floors, ceilings, or windows. Word walls, maps, globes, charts, and subject-related mobiles must be taken down or covered during testing.
- If a school chooses to administer the test in a large-group setting, the following monitor guidelines must be followed:
  - When the number exceeds thirty-five students in a room, a monitor must be added.
  - A monitor should be added for each additional thirty-five students.

#### District/School Guidelines for Disruptions

Schools should have policies and procedures in effect for classroom disturbances that interrupt testing. Such disruptions could include unruly students, students who sleep during the test, students who will not take the test, and students arriving late to school or leaving early because of appointments. TAs should know what to do in each of these situations.

#### Fire Drills, Bomb Threats, Power Failure, Storms, Death

If a **fire drill or bomb threat** occurs during testing, TAs should collect test booklets, answer documents, testing rosters, online test tickets, and other secure materials as the students leave the room. The TA can keep the materials secure by keeping possession of the materials and taking them outdoors or by locking them in a secure location within the classroom or computer lab.

For online testing, the TA should also lock the door to the testing room to ensure student workstations are not compromised.

When a **power failure** occurs, notify the Office of Assessment of the school(s) affected by the disruption. If the power failure occurs early in the day, wait a reasonable amount of time to determine if testing can begin or resume on that day. If power is off for several hours, reschedule the test administered that day to one of the make-up days. The remaining tests should be administered as scheduled.

In the case of the death of a student, a teacher, or a school administrator, call the Office of Assessment to discuss possible testing date changes.

#### Student Cheating

- The school should follow policies and procedures established by the district for investigating and documenting suspected cheating incidents.
- If cheating is confirmed for an online tester, the STC may contact the testing contractor to invalidate the test. If cheating is confirmed for a paper/pencil tester, the STC may choose to place a “Do Not Score” label on the student’s answer document before it is returned to the contractor.
- Do not report student cheating to the SCDE unless electronic devices are involved in the incident.

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- If cheating is confirmed after the test was scored, and an invalid score was reported, contact the SCDE. The STC should attach a note to the student's score report indicating the violation and stating that specific scores may not be representative of the student's achievement.
- If cheating is confirmed, the DTC may request to the SCDE that the student retest with an emergency form.

### Student Injury

Students who suffer injuries may be scheduled for make-up testing if the condition warrants this delay. If a student cannot write or hand-code answers or enter answers into the online form via computer because of an injury, such as a broken arm, testing may be delayed until the make-up days and the student may follow any of the options listed as a standard accommodation. These accommodations include changing the setting, timing, scheduling, or presentation, or using one of the alternative response options. For example, some students find it easier to use a computer to type responses when they have a broken finger, broken wrist, or broken arm. Other alternatives include having the student indicate the answer choices nonverbally (pointing) or dictating responses to a qualified individual. In each case, the TA and STC should follow the guidelines set forth in **Appendix C**, on pages C-4 through C-6.

### Student Illness

If a student is nauseated, vomits, bleeds, or displays other severe distress symptoms, the following guidelines offer appropriate actions for the TA and the STC to implement, as needed.

- The TA should excuse the sick student from the testing room. The determination to remove a student depends on the severity and the timing of the sickness.
- The TA should not leave the room. If possible, send a monitor to accompany the student to the restroom, nurse's office, or other sick room.
- Students can take a supervised break until the sick student is situated and the student's desk and the classroom have been cleaned.
- If a student cannot be tested during the testing window, contact the Office of Assessment to discuss possible alternative test dates.



### **Online Testing Procedures for Student Illness**

If a student becomes ill during testing and does not complete the test, the TA should close that student's test. To do so, go to the computer used by the student and use the following steps:

1. Select **Pause Test**.
2. Select **Exit** on the **Pause** screen.
3. The question "Are you sure you want to Exit and Close the test?" will be asked. Select **Yes, Exit**.

This will exit the student from the test and allow him or her to log in at a later time the same day, using the same login information. If the student's test is ended by selecting **Review/End Test**, or if the student needs to finish testing on another day, refer to page B-3 for more information. The STC should add the sick student's name to the make-up roster.

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#### ***Paper/Pencil Testing Procedures for Student Illness***

- The TA can retrieve the student's test booklet and answer document for further use if these documents were not damaged. Return the partially completed test booklet and answer document to the STC and sign in these documents on the *School Security Checklist*. The STC should add the sick student's name to the make-up roster.
- Damaged test booklets or answer documents should be destroyed or disposed of in a secure manner (e.g., shredding, burning). Record this action on the security checklist. **Do not return damaged documents to the contractor.**
- If a new test booklet or answer document is needed for make-up testing, obtain and sign out the appropriate-subject documents from school coverage and on the *School Security Checklist*. Student responses must be transferred from a damaged answer document to a new answer document in a supervised, secure setting.

#### **Test Administration Manual (TAM) and DTC Supplement**

The *TAM* provides policies and procedures for all test administration personnel to read and implement.

- The *TAM* is **not** a secure document. The *TAM* has been updated to include both paper/pencil and online testing information.
- *TAMs* arrive in the districts in October and should be distributed to STCs and TAs as soon as possible after receipt.
- STCs and TAs must read the *TAM* prior to the training session and the testing window.
- **TAs must keep a copy of the TAM so that they can read the test administration directions to the students.** These directions begin on page 71 of the *TAM* and include the instructions for coding answer documents.
- TAs must read the test administration directions exactly as written.
- Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test is a test security violation.
- The *DTC Supplement* is distributed to DTCs via eDIRECT and provides additional information about returning paper test materials.

#### **Secure Materials**

Secure test materials include:

- all test booklets and answer documents;
- all customized administration materials, including braille, sign language, large print, and loose-leaf test booklets;
- all *Oral Administration Scripts (OASs)* and audio CD-ROMs—used for oral administrations of the EOCEP as an accommodation;
- Signed Administration (ASL/PSE) DVDs—used for signed administrations of Form C tests as an accommodation for students who are deaf or hard of hearing;

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- *Braille Test Administrator's Notes (TA Notes)*—used to administer Form C tests to students who are blind or have limited vision;
- any additional papers or materials with student writing on it (e.g., graph paper, paper rulers, Algebra 1 reference sheets); and
- any Test Session Ticket or testing roster printed through the online testing system, or any other documentation containing student usernames and passwords. Secure materials, including student usernames and passwords, should not be transmitted by e-mail or insecure fax.

### **Storage Policies**

Secure materials must be kept in secure, locked storage when not in use. If possible, the secure location should not have outside or inside windows. Also, secure test materials must not be stored in the same room as a copy or fax machine or any other frequently accessed equipment.

**Do not leave secure materials unattended at any time.** If a TA must leave the room before testing begins, all secure materials should be placed in a secure, locked cabinet, closet, drawer, etc., or all secure materials should be taken with the person. If a TA must leave the classroom for a brief amount of time and there are NO students in the room, materials are secure if the door to the room is locked.

### **Access to Secure Materials**

**Access to secure materials is restricted to testing sessions, make-up testing sessions, and supervised sessions for completing or editing demographic codes on student answer documents.** TAs must not receive test materials until the day of the test (including online Test Session Tickets). See **Appendix C** (C-11 to C-14) for rules regarding TA access to oral and signed administration materials before testing.

No further instruction or review with students should be conducted after the TA has received secure materials.

### **Test Items**

**EOCEP test items are secure.** It is not permissible for any school or district personnel to open test booklets or view online test forms for the purpose of reading test items. Monitors, TAs, STCs, and other school and district personnel (including principals, assistant principals, and guidance counselors) **are not permitted to read test items before testing, during testing, or after testing** except as directed in the administration materials for oral or signed administrations.

**Teachers must not discuss test items** with students or **pronounce words for students**, even if students ask questions about content on the tests. TAs should take extra care when reviewing subject content or answering questions during the testing period. All conversations regarding test content are prohibited even after the conclusion of testing. **Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing is a test security violation.**



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### Coding of Demographic Information onto Answer Documents

Sessions supervised by the STC for coding student demographic information onto answer documents may be held the week before testing. Access to the answer documents is restricted to the labeling and hand-coding of answer documents.



### Preparation for Oral/Signed Administrations

To prepare for an oral or signed administration of the paper/pencil test, the TA may review the *Oral Administration Script (OAS)* or the *Signed Administration DVDs* up to two days prior to the **EOCEP administration** of the subject-area test. For additional information regarding the review of *Signed Administration DVDs*, refer to page C-13. **TAs may not review the online versions of the test.** Schools should complete the Online Tools Training (OTT) prior to the operational window to ensure that the online accommodations are operating correctly. Review sessions must be coordinated by the STC and held at the school with no students present. Review sessions must comply with all test security procedures.

### Supplementary Materials

The **rulers, graph paper, and reference sheets** shipped to the district must be distributed for student use during testing. Do not provide substitutes for these materials. These materials are no longer shipped to districts for online testers because they are available as online tools. All students should use these materials without any changes or additions. **Teachers may not mark, cut, or write on these materials.** If additional supplementary materials are needed or if paper copies are desired for online testing, they can be found on the eDIRECT Web site (<https://sc.drancedirect.com>).

### Dictionaries and Thesauruses

- Students are not allowed to use a dictionary or thesaurus on the EOCEP tests. **Note:** LEP students may use a word-for-word bilingual dictionary during all EOCEP tests (see Appendix D for details).

### Colored Overlays, Highlighters, and Colored Pencils

- **All students** may use colored overlays, colored pencils, and highlighters for all EOCEP tests. Students may use highlighters to highlight text in test booklets.
- All students may use black lead or colored pencils to underline text, take notes, or do scratch work within the test booklets. Answers must be marked in the answer document with a No. 2 pencil.
- A colored background option and a highlighter tool are available in the online testing system.

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#### Administration Directions

**TAs must read the administration directions for each test;** these directions begin on page 63 of the *TAM*. Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test is a test security violation.

Administration directions for paper/pencil testing begin on page 71 with the instructions for coding answer documents.

#### Proctoring the Tests

Administering the test is a critical aspect of the assessment process. The atmosphere the TA creates in performing his/her duties and the TA's manner may inspire students and put them at ease while participating in the test.

- TAs should make certain they have read all of this manual and are well prepared to administer the test.
- TAs should not deviate from the directions for conducting the test. TAs may clarify test directions; TAs may not assist with actual test items.
- TAs and monitors should quietly move around the classroom, walking up and down the aisles to check that students are following the directions for appropriately darkening bubbles or selecting answers. TAs and monitors may not read or grade papers during test administration.
- TAs and monitors must not engage in any unnecessary conversation or engage in any other distracting activity such as talking or texting on a cell phone. This includes any type of electronic device.
- TAs and monitors should be alert and moving throughout the room to detect wrongdoing such as copying from other students, student talking, or student use of electronic devices. Any observations of apparent cheating, including student use of a cell phone, should be reported to the STC and DTC immediately. Do not wait until the test is over.
- Monitors may not be left in charge of a classroom in which students are testing or in which test materials are not in secure storage.



#### **For Online Testing**

- Monitors in classrooms are highly recommended to assist TAs with the monitoring of online test administrations.
- TAs should set up the classroom desks, tables, etc., for online testing to provide maximum privacy for each student. The ability for other students to view classmates' screens will depend upon the size and type of monitor, the proximity of students to each other, and other variables such as whether students are seated together at long tables. TAs must carefully consider the classroom environment and determine what additional measures, such as privacy screens, spacing between students, etc., may be required to restrict the view of nearby test takers. It is the responsibility of the STC and TA to ensure that privacy screens, spacing, and other measures are implemented as needed.

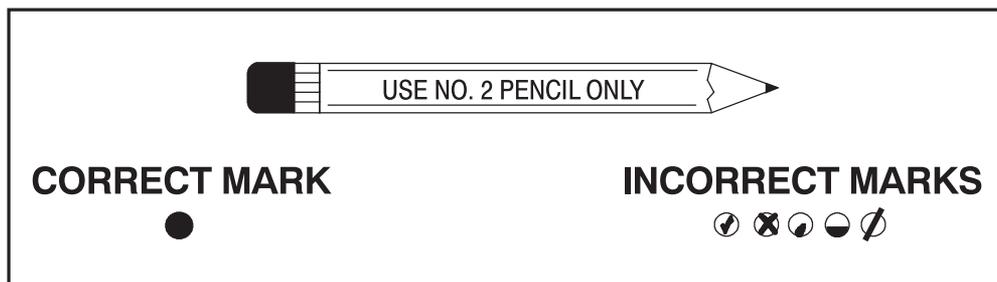
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- Some school networks have software installed that allows the TA's computer to display what is on a student's monitor. While appropriate for an instructional setting, viewing the test or test items is a test security violation.
- The TA must fill out a seating chart for each online test session, indicating the first initial and last name of each student and the appropriate location within the classroom configuration. A PowerPoint seating chart template is available on eDIRECT. Seating charts must be returned to the contractor at the end of testing. If the seating charts are returned to the DTC or contractor by e-mail, they should not include any additional personally identifying information.
- Student access to and use of computers prior to the beginning of the test should be monitored in order that students do not activate software or other resources that could interfere with the security and integrity of the test.
- Ensure that each student receives the correct test ticket. Test tickets must not be distributed to students until immediately before logging into an actual test session (refer to the Online Administration Directions). If the TA is proctoring students whom he/she does not know, then the TA should ask for some type of identification before releasing the ticket to the student.
- Once testing has begun, TAs and monitors are expected to be actively engaged in the monitoring of the entire class of students. Do not let an issue with one student distract the proctoring of the entire class. Have extra computers available if problems occur with a computer. Have an IT person/resource available to assist TAs with such issues.
- Student test tickets should be collected soon after students have logged in and begun testing. The TA must collect student test tickets and supplemental materials before students leave the testing room. These materials and the online testing roster must be stored in a secure location.
- Monitors may not be "left in charge" of a test administration or left in a classroom with test materials.



### **For Paper/Pencil Testing**

- TAs should ensure that each student receives the correct test booklet and answer document, especially those students with disabilities who require an oral administration or other accommodations.
- The diagram below shows an example of correctly and incorrectly marked bubbles.



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- If a problem is detected, such as a student drawing a single line through a bubble, it is permissible to alert the student. It is also permissible to give general reminders to the class. For example, the TA could say “remember to completely darken the bubble for your answer” or “make sure you erase completely.”

### Materials Sent to the Schools



#### For Paper/Pencil Testing

- School/Class Header Sheets—use one for each banded class set. There must be a separate School/Class Header sheet for each subject.
- Test booklets—one for each student testing within a subject plus overage.
- Answer documents—one for each student plus overage.
- Paper bands
- “Do Not Score” labels
- For Algebra 1 administrations only—one for each student taking this test:
  - six-inch card-stock ruler
  - reference sheet
  - graph paper
- Precode labels



#### For Online Testing

Paper reference sheets and graph paper are no longer sent to schools for online testing. These materials may be downloaded from the eDIRECT Web site (<https://sc.drctdirect.com>). Downloaded reference sheets and graph paper may be photocopied.

### Materials Supplied by the Schools



#### For Paper/Pencil Testing

- **Sharpened No. 2 pencils with erasers:** Only No. 2 pencils are dark enough to ensure accurate scoring. Students must NOT use pens or highlighters on any portion of the EOCEP answer document. Students may use their own No. 2 pencils.
- **Cover sheets (optional):** Blank paper or index cards (lined or unlined) may be distributed to assist students in keeping their place in the test booklets or answer documents or to cover their responses.
- **Calculators—Algebra 1 and Biology 1 administrations only:** Students may use their own calculators or calculators provided by the school during the test if they follow the calculator use policy on page 18 of this manual.

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- **IEP Supplemental Materials:** Schools must provide any supplemental materials required by students with disabilities as specified in the student's IEP or 504 Plan or by LEP students. It is a violation of test security legislation and State Board regulations to allow students to use supplemental materials not specified in their IEP/504 Plans or **not** to provide materials that are specified in the student's IEP/504 Plan.

### For Online Testing



- **Blank scratch paper** may be provided to students for any of the four test subjects. Students must only use scratch paper distributed by the TA.

**Any supplementary materials that contain student writing must be securely destroyed at the completion of testing. It is not required that this material be returned to the testing contractor.**

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