

# 2017-2018 State Assessment Training

## State Assessment Training Requirements

All school personnel involved in the administration of Colorado's state assessments must be familiar with test security protocols and with their individual responsibilities. **Training for all school personnel involved in any aspect of Colorado's state assessments is required on an annual basis.**

Thorough training is one of the best ways that districts can ensure successful assessment administrations and prevent misadministrations from occurring. District Assessment Coordinators (DACs) must meet with School Assessment Coordinators (SACs) to ensure that a training plan is in place for training Test Administrators, Test Examiners, Technology Coordinators, and any other school staff handling secure materials.

Districts are required to collect, from all personnel who have completed training, signed documentation that demonstrates an understanding of the policies and procedures set forth by the State of Colorado and the district.

District-developed trainings must be based on the live trainings, webinars, and PowerPoint slides provided by CDE and/or the assessment contractor. Additional information should be included to provide district-specific policy information. CDE recommends that training be provided in a format that allows participants to receive immediate feedback.

## Annual Trainings

Annual training of district and school level personnel involved in assessment administration is required for the following state assessments:

- WIDA | ACCESS for ELLs®
- CMAS Mathematics, English Language Arts/Literacy, Colorado Spanish Language Arts (CSLA), Science and Social Studies
- CoAlt English Language Arts and Mathematics (DLM)
- CoAlt Science and Social Studies
- CO SAT Suite (PSAT and SAT)



## WIDA | ACCESS for ELLs®

---

### Which assessments are included in ACCESS for ELLs?

- ACCESS for ELLs – Grades 1-12
- Kindergarten ACCESS for ELLs
- Alternate ACCESS for ELLs

### Who can administer ACCESS?

- Test Administrators must be employed by the school or district.
- Preferably, Test Administrators will be licensed teachers, licensed administrators, instructional support paraprofessionals, substitute teachers who hold a teaching certificate, school psychologists, school social workers, school librarians, school counselors, or speech pathologists.
- School/district employees may administer the assessments at the grade levels of their children, but they may not administer the test to their own children, nor be in the testing environment during testing.
- For Kindergarten ACCESS or Alternate ACCESS, the Test Administrator needs to be a proficient English speaker who is able to model clear standard pronunciation of the English phonemes that will impact student responses.
- Test Administrators must hold a State of Colorado educator license to administer the Alternate ACCESS.

### What are the training requirements for ACCESS Test Administrators?

DACs must be trained annually on ACCESS administration.

Test Administrators must:

- Be trained annually.
- Complete the requirements of the district or school's annual ACCESS training.
- Participate in WIDA's online training modules (complete the checklist or quiz as applicable).
- Read instructions in the Test Administrator Manual and familiarize themselves with test administration procedures prior to administering the test to students.
- Be trained on specific accommodations if administering assessments in which students are provided accommodations.

Note: Student teachers may not serve as Test Administrators who are in charge of administering any of the ACCESS assessments. However, they may serve as proctors who assist the Test Administrators.



## Colorado Measures of Academic Success (CMAS)

---

### Which assessments are included in CMAS?

- Mathematics – Grades 3-8
- English Language Arts/Literacy (ELA) – Grades 3-8
  - Colorado Spanish Language Arts (CSLA) – Grades 3-4 Eligible Students Only
- Science – Grades 5, 8, 11
- Social Studies – Grades 4, 7, 11

### Who can administer the CMAS assessments?

- Test Administrators must be employed by the school or district.
- Preferably, Test Administrators will be licensed teachers, licensed administrators, instructional support paraprofessionals, substitute teachers who hold a teaching certificate, school psychologists, school social workers, school librarians, school counselors, or speech pathologists.
- School/district employees may administer the assessments at the grade levels of their children, but they may not administer the test to their own children, nor be in the testing environment during testing.

### What are the training requirements?

DACs must be trained annually on CMAS administration procedures.

Test Administrators must:

- Be trained annually on the current CMAS administration procedures.
- Be familiar with test administration procedures prior to administering the test to students.
- Read instructions in the Test Administrator Manual and familiarize themselves with test administration procedures prior to administering the test to students.
- Be trained on specific accommodations if administering assessments for which students are provided accommodations.

Note: Student teachers may not serve as Test Administrators who are in charge of administering CMAS assessments. However, they may serve as proctors who assist the Test Administrators.



## Colorado Alternate Assessment (CoAlt)

---

### Which assessments are included in the Colorado Alternate Assessment (CoAlt) program?

- Mathematics and English Language Arts (DLM) – Grades 3-11
- Science – Grades 5, 8, 11
- Social Studies – Grades 4, 7, 11

### Who can administer the CoAlt assessments?

- Test Administrators/Examiners must be employed by either the school or the district and hold a current teaching license. Note: A substitute teaching license is **not** a sufficient license for administration of CoAlt.
- A Speech Language Pathologist or School Psychologist who does not hold a teaching license, but who holds a professional license may administer the assessment.
- The Test Administrator/Examiner should be familiar with the student, and with the student's mode of expressive and receptive communication.
- Additional staff, including paraprofessionals, may assist in the administration of the assessment as needed, but may not score student responses unless they hold a valid teaching license. Note: For the CoAlt DLM computer-based testlets, a trained paraprofessional may monitor a student taking the assessment if the student can independently navigate and answer questions on the computer. Anyone in the testing environment must be trained on CoAlt administration.
- Volunteers may **not** be used to administer assessments.
- Test Administrators/Examiners may not administer the assessment to a relative.

### What are the training requirements for DACs and CoAlt Test Administrators/Examiners?

DACs must be trained annually on all CoAlt assessments.

#### CoAlt Science and Social Studies

- Test Examiners must be trained annually on the current science and social studies administration procedures.
- Test Examiners must be trained in a manner that provides direct feedback during administration practice.

#### CoAlt English Language Arts and Mathematics (DLM)

- New Test Administrators must complete four modules and pass associated quizzes at 80% or higher.
- Returning test administrators must complete one module and pass the associated quiz.
- Modules can be self-directed or part of a district-facilitated training.
- All quizzes must be taken in the DLM training site available at <http://training.dynamiclearningmaps.org>.



## Colorado SAT Suite

---

### Which assessments are included in the CO SAT Suite?

- PSAT 8/9 – Grade 9
- PSAT 10 – Grade 10
- SAT – Grade 11

### Who can administer the CO SAT Suite of assessments?

- School Assessment Coordinators (called “Test Center Supervisors”), Test Administrators (called “Associate Supervisors”) and Proctors must be employed by the school or district. Note: Associate Supervisors assume responsibility for test materials and examinees in an assigned room and Proctors provide additional supervision and support to the Associate Supervisor.
- Preferably, Test Center Supervisors, Associate Supervisors, and Proctors will be licensed teachers, licensed administrators, instructional support paraprofessionals, substitute teachers who hold a teaching license, school psychologists, school social workers, school librarians, school counselors, or speech pathologists. Note: Student teachers may not serve as Associate Supervisors but may serve as Proctors.
- Neither the Test Center Supervisor, any Associate Supervisor, or Proctor may be a member of the household nor immediate family of a student taking the test on the same date or during the same test window, even if the student is testing at a different school. In such instances, the related student’s scores are subject to cancellation. School staff members who are relatives of students taking the Colorado PSAT or SAT must not have access to testing materials at any time before or during the school day testing window.
- Any staff member who is engaged in providing private PSAT or SAT test preparation that is conducted outside the auspices of their school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee within the school or district may not serve as an associate supervisor or proctor. The teaching and normal review of course content, including test familiarization that is part of regularly scheduled school course work is acceptable.
- Any staff member who has taken any SAT Program test within 180 days of test day is ineligible to serve as a Test Center Supervisor, Associate Supervisor, or Proctor.

### What are the training requirements?

DACs must be trained on the SAT Suite of assessments annually.

Associate Supervisors must:

- Be trained annually on the current CO PSAT and/or CO SAT administration procedures.
- Be familiar with test administration and test security procedures prior to administering the test to students.
- Read instructions in the Supervisor’s Manual prior to administering the test to students.
- Be trained on specific accommodations if administering assessments in which students are provided accommodations.

## Where can I learn more?

- For more state assessment information, visit: [www.cde.state.co.us/assessment](http://www.cde.state.co.us/assessment)