

Frequently Asked Questions CSAP for Online Schools

The Office of Standards and Assessment at the Colorado Department of Education has received several questions from the Online Programs across the state on the administration of the Colorado Student Assessment Program (CSAP). Answers to the most frequently asked questions are found in this document. We encourage the directors of the online programs to work closely with the district assessment coordinator (DAC) for the administration of the CSAP tests. Further resources for CSAP can be found at http://www.cde.state.co.us/cdeassess/index_csap.html.

1. Is there a restriction on how many test sessions could be administered within one day?

No, there is not a restriction on how many test sessions could be administered within one day. “While the scheduling of test sessions is left to the discretion of each district or school, CDE asks that considerations be made as to what would be in the best interest of the students (Procedures Manual, page 26).

2. How are proctors regulated? Must they be school employees, undergo background checks (if they are parents), what is an acceptable proctor/pupil ratio?

- ALL assessment proctors and test examiners (both volunteer or staff/employees) must be trained by either the School Assessment Coordinator (SAC) or the District Assessment Coordinator (DAC) with regard to Ethical Assessment Practices and follow all standard administration policies and procedures.
- Proctors must only administer the assessment for one session in one content area at one grade level in the testing room at a time.
- The student-to-proctor ratio must not exceed 30 to 1.
- Schools should use district/school employees as proctors. Volunteer proctors may only be considered when a school has no personnel available to proctor the test. If parents are being considered to administer the assessment, they **may not** proctor an assessment that their child is taking.
- Proctors **must NOT** be assigned to a room where a relative is being tested.

Many districts require background checks for all volunteers who are on school campuses

3. What are the requirements for transferring testing materials? Can materials be Fedexed?

Test booklets may be hand-carried by the DAC or sent by FedEx (or a similar shipping service). Test booklets are secure and cannot be mailed by standard mail. However, USPS Overnight with tracking is an acceptable method of shipment. (Procedures Manual, page 59).

4. Can students with multiple types of accommodations be tested in the same room as students without accommodations?

Sections 6 and 7 of the Colorado Accommodations Manual, pages 55-72, give specific guidance on the testing environment requirements for specific accommodations. The tables give guidelines on whether the accommodation requires the test to be administered in a separate environment, individually or in a small group.

5. Do students who have been retained re-take the grade level test they had previously?

“All public school students enrolled in Colorado schools in the grades tested must be accounted for in the Colorado Student Assessment Program by taking either CSAP or CSAPA” (Procedures Manual, page 6). Students must take the CSAP for the grade they are officially enrolled in with the district, even if this means they will take CSAP in the same grade as previous years.

6. What is the final date grade level determinations can be made?

The primary purpose of CSAP is to determine the level at which Colorado students meet the Colorado Model Content Standards in the content areas assessed. The overview of the Guide to Test Interpretation lists the idea of standards-based education: 1) Standards are an agreement on expectations of what students should know and be able to do at each level of their education. 2) Curriculum is aligned to the standards. 3) Ongoing assessments are provided at both the state and local levels to determine students’ progress toward these standards. 4) The results of the assessments are used to make adjustments to the educational system until there is satisfactory progress toward the standards. Students should be afforded an education with instruction aligned to the standards of which their assessments are based (Procedures Manual, page 14).

7. What is the cut-off date for students who withdraw prior to test administration and those students not to be counted in the online school’s participation?

These students should be coded “6 – Student withdrew before completion” in the test invalidation section of the student data grid on the back of each CSAP test book. Questions about how this affects a school’s participation for AYP should be directed to Alyssa Pearson, pearson_a@cde.state.co.us.

8. We don’t always get timely information from our district. Is there another source for information about testing?

The District Assessment Coordinator is appointed by their district superintendent and is the point person for all communications to and from CDE’s Unit of Student Assessment. The information that is posted on the CDE website is public and available to anyone, but in order to ensure consistent information is disseminated throughout the district, the communication protocol is that Unit of Student Assessment communicates directly with District Assessment Coordinators (Procedures Manual, page 6).

9. Online students’ standard testing environment is their home, but for CSAP the “standard testing environment” is either a neighborhood public school or a rented facility. Are there any other options?

District Assessment Coordinators can work with the Unit of Student Assessment to determine if offices, libraries, or other rooms can serve as suitable standardized testing environments.

10. Can multiple grades and multiple content areas be tested in the same room at the same time?

For the requirement, “*Multiple grades and multiple content areas must not be tested in the same room at the same time,*” “room” has been clarified to “testing environment,” with the understanding that rooms may be divided into separate testing environments, as long as they are free of distractions. This requirement could be met by having a physical barrier partition the room or by having students placed in separate areas of the room. Students must be able to hear the directions giving by their proctor and must not hear or be distracted by the directions given to other students by their proctor. The goal is that each student is provided with a high quality testing environment that enables an optimum testing experience.

In order to assist families who must travel a great distance, we do encourage districts to forge relationships with other districts and partner together to assess students. There are districts with online schools that have made agreements with other districts to test some of their online students at a nearby brick and mortar school. We require that the district assessment coordinators from both districts sign that they approve of the

arrangement. Although districts are by no means required to administer the assessments to students who are not enrolled in their district, we find that some districts do agree to provide this service because it is in the best interest of the student.

The requirement, *“Proctors must only administer the assessment for one session in one content area at one grade level in the testing room (environment) at a time,”* is a must. This is the only way to ensure that the proctor is actively engaged in all proctoring requirements and responsibilities: distributing the correct test materials; reading the test directions from the Proctor’s Manual that are specific to each grade level, content area, and session; ensuring each student is working in the correct session; monitoring the time.

For More Information Contact:

Glen Sirakavit

CSAP Senior Consultant
Colorado Department of Education
Office of Standards and Assessments
201 E. Colfax Ave. Room 502
Denver, CO 80203-1799

Phone: (303) 866-3266

Fax: (303) 866-6680

Email: sirakavit_g@cde.state.co.us