



Standardized Administration

Overview

To support the goal of producing highly valid, reliable results for all stakeholders, every assessment is developed according to strict guidelines. For standardized assessments, the way in which the tests are administered is equally important. By carefully adhering to administration policies and procedures, all individuals involved in assessment administration can contribute to the validity and reliability of each student's results. Moreover, following appropriate administration practices satisfies widely accepted ethical standards and codes of responsibilities required for test administrators. Please be conscious of your role and responsibility in supporting a standardized administration.

Technology Environment

Room Configuration

- Students should not be able to see each other's work from a normal testing position.
- Consider the following seating configurations to maintain test security:
 - Seat students in every other seat (useful in a computer lab setup)
 - Arrange monitors back-to-back
 - Seat students back-to-back
 - Seat students in a semicircle (useful for schools using portable devices)
 - Seat students in widely spaced rows or in every other row (appropriate for a classroom setup)
- Dividing screens or other privacy materials may be used if students cannot be placed far enough away from each other.

Active Administration

Active Administrators:

- Provide students with all necessary materials for each section/unit of the assessment
- Ensure a standardized testing environment
- Follow all scripts exactly as written
- Move throughout the room during testing
- Re-read and clarify script directions for students when asked
- Use proximity to keep students on task
- Use "continue working" script

Administrators May Not:

- Provide feedback
- Clarify test questions
- Answer content related questions
- Interfere with the students' demonstration of skills
- Interact with students in any way that would impact student responses
- Engage in other tasks during test sessions
- Read sources, items, or student responses
- Help with TestNav navigation

Unauthorized Visitors and the Media

- Only students, Test Administrators/Examiners, and authorized school, district, state personnel, or state-sanctioned test monitors may be in testing areas during administration.
- Media are not allowed to have access to the tests before, during, or after test administration, or take pictures or video of testing materials or testing students.
- Parents are not allowed in the testing room with their child.



Testing Scheduling

Afternoon Testing

- Starting a test unit/section and then stopping it for completion on the next day is considered a misadministration.
 - This is only allowed for illness.
- If the school is having technology issues, do not start a unit/section unless there is enough time left in the day to complete the unit/section.

After Hours Testing

- If a school will test later than 4:30 PM provide CDE with a list of school and test sessions.
- These test sessions will need to be granted permission by CDE to test after hours.

Test Security

Maintaining Security of the Assessments

- All secure test materials must be secured while in the Test Administrator's possession.
- No duplication of secure CMAS materials is permissible.
- No cell phones or other communication, reproduction, or recording devices are allowed during test sessions unless required for accessibility. (Test Administrators may have cell phones to communicate with SACs and DTCs as long as the ringer is turned off and the phone is not used for any other purposes.)
- Students should be aware that cell phones or other electronic devices are prohibited. Students who are found with these electronic devices in their possession during testing (including if they have finished testing but other students have not) or during a break may lead to the invalidation of not only their test, but to the invalidation of others' tests as well.
- All individuals are strictly prohibited from taking photos of TestNav screens. Please ensure that individuals in your district are aware of this critical instruction.

Prepare Devices to Meet Security Needs

- Any software that would allow secure test content on student devices to be viewed on another device must be turned off.
- Any applications that can automatically launch on a device should be configured not to launch during testing sessions. Common applications that can launch automatically include anti-virus software performing automatic updates, power management software on laptops (low-battery warning), screen savers, and email message notifications.

Monitoring and Reporting Security Breaches and Testing Irregularities

1. All instances of security breaches and testing irregularities must be reported to the SAC, and subsequently, the DAC, immediately.
2. The DAC will contact the state immediately upon receiving the call.
3. Testing Irregularity or Security Breach
 - a. The PARCC: School Test Coordinator (SAC) will complete the Form to Report a Testing Irregularity or Security Breach and the DAC will submit the completed form to CDE.
 - b. Science and Social Studies: SAC/DAC will complete the Test Incident Report and the DAC will submit the completed form to CDE.



Item Irregularities

- If an item does not display or if students indicate an issue with an item, this should be reported immediately to the Pearson call center. Test Administrators should refer to sections 4.7.5 of the PARCC TAM (procedures are the same for science and social studies).