Slide 1

SPRING 2025 / 2025 SPRING

DRC — DATA RECOGNITION CORPORATION

NEVADA Department of Education

TESTING STAFF
Nevada Administration Training & Security Refresher

Nevada Accountability Assessments
Science, Smarter Balanced Summative, Alternate

Washoe County School District

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Slide 2

Testing Staff Key Dates – 2025

Date(s)	Details for WCSD
February 19-prior to testing	• Preview manuals and accommodations/designated supports protocols • Participate in training led by the school principal or school test coordinator • **NAA Test Administrators** complete mandatory on-demand training module (register in MyPGS)
NAA: February 25	• Receive NAA pre-ID secure test materials (initial orders) • **NAA Test Administrators, after completing training,** preview grade level test kits and prepare materials for individual student
Science, Smarter Balanced Summative: March 11-May 2 **NAA only: March 11-May 6**	• Testing Window (state/district) • Students may test on weekdays only (Monday-Friday) • On or before the end date: complete online and paper testing; **complete** transcribing of student responses into DRC INSIGHT (all paper administrations including NAA)
NAA: No later than May 23	• Package and return NAA materials and student video recordings to DRC (UPS shipping)

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Slide 3

Test Security and Administration Training

NEVADA
NEVADA Department of Education
Test Administrator's Manual

Participate in Training
Sign Confidentiality Agreement

Testing Staff reminder: **Guardians or adult relatives and members of the same household of testing students may not be in the same testing room.**

Testing staff must **acknowledge** that they have **participated in** training, and that they have been **informed of and understand** procedures and the potential consequences of irregularities in testing.

Testing staff, room proctors, & aides
1. Sign acknowledgment of training form/log.
2. Sign confidentiality agreement form.

**Personnel assigned to a testing room and/or handling test materials must first be trained in test security and sign a confidentiality agreement.

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Communicate About Testing Policies and Share Test Administration Schedule

At least one month prior…
- utilize multiple modes of communication (phone, email, newsletter, etc.) to **notify families of students participating in testing,** other affected students, and staff.

Before testing, **communicate expectations and policies** for cell phones and other electronics devices, the testing environment, and personal conduct during testing.

No cell phones or electronic devices!

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Academic Achievement
--Nevada School Performance Framework (NSPF)

Academic Achievement
----
25 points

*High school**: ELA & mathematics proficiency calculated from grade 11 cohort; Science calculated from CRT grade 10 cohort & NAA grade 11

Elementary Schools
- % Pooled Proficiency: **ELA**, **Mathematics** and **Science** (20 pts)
- % Grade 3 ELA Proficiency (5 pts)

Middle Schools
- % Pooled Proficiency: **ELA**, **Mathematics** and **Science** (25 pts)

High Schools
- % **ELA** Proficiency (10 pts)
- % **Mathematics** Proficiency (10 pts)
- % **Science** Proficiency (5 pts)

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Participation ≥ 95%
--All Students Participate in State Assessments

REQUIREMENT
Annually measure the achievement of not less than 95 percent of **all students, and** 95 percent of all students in **each of 10 subgroups** of students who are enrolled during the testing window.

SUBGROUPS
- (7) Race/Ethnicity; seven racial/ethnic categories
- (1) Students with Disabilities (IEP)
- (1) English Learners (EL); Current ELs and Former ELs
- (1) Economically Disadvantaged; eligible for free or reduced-price lunch (FRL)

ASSESSMENTS
Nevada students participate in either the general (CRT) assessment or alternate (NAA) assessment.

➤ **Grades 3-8 ELA & Math**: Summative Smarter Balanced OR NAA
➤ **Grades 5 & 8 Science**: NV CRT OR NAA
➤ **High School ELA & Math**: ACT (grade 11) OR NAA (grade 11)
➤ **High School Science**: NV CRT (grade 10*) OR NAA (grade 11)

Students take the High School Science general assessment once during grade 9 or 10

CRT = Criterion-Referenced Test / NAA = Nevada Alternate Assessment

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WCSD B.I.G. Report:
"NSPF Assessment Participation"

- Assessment participation report tool for Elementary & Middle grades 3-8
- Monitor participation status of currently enrolled students by content area assessment
- Disaggregated by the 10 student subgroups reported in the Nevada School Performance Framework (NSPF)

TIP: B.I.G. report shows participation status defined for NSPF and may not match test completion status in DRC

	Zone	Area 2	School Name	ANYTOWN ELEMENTARY SCHOOL	ELA/Math/Science	ELA	View Report

| | | | | | of 1 | | | 100% | | | | | Find | Next |

Smarter Balanced (ELA) + NAA

Assessment Participation Summary	African American	American Indian	Asian	Hispanic	Multiracial	Pacific Islander	White	EL	FRL	IEP
Processed // 10:00:10 AM										
ANYTOWN ELEMENTARY SCHOOL	83.33%	100.00%	95.24%	89.54%	84.21%	100.00%	87.60%	86.03%	89.06%	75.89%

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Training Notes

	Resources to prepare for your role(s):	_NDE Test Security Procedures _WCSD Primer (all testing staff) _Usability, Accessibility, and Accommodations Guide (UAAG) _NDE Test Security & Administration video (all personnel) **_Test Administrator's Manual (TAM)** _Test Coordinator's Manual (TCM)

Training resources posted to the WCSD website

Assessment Program - Resources: https://www.washoeschools.net/Page/1247

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DRC Systems

DRC INSIGHT (Nevada) Portal	**STC**	**DRC INSIGHT Test Engine**
Used by school and district personnel to manage technology for test administration, manage student information, test sessions and materials, and monitor student and test session progress		**Online test delivery** system with lockdown security features Installed on student computers in advance of the testing window Accessed using a desktop icon

https://nv.drcedirect.com

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Video Presentation

▶ YouTube

Presentation from the Nevada Department of Education (8 min)

NDE Test Security and Administration Training

https://www.washoeschools.net/Page/452

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Report Irregularities

Immediately report any confirmed or suspected testing irregularity, non-standard administration, or suspected student plagiarism.

Report Irregularities **STC**

1. Report incidents to the School Test Coordinator (STC) or School Principal. The STC will relay details to Assessment Support and begin gathering statements and evidence.
2. The STC submits details through an online report (Caveon form) with documentation.
3. WCSD Assessment Support reviews and submits the report to the Nevada Department of Education.

➤ *Report of Testing Irregularity* (WCSD): https://www.washoeschools.net/Page/14303

Refer to the *WCSD Primer, NDE Test Security Procedures,* and the *Test Coordinator's* and *Test Administrator's Manuals* for each administration.

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Nevada Test Security   **protect the integrity of the assessment and investment of resources* **assure results are accurate and meaningful*

➤ Prior to administering any assessments, personnel will sign an acknowledgement of state assessment training and agreement of confidentiality.
➤ All education personnel involved with testing must maintain the security of all materials including student responses, scratch paper, and student login tickets.
➤ Test Directions and Scripts may not be altered. Strictly follow procedures.
➤ Online tests are not to be viewed by anyone prior to students taking the test. Guard against the copying or recording of any test materials.
➤ Except for the provision of some accommodations and the administration of the NAA, only students being tested are allowed to view assessment content.
➤ **Guardians, adult relatives and members of the same household of testing students may not be in the same testing room**.

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Testing Environment

Electronics	Cell phones and "Smart" devices (students & staff) must be collected and stored prior to distributing test materials. Follow protocol for authorized "Medical Supports".
Size of Test Session	Smaller group sizes provide better test conditions. Schedule at least one adult for every 30 students in a testing room.
Testing Room	The testing room must be free from distractions and have adequate light, ventilation, and heating or air-conditioning.
Seating	Use a seating chart and arrange seating to minimize the possibility of students communicating with each other verbally or visually.
Materials on Walls	Charts, posters, bulletin boards, etc., that provide guidance or information must be **removed or covered** with blank, opaque material.
Materials on Desks	Student desks or tabletops must be cleared of any materials not specified in the TAM. Material affixed to desks or tabletops **must be covered** with blank, opaque material.

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Day of Testing

Test Administration Materials:

1. **Test Administrator's Manual** with read aloud script
2. **Testing Room Log Sheet** for time-stamps and signatures (use new log sheet for each test session); all "visitors" must sign in, both planned and unplanned!
3. **Test Session Roster** – document attendance and test completion status
4. **Test Tickets** – one for each student on the room roster (remember to collect tickets immediately after students log in to their test)
5. **List of students receiving designated supports or accommodations**
6. **Permissible materials** and authorized support/accommodation materials

TIP: Scan the room and student workstations before starting a test session to ensure no materials were left behind by a previous class. Post a testing sign.

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Test Status: "Locked"

Will lock overnight and must be completed during a single-day supervised administration:
- Science Test Part 1
- Science Test Part 2
- Summative Math Performance Task
- Summative ELA Performance Task Part 1 (Reading)
- Summative ELA Performance Task Part 2 (Writing)
- Summative ELA & Math with VSL, Dual Spanish, or Glossing

Will NOT lock and may be completed over multiple days:
- Summative CAT sessions (ELA & Math)
- NAA (subjects: ELA, Math, Science)

Appropriate **rationale and documentation required** for the district to unlock tests.

TIP for NAA and paper administrations: Complete transcribing responses for all parts of a session within the same day.

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Administration Error

<mark>These types of incidents are preventable!</mark>

Student logs in using another student's ticket
- **Stop testing and alert School Test Coordinator.** Assessment Support will contact DRC to determine status of the student's test and consult about next steps.

Student begins testing without required accommodation
- **Stop testing and alert School Test Coordinator.** Do not let the student continue testing without the appropriate accommodation. Note the test session, start & stop times, and number of items completed (if known).

BEFORE testing, verify accommodations and designated supports are provided
- **Online/Presentation:** Test ticket will indicate the pre-selected accommodation(s) or designated support. The student's welcome screen (after login) will also specify the accommodated test form.
- **Non-embedded:** List accommodations students will use and provide information and materials to test administrator.

DOCUMENTATION will be requested (time-stamps, statements from testing staff, explanation of error).

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Emergencies

Evacuations, lock-downs, technical issues:
- Continue supervision; **students may not access personal items**.
- When testing resumes, students must not re-view items (same for online/paper administrations); test administrators/proctors will circulate and closely monitor students.

Student becomes ill during testing ("fixed-form" ELA PT, Math PT, Science, paper administrations):
- If a student becomes ill during testing, the decision to unlock a test or allow the student to resume the test is made on a case-by case basis.

DOCUMENTATION will be requested (time-stamps, statements from testing staff, details of procedures followed).

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General Nevada Assessments

Science
Grades 5, 8, & High School

Smarter Balanced Summative
Grades 3-8

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BEFORE

Student Testing Device Check

DRC INSIGHT

COS Service Device ("server") must be powered on and connecting to internet. Check regularly and restart periodically to ensure device "health".

Student Device Check…on a student computer used for testing, look for the DRC INSIGHT application. This is the secure browser students will use to take the assessments.

1. Launch DRC INSIGHT testing browser
2. Select "Nevada" (opens to DRC INSIGHT Landing Page)
3. Select administration: Summative or Science
   - **Summative** >> select "Online Tools Training", subject (ELA or Math), grade level 3-5 or 6-8
   - **Science** >> select "Online Tools Training", subject (Science), grade 5, 8, or HS
4. Document and report error messages and associated device tag/identifier.

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How to Access Practice Opportunities

Prepare students to navigate the test without assistance and independently use the tools, and access "Help"

OTT=Online Tools Training

OTT and Practice Tests can be accessed from any computer with the INSIGHT Test Engine installed.

Public versions available. Copy the link below into an open browser to access the web-based test engine.

https://wbte.drcedirect.com/NV/portals/nv

? Help

- ☐ Show students how to use "Help".
- ☐ Review test directions.
- ☐ Practice embedded designated support or accommodation.
- ☐ Students should be comfortable with the test engine, navigation, and online tools.

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Usability, Accessibility, and Accommodations Guide (UAAG)

NEVADA
STUDENT ASSESSMENTS

NEVADA Department of Education

Usability, Accessibility, and Accommodations Guide (UAAG)

UNIVERSAL TOOLS
DESIGNATED SUPPORTS
ACCOMMODATIONS

Assessments
Nevada Science
Smarter Balanced Summative ELA
Smarter Balanced Summative Math

When used in a manner consistent with the UAAG (guidelines), universal tools, designated supports, and accommodations all **yield valid scores** that count as participation in assessments that meet the requirements of ESSA.

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Pre-Selected Accommodations/Designated Supports

- Selected in DRC portal (Student Management) BEFORE student is added to test session(s)
- DRC selected online and presentation accommodations and designated supports indicated on the test ticket and session roster

IMPORTANT!
Do not allow a test to be started if the DRC selected online or presentation accommodation/designated support is incorrect or missing from the ticket

20XX Science Assessments Test Ticket
HS Science
First Name: ELROY
Last Name: JETSON

School: ANYTOWN HIGH SCHOOL
Test Session: SAMPLE Test Session
Form: 01
Accommodation(s): TTS

Username: EJETSON1
Password: HF2DN5LF

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UNIVERSAL TOOLS (Step 1)
DESIGNATED SUPPORTS (Step 2)
ACCOMMODATIONS (Step 3)

Accommodations: Individualized Education Program (IEP) and Section 504

Adaptations or adjustments to testing conditions for students with a documented disability.

- Allowed accommodations used during testing
  - ✓ must **align with the accommodations section of the IEP or 504 Plan, and**
  - ✓ should be **used regularly by the student** to access classroom instruction and assessments.
- New accommodations or changes to a student's accommodations must be documented and implemented at least **30 days prior to the start of testing**.

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UNIVERSAL TOOLS (Step 1)
DESIGNATED SUPPORTS (Step 2)
ACCOMMODATIONS (Step 3)

Designated Supports
Including supports for English Learners

Accessibility features permissible for use by a student for whom the **need has been identified** by a team of educators, including the student and their guardian.

- ➤ Designated supports should **align with classroom supports used regularly** by a student to access instruction and assessments.
- ➤ **Follow a consistent process for determining** designated supports.
- ➤ Professionals familiar with the student and the types of supports available should advise during the decision process.

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Accommodations: Preselected in DRC INSIGHT

UNIVERSAL TOOLS
DESIGNATED SUPPORTS
ACCOMMODATIONS

Must be documented in student's IEP/504 plan and on the NDE testing accommodations form for **IEP and 504**.

Online and Presentation accommodations selected in DRC INSIGHT portal—

- **Text-to-Speech (TTS)** for ELA, Math, and Science directions, questions, and answer options; Math and Science stimuli and items
- **Text-to-Speech with ELA reading passages** (fewer than 2% in grades 6, 7, 8)
- **Speech-to-Text** (specify integrated or non-embedded; use own AT)
- **Word Completion**, non-embedded; use own AT
- **Video Sign Language (VSL)** for Math and Science
- **Closed Captioning (CC) & Video Sign Language (VSL)** for ELA listening passages
- **Paper**: Braille, Large-Print (18-pt), Paper/Print on Demand (standard font-size)

Review UAAG guidelines on other non-embedded accommodations (e.g., 100s Number Table, Multiplication Table 1x12)

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Accommodations: Speech-to-Text/STT

Must be documented in student's IEP/504 plan and on the NDE testing accommodations form for **IEP and 504**.

Speech-to-Text (STT), 1:1

- Selected in portal before printing test ticket(s); integrated or non-embedded.

- **Integrated (1-device)**: Student will use their own assistive technology with specially installed* DRC INSIGHT "permissive mode" version; allows responses to be recorded directly into the test engine. (*IT support)

- **Non-embedded (2-devices)**: Student will use their own assistive technology (AT) device; student responses must be transcribed into the DRC INSIGHT test engine by the test administrator or school test coordinator.

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Designated Support/Accommodation: Text-to-Speech (TTS)

Text-to-Speech/TTS

Student controls for TTS

- select ⚙ Options and Audio Settings
- increase or decrease voice volume and speed
- disable or enable "Follow Along" highlighting of text

Audio Player

Stop   Play   Pause

Color Preferences

Audio Settings

Why is including dialogue importa... understanding **three** choices.

Audio

🔊 Volume   – ⚪ +
⏱ Speed   – ⚪ +
☑ Follow Along

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Designated Supports: Translation (fixed form sessions lock overnight)

MATH

El café cuesta $2.00 por libra en una cafetería.
Dibuja una semirrecta que muestre la relación proporcional entre el número de libras de café compradas y el costo total.

Coffee costs $2.00 per pound at a coffee shop.
Draw a ray that shows the proportional relationship between the number of pounds of coffee purchased

Costo del Café

Costo ($)

Libras de Café

SCIENCE

	Aumenta Increase	Disminuye Decrease
movilidad del azufre en el microbio sulfur mobility in microbe	☑	☐
nuevas proteínas hechas por el microbio new proteins made by microbe	☐	☑
concentración de enzimas en el		

Dual Language Spanish/English for Math and Science; Spanish translations of directions, test questions, and answer options followed by English text

- Human Voice Audio reads the Spanish text; <u>no</u> text follow along

oides was isolated from the **gut**
is an environment that contains
instead of usi **gut** ⊗
st absorb nut
alled enzym **intestino**

Glossing in Cantonese, Spanish, or Tagalog for Math and Science; selected construct-irrelevant terms presented in a pop-up window in the pre-selected language

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Student Equipment Required for Testing

Monitor and track use of scratch paper. Collect and separate used scratch paper. All used scratch paper must be shredded after testing (securely destroyed).

Content Area	Required Equipment & Materials	
ELA	**Headphones** are required for ALL students during the **ELA CAT** session.	**Scratch paper*** (and pen/pencil) required for **all grades**; scratch paper may be plain unlined, lined, or grid-only (unlabeled) graphing paper. *See UAAG for accommodations. **Headphones** required for students using embedded TTS/text-to-speech or Spanish dual language with audio.
Mathematics	**Graph (or grid-only) paper*** is required for the **mathematics** sessions in **grades 6, 7, & 8**.	
Science		

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Types of Test Questions

DRC INSIGHT

Multiple-choice response: four response options with only one correct answer.

Multiple-select response: multiple-response options with one or more correct answers. The test question does not always tell how many options should be chosen.

Technology enhanced: questions that may include drag-and-drop, graphing, drop-down menus, and matching.

Written-response questions: questions that will require the student to answer by typing their response in the space given.
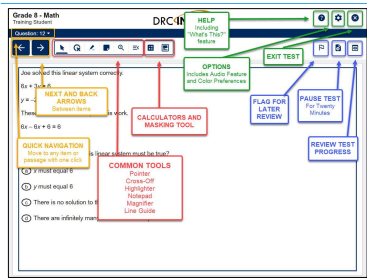(none on HS Science)

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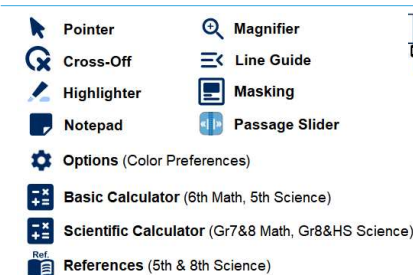## Universal Tools in DRC INSIGHT

Universal tools are available to all students taking the assessment.

The test administration manual (TAM) describes non-embedded materials allowed or not allowed during testing.
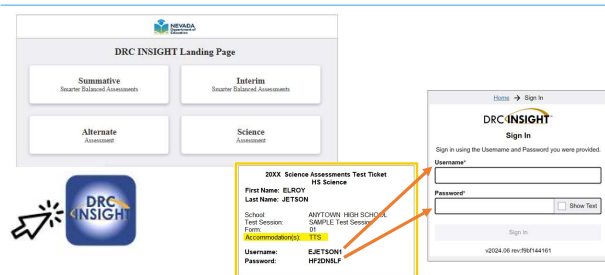
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Online Tools for All Students

- Pointer
- Cross-Off
- Highlighter
- Notepad
- Magnifier
- Line Guide
- Masking
- Passage Slider
- Options (Color Preferences)
- Basic Calculator (6th Math, 5th Science)
- Scientific Calculator (Gr7&8 Math, Gr8&HS Science)
- References (5th & 8th Science)

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DRC INSIGHT Landing Page, Log In Screen and Test Ticket

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DRC INSIGHT: Welcome Screen

Read-Aloud Instructions to Students

*Look at the information on the **Welcome** screen and make sure that the following facts about you are correct:*
- *Your first name, middle initial (if available), and last name*
- *Your test name*
- *Your test session*
- *Your school name*
- *Your State Student ID*
- *Your Local Student ID (if available)*
- *Accommodation(s) (if available)*

…If the information is not correct, raise your hand.

⚠ Verify students are logged in under the correct name.
When exited at this point the test will not be started.

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DRC INSIGHT: Test Security and Test Directions

⚠ Review with Students!

Test Security screen:
In order for the results to be valid, you must not
- give or receive help.
- view another student's testing device for answers or allow another student to view yours.
- use your cell phone or other electronic devices or take pictures or screenshots.
- cause a disturbance of any kind.
- remove test tickets and scratch paper from the room.
- discuss the test with anyone.

- Before seeing any test questions, students will go through screens containing information and instructions.
- The Test Administrator will read the instructions aloud from the *Test Administrator's Manual* (TAM).

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Navigation: Science, ELA PT and Math PT (Fixed Form)

- **Within a test part**, students may navigate forward through questions and go back to review questions/answers.
- Students may skip to the next question without answering the current question.
- A **Review Screen** shows which questions have not been answered and students may go back those items.
- When finished, the student clicks on "End Test."
- A **pop-up box will ask the student to confirm** they have completed their test and click on the "Submit" button.
- **After submitting, the test or test part will be locked.**

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Review, End Test, and Submit: "Fixed Form"
Performance Task, Science, ASL/VSL & CC, Dual Language Spanish, Glossing

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Pausing the Test

*Students should request permission to use the pause feature and be directed when to do so.

o A student can pause an active test for up to 20 minutes by clicking on the **Pause** button.

o If they return within 20 minutes, the student should click on **Resume** to continue testing.

o **Students (and paused devices) must be monitored**.

o If a break **exceeds the set 20-minute mark AND the student was supervised**, the test administrator may allow the student to log back in by providing the student with their test ticket/login details.

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Exiting the Test (before completing)

*Monitor for students exiting and logging back in to their test.

A test may need to be **exited** for the following reasons:

o Taking the **CAT (ELA, Math) over multiple days**

o **Moving a student; changing computers**

o **Testing irregularity** (e.g., emergency evacuation, student illness, interruption)

To exit a test:
1) click **"Pause"**
2) on the timer screen click **"Exit"**
3) next screen click, **"Exit"**

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Two Categories of Test Questions

Operational Questions
- **Included in test results**
- Majority of test questions
- Proven performance on past tests

Field Test Questions
- **Not included in test results**
- Newly written test questions being tried for future test administrations
- Only a few questions per student interspersed throughout

> *ELA & Math (Summative Smarter Balanced) – all operational questions*

> *Science – mix of operational and field test questions*

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Grades 5, 8, HS

Science

SCIENCE

- Test content developed by DRC and reviewed by Nevada educators
- Aligned with the Nevada Academic Content Standards for Science (NVACSS) based on the NGSS
- Assessed Topics
  - Integrated relevant science practices and concepts and…
  - Grades 5 and 8: Life, Physical, and Earth Sciences
  - High School: Life Science/Biology
- Students participate in the HS Science assessment during grade 9 or 10 only

NGSS = Next Generation Science Standards

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Science: Test Parts and Estimated Testing Time

Science Assessment – Estimated Testing Times
(for planning purposes)

Session/ Parts	Details	Time	Rules
Science Part 1	21-26 questions	1 hour	Must be completed on a single day; no unsupervised breaks
Science Part 2	20-24 questions	1 hour	Must be completed on a single day; no unsupervised breaks

The Science test is a fixed form test, not adaptive (not "CAT").

Test parts can be administered on the same day or on separate days.

Students cannot resume a test part on a subsequent day or after an unsupervised break.

The following tests have been scheduled for
Once instructed, click on the test link below
If no additional tests are available, please

- Science HS - Part 1
- Science HS - Part 2

Confirm students have selected the correct part for the scheduled testing period. *(however, order doesn't matter)*

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SCIENCE 5 & 8

References: Written-Response Checklist & Rubric Guide

Test Specific Tools for All Students

Ref.

5th Grade Written-Response Checklist

When you are answering the written-response questions on the test, r about the questions on this checklist to make sure you do a good job.

Did I think about the question (and/or directions) that I read?	Yes	N
If the question asks for an explanation, did I tell how I determined my answer?	Yes	N
Did I use the information in any charts or diagrams to help me with my answer?	Yes	N
If I used a diagram or graph in my answer, did I label all parts clearly?	Yes	N
Did I answer all parts of the question?	Yes	N

Grade 5 Science
Written-Response Checklist

8th Grade Written-Response Rubric Guide

As part of this test, you will be asked to answer written-response questions. Each question is worth 4 points. The rubric below is provided to help you understand how your answer will be scored. Use the rubric to guide you as you answer each question.

Score	Expectation
Full Credit	Your response addresses all parts of the question clearly and correctly. Your response does not include any incorrect information.
Partial Credit	Your response addresses all parts of the question. Your response includes only minor errors.
Minimal Credit	Your response does not address all parts of the question. OR Your response addresses all parts of the question, but it includes major errors.
No Credit	Your response is incorrect.

Grade 8 Science
Written-Responses Rubric Guide

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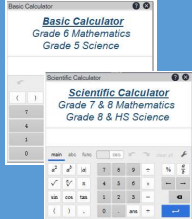
MATH 6-8, SCIENCE

DESMOS Calculator

Test Specific Tools for All Students

Basic Calculator
Grade 6 Mathematics
Grade 5 Science

Scientific Calculator
Grade 7 & 8 Mathematics
Grade 8 & HS Science

Grade 6 Math and Grade 5 Science

o **Basic Calculator:** *perform calculations involving addition, subtraction, multiplication, and division*

Grade 7 & 8 Math and Grade 8 & HS Science

o **Scientific Calculator:** *perform calculations involving square root, exponential, logarithmic, trigonometric, and factorial functions, and basic calculations involving addition, subtraction, multiplication, and division*

DESMOS Calculator (practice): https://calculator.smarterbalanced.org

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Grades 3-8

Smarter Balanced Summative for ELA & Math

Smarter Balanced Assessment Consortium
Members: CA, CT, DE, HI, ID, IN, MI, MT, NV, OR, SD, WA, VI, BIE

English Language Arts/Literacy (ELA), Mathematics

o Test content provided by Smarter Balanced

o Aligned with the Nevada Academic Content Standards (NVACS) based on the CCSS

Smarter Balanced TRANSPARENCY		
Test Blueprints	**Content Specifications**	**Item Specifications**
• Number of items • Score points (weighting) • Depth of Knowledge/DOK	• List of assessment targets • Identify which standard each target assesses	• By grade level, claim, and target • Task Models; stems for items

contentexplorer.smarterbalanced.org

CCSS = Common Core State Standards

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Slide 46

ELA and Mathematics Adjusted Form
Test Sessions and Estimated Testing Time

CAT=Computer Adaptive Test
PT=Performance Task

Smarter Balanced Summative – Estimated Testing Times
(for planning purposes)

Session/ Part	Details	Time	Rules
ELA CAT*	20-22 questions	45 min	Can be completed across multiple testing days
ELA PT (fixed form)	Two parts; same pieces of source material (passages) presented in both parts > Part 1 – 1 question > Part 2 – 1 extended written response item	2 hours	**Each part (reading, writing) must be completed on a single day;** no unsupervised breaks
Math CAT*	16-17 questions	45-60 min	Can be completed across multiple testing days
Math PT (fixed form)	One part with 4-6 items	1 hour	Must be completed on a single day; no unsupervised breaks

- ELA PT Part 1 is intended to be completed before starting ELA PT Part 2.
- The Summative Assessments in ELA and Mathematics have both CAT* and fixed form test sessions.

*Fixed form only versions: VSL, Dual Language Spanish, Glossing, paper

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Slide 47

Navigation: ELA and Mathematics CAT Sessions (Adaptive)

- Students cannot skip test questions. A question must be answered before advancing to the next item.
- After advancing, students cannot return to a previous test question or passage set.

Moving to the next question – CAT/Adaptive
1. Student responds to question and clicks "Next"
2. Pop-up message warns, "you cannot go back"
3. Pop-up will appear after every question or question set.
4. **TIP:** Check box "Do not show…" to disable pop-up on subsequent questions.

Once you move to the next question you cannot go back.

To go back to the question, click the 'Return to Questions' button.
To go to the next question, click the 'Next Question' button.

Return to Questions   Next Question

☐ Do not show this message again.

☑ Do not show this message again.

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Slide 48

Finishing the CAT (Computer Adaptive Test – ELA, Math)

After completing the last question, the CAT will automatically end, and the student cannot re-enter the test.

Grade 4 - Math
Training Student   DRC INSIGHT
CAT Results

Congratulations!
You have completed Mathematics Grade 4

Exit

Congratulations!
You have completed [Test Name]

TIP: A student may exit from the "congratulations" screen without realizing the test ended. If a student cannot log back into the CAT, the test is completed. Check with the STC who can verify test status in the DRC INSIGHT portal.

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MATH Grade 4

Measurement Tools: Protractor

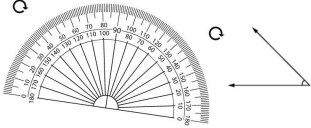TIP: Access items that use a protractor tool in the Summative "Practice Tests" for Grade 4 Mathematics.

Test Specific Tools for All Students

Grade 4 Math

Protractor tool for measuring angles.

Available only with the specific items for which the Smarter Balanced Item Specifications indicate that the digital math tool would be appropriate.

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Types of Test Questions – Summative ELA

ELA CAT

Listening: Students will listen to a passage and then respond to questions about the passage.

Extended written-response: Students will produce an on-demand writing sample related to a reading passage.

ELA PT
Writing, part 2

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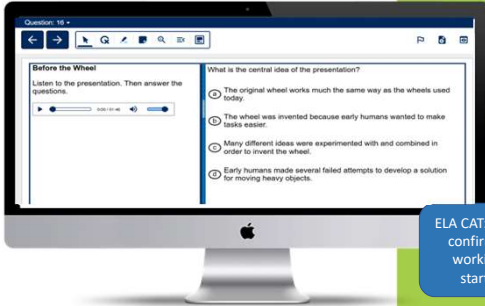

ELA Listening Questions

All students will require __wired__ headphones for the ELA CAT.

ELA CAT: Student will confirm sound is working before starting test.

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ELA Performance Task

Scratch Paper – Special Instructions for ELA PT

*Monitor and track use of scratch paper. Collect and separate used scratch paper. All used scratch paper must be shredded after testing (securely destroyed).

Scratch paper* (and pen/pencil) required for **all grades**; scratch paper may be plain unlined, lined, or grid-only (unlabeled) graphing paper. (*See UAAG for allowed accommodations.)

ELA Performance Task only…

➢ Scratch paper from the ELA PT Reading session may be collected, securely stored, and made available to a student for the ELA PT Writing session.

➢ The student's name and other identifying information must be clearly indicated on the used scratch paper from the ELA PT Reading session.

➢ Be careful to distribute used scratch paper to the correct student before beginning the ELA PT Writing session.

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ELA PT part 2
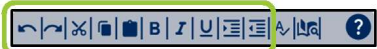
Writing Prompt Tools

ELA Writing Task Tips

Limited to 10,000 characters including spaces; approximately 1600 words or 3.5 pages single-spaced

Test Specific Tools for All Students

Summative ELA Performance Task

Extended written response (ELA PT part 2)

o Online formatting tools: Undo, Redo, Cut, Copy, Paste, Bold, Italic, Underline, Indent, Outdent

PRACTICE using online tools for the Extended Written Response
1. Start from the DRC INSIGHT Landing Page
2. Select: Summative > **Practice Tests**
3. Choose: **English Language Arts** > select grade level > Continue
4. Select test link: **Grade** X **– ELA Performance Task**
5. Click next [➔] repeatedly, then [**Begin The Test**] and go to **Question 4**
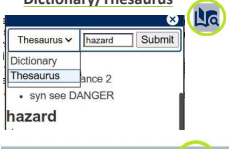
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ELA PT part 2

Spellcheck, Dictionary and Thesaurus

Test Specific Tools for All Students

Summative ELA Performance Task (PT)
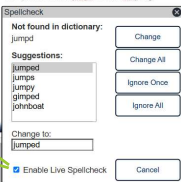
Dictionary/Thesaurus

The quick brown fox jumped over the laizy dog.

Thesaurus ⌄ hazard   Submit

Dictionary
Thesaurus   ance 2
• syn see DANGER

hazard

Spellcheck

Not found in dictionary:
jumpd
Suggestions:
jumped
jumps
jumpy
gimped
johnboat

Change to:
jumped

Change
Change All
Ignore Once
Ignore All

☑ Enable Live Spellcheck   Cancel

The quick brown fox jumpd over the laizy dog

Spellcheck

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Nevada Alternate Assessment (NAA)
Grades 3-8 & 11
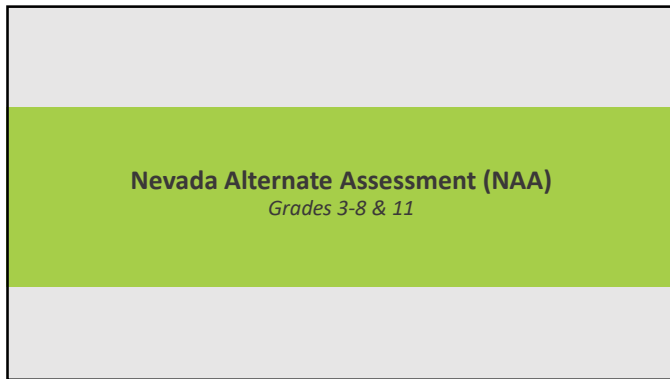
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NAA: Test Material Kits

➤ Schools receive 1 grade-specific test kit for every 3 students.
➤ Each grade-specific test kit contains the following items:
  • Test Booklet (this is the teacher's book)
  • ELA Student Response Booklet
  • Mathematics Student Response Booklet
  • Science Student Response Booklet (Grades 5, 8, and 11 only)
➤ Special Request Accommodated Materials – STC contact WCSD Assessment Support
  • **Single-Sided Student Response Booklets** are printed on card stock and packaged unbound so pages can be cut apart to align with the student's response mode (e.g., eye gaze or picture exchange).
  • **Braille Translations of Independently Read ELA Passages** are available for students who are visually impaired and can read contracted braille.

IMPORTANT: Accommodations must align with what the student uses during daily classroom instruction and must be documented in the IEP. Allowable accommodations are outlined on pages 34–38 of the TAM.

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NAA: Test Security

The NAA is a **secure, standardized assessment** that must be administered as consistently as possible.

The following steps must be taken to track and safeguard the security of test materials:
  • Locked, secure storage must be provided for all secure testing materials.
  • Locked storage must be accessible to only the Principal, School Test Coordinator, and assigned Test Administrator(s).
  • Never copy, reproduce, photograph, or take notes on test items. Disclosure of test content is strictly prohibited by state law.
  • All transfers of secure test materials must be documented.
  • Aat the end of the test administration ALL materials received from DRC and student videos must be accounted for and returned to DRC (by May 23).
  • Students should not be left unattended with test materials.

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NAA: Academic Standards, Item Types and Test Administration

The NAA assesses student academic performance on the Nevada Academic Content Standards (NVACS) Connectors.
- The NVACS Connectors align to the general education standards.
- NVACS Connectors

Test details:
Content areas may be administered in any order. HOWEVER, test items within each content area MUST be presented in numerical order (1-28) AND a content area MUST be completed before moving to the next content area.

Subject	ELA	Mathematics	Science
Number of Items	28	28	28
Item Types	27 Multiple-Choice and 1 Open-Response	ALL Multiple-Choice	ALL Multiple-Choice

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NAA: Transcribing Responses into INSIGHT and Transferring Videos

1._Student Responses Must be Transcribed into DRC INSIGHT
- Issue the test ticket to the test administrator AFTER they complete each content area test or all tests for a student.

2._Video Recording Transfer and Storage
- Copy video files onto **USB flash drive***. Ensure that the actual video files are transferred and not shortcuts to the files.
- Label the media storage device with the student's first and last name and State Student ID.
- Verify that EVERY video file opens and plays both audio and video by connecting the media storage device to a different computer than the one used for transferring the files.
- **Keep saved video recordings until September 30**.

***NAA WCSD:**
Schools receive **one flash drive for each student (send to DRC)** and **one larger "school" flash drive to reuse each year**. Keep student videos on school flash drive through 9/30 then purge.

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NAA: Transcribe Responses into DRC INSIGHT

- AFTER testing is completed for a student, and no later than **May 6, 2025**.

1 DRC INSIGHT Landing Page

2 DRC INSIGHT Sign In

3 Verify Student Information

Before you begin testing, please review the following information.

Participant Name:	ELROY JETSON
Test Name:	HS Science
Test Session:	SAMPLE Test Session
School Name:	ANYTOWN HIGH SCHOOL
State Student ID:	1234567890
Local Student ID:	9876543
Accommodation(s):	TTS

- Verify student name and grade level are correct and match the assessment completed by the student.
- Make sure the answer sheet you are transcribing is for that student!

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- Grade 5 ELA
- Grade 5 Mathematics
- Grade 5 Science

- Select the correct content area.
- Once a content area is submitted you will no longer be able to select that test.
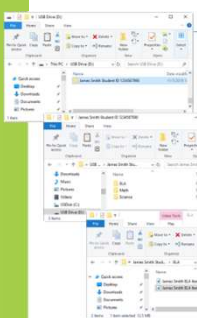
Online Directions

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NAA

Naming & Organization of Video Files

Test Administrator's Manual

Main Folder:
• Student's Full Name & State Student ID (i.e. John Smith SSID 123456789)

☐ Sub Folders (Within main student folder)
• ELA
• Math
• Science (5, 8, 11)

☐ Content Folders (Within sub folders, labeled by range of items shown in video)
• John Smith ELA Items 1-12, John Smith ELA Items 13-28
• John Smith Math Items 1-28
• John Smith Science Items 1-28

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NAA: Returning Test Materials to DRC

STC

1. Collect ALL used and unused materials received from DRC. Compare barcode numbers against materials packing list.

2. Prepare student videos:

• Ensure all student video files open and play both video and audio.

• Ensure all media storage devices are clearly marked with student's name and State Student ID in permanent ink.

• Place media storage devices for each student into their respective pre-assigned Student Video Envelope.

• If no Student Video Envelope was received for a student who participated in the NAA, clearly write the student's information on an Overage Student Video Envelope, and place video media inside.

DO NOT PLACE MORE THAN ONE STUDENT'S VIDEO MEDIA IN A SINGLE ENVELOPE.

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WCSD Support

Department of Assessment
• Dr. Sandra Aird, Director
• Rebecca Curtright
• Anna Kanarowski
• Laney Porter

Office of Accountability
• Kyle Kemp

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Who to call, Assessment Support or DRC Help Desk?

DRC Nevada Help Desk

Suspected Issue with Test Item During Testing
1.866.588.4978

Be prepared to provide:

Test, Part, Test Session	Student Name
Grade	Student State ID
Question Number	Issue

WCSD Assessment Support (district)

Everything else…
- Policy Questions
- Student Participation
- Testing Staff
- Manuals, Training, Procedures
- Accommodations, Designated Supports
- Permissible Materials
- Testing Irregularities

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Support

WCSD Assessment Support

AssessmentSupport@washoeschools.net

1.775.348.0248

DRC Nevada Help Desk
7:30 am to 4:30 pm (Pacific)
NVHelpDesk@datarecognitioncorp.com
1.866.588.4978

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