

ALABAMA STATE DEPARTMENT OF EDUCATION



S U M M A T I V E

Test Administration Manual

Spring 2022

Grades 2–8 English Language Arts and Math

Grades 4, 6, and 8 Science

Alabama State Department of Education, Eric G. Mackey, State Superintendent of Education

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INTRODUCTION

The *Alabama Comprehensive Assessment Program (ACAP) Summative Test Administration Manual (TAM)* is an in-depth reference document to be used by System Test Coordinators (STCs), Building Test Coordinators (BTCs), and Test Administrators (TAs) for the administration of the *ACAP Summative*. It should be read in its entirety and utilized in trainings for all school personnel involved in testing prior to the opening of the spring test window.

The *ACAP Summative* must be administered to all students in Grades 2–8, with the exception of students taking the *ACAP Alternate*, during the designated testing window: March 21–May 6, 2022.

Grade Levels and Content Areas Assessed

Grade	ELA	Math	Science
2	✓	✓	
3	✓	✓	
4	✓	✓	✓
5	✓	✓	
6	✓	✓	✓
7	✓	✓	
8	✓	✓	✓

TEST ADMINISTRATOR RESPONSIBILITIES

NOTE: Test Administrators must be certificated educators.

- ☐ Attend the test administration training provided by the STC or BTC and discuss any questions that you may have.
- ☐ Read this manual in its entirety, as well as any supplemental material provided by the STC or BTC.
- ☐ Adhere to all TA responsibilities as listed in the *ACAP Integrity Handbook for Test Administration*, in accordance with the signed Test Administrator Oath.
- ☐ Maintain test security before, during, and after testing sessions.
- ☐ Ensure the DRC INSIGHT Online Learning System (DRC INSIGHT) software has been installed on all testing devices.
- ☐ Ensure you know how to launch DRC INSIGHT on the devices students will be using to test.
- ☐ Know the procedures for students who must **Pause** the test for an emergency break (restroom, sickness, medical issue) and for using the *ACAP Summative Timing Form* provided by the BTC.
- ☐ Prepare the classroom for testing:
 - ✓ Ensure charts or posters that provide factual information or guidance are removed or covered.
 - ✓ Ensure student testing devices/computers are positioned in such a way that students cannot easily read another student's screen or interact with one another.
 - ✓ Ensure portable testing devices, such as laptops or tablets, are connected to a power source (preferred) or fully charged.
 - ✓ Ensure that all devices/computers have a working pair of headphones for testing ELA, Session 1, unless testing individually. Bluetooth earbuds are allowable but not recommended. To check that headphones are working, plug the headphones into each testing device/computer and take the text-to-speech form or any ELA form in the Online Tools Training (OTT).
- ☐ Adhere to the school's plan for collecting digital devices. Ensure that no one entering the testing room is in possession of a cell phone or other digital device. This includes smart watches, tablets, and any other device capable of accessing the internet or capturing images of test content. Refer to the Alabama State Department of Education Digital Device Policy for ACAP Testing in the appendix for additional details.
- ☐ For math sessions, ensure that there are enough calculators at grades 6–8 (if using handheld) and Math Reference Sheets (if distributing paper copies) for all students. Calculators and Math Reference Sheets are also available in the DRC INSIGHT Secure Browser. Refer to the Calculator Policy in the appendix for calculator guidelines.
- ☐ For Grade 8 science, ensure that there are enough calculators (if using handheld) and Periodic Tables (if distributing paper copies) for all students.
- ☐ **NOTE:** For Grades 4–8 ELA, the Writer's Checklist can only be accessed by students in the DRC INSIGHT test engine on the screen that contains the writing prompt. Ensure that you have the correct information regarding test tickets used as scratch paper. The STC/BTC is responsible for communicating this decision. If test tickets are not used as scratch paper, ensure that there is enough clean scratch paper for the test session.
- ☐ Confirm dismissal procedures for students with the Principal/BTC.
- ☐ Ensure that all students signed up for accessibility supports and accommodations receive those accessibility supports and accommodations.

TEST ADMINISTRATION POLICIES AND TEST SECURITY

TAs involved in the administration of the *ACAP Summative* must be certificated educators and trained on test administration, the handling of test materials, and test security.

Assisting Students

The TA must maintain an impartial and professional attitude. Students are to receive no help during the administration of the test beyond making certain that they understand test directions. School officials/personnel who offer/provide inappropriate assistance to students can face severe consequences, including suspension or revocation of teaching certificates.

If a student does not understand how to use the tools, the TA should instruct the student to click on the question mark within the item, which will take the student to contextual help for that item type. If the student selects the blue question mark in the upper right corner of the screen and chooses the “How To” tab, there is information on how to answer all item types.

Monitoring Students

TAs and Proctors must monitor students to ensure they are working independently. Students must be supervised by trained and certificated personnel while having access to the test. Principals and BTCs should check on the testing rooms periodically to verify proper monitoring by the TA and to assist in the event of an emergency.

Students must not be allowed to leave the testing room with their test ticket in hand.

Disclosing Test Content

TAs and students are **not** allowed to discuss the test items with anyone.

Cheating

Any instances of cheating must be handled in a manner consistent with school disciplinary policies. All instances of cheating require submission of an *Irregularity Report* form by the BTC to the STC and an **invalidation of the student’s score** by the STC. **STCs must call ALSDE Student Assessment for an invalidation code.**

Security of Test Materials

TAs are responsible for collecting all test materials at the end of the testing period and returning the materials as instructed to the BTC.

Unplanned or Emergency Breaks for Students

The *ACAP Summative* is a timed test. Students are expected to complete each test session in one sitting. However, there may be times when students must leave the testing room for an emergency (restroom, sickness, medical issue). **The ALSDE Student Assessment policy allows a student to leave the room for up to 10 minutes. Students who do not return within 10 minutes will not be allowed to reenter the testing room and resume testing.** The student's test will automatically time out after 10 minutes.

Students who leave the room during the test DO NOT make up the lost time. Any time used for a break counts against the student's remaining test time. School personnel should allow time prior to testing for students to visit the restroom in an effort to prevent students from losing time for testing.

In the event a student must leave the room, the student will click the PAUSE button. This will lock the screen so that test items are not visible. After 10 minutes, the test will automatically exit out, and the student will not be allowed to return to complete the unfinished test.

STEPS TO FOLLOW IF A STUDENT LEAVES THE ROOM AND RETURNS WITHIN 10 MINUTES

1. The TA will document on the *ACAP Summative Timing Form* the name of the student and the time the student left the room. A copy of this form is provided in the appendix.
2. When the student returns, the TA will document the time the student returned.
3. The student will click the **Return to Test** button and resume testing.
4. **Do not** complete an *Irregularity Report* form.

STEPS TO FOLLOW IF A STUDENT LEAVES THE ROOM AND DOES NOT RETURN WITHIN 10 MINUTES

1. The TA will indicate on the *ACAP Summative Timing Form* that the student did not return to the testing room.
2. **Complete** and **Submit** an *Irregularity Report* form to the BTC.

Students who leave the room for any reason are to be accompanied by a Hall Proctor/Monitor. There will be no interaction with other students. The students must not have access to any devices/computers during the time they are out of the testing room. Hall Proctors/Monitors are encouraged to assist students in managing the time out of the testing room so that they are able to return within 10 minutes.

Resuming Test Sessions

Students who leave the room and are unable to return during the scheduled test time but are able to complete testing should be placed in a continuation session **that must take place that day.**

Students who leave school grounds without completing a test session will need permission from the STC to complete the test in a make-up session when they return. BTCs must submit a ***Request to Resume Testing for ACAP Summative*** to the STC and must follow the guidelines presented on the form with fidelity. A copy of this form is provided in the appendix.

Dismissing Students in Extended Time Sessions

Principals have the ultimate authority to determine procedures for dismissing students from test sessions. It is allowable for students in extended time sessions to be dismissed according to the guidance presented here.

All students must remain in the testing room for the duration of the **standard** time session. At the end of **standard** time, the TA may instruct the students to pause their tests (short pause) and allow students who have completed and submitted their tests to be dismissed. Students still testing will resume the test session. After the break at standard time, the TA may quietly dismiss individual students as they complete and submit their tests AS LONG AS there is a Hall Proctor available to escort the students to their next appropriate setting.

Security of Test Tickets and Scratch Paper

Test tickets and used scratch paper are considered secure test materials and should be stored or destroyed accordingly. Beginning in spring 2022, students will have a unique test ticket for each session of the test. Students may use the test ticket as scratch paper, or the TA can provide an additional piece of paper to be used as scratch paper to each student. Both of these materials are considered secure. Used scratch paper MAY NOT be reused for another test session.

Testing Irregularities

TAs should immediately report any testing irregularities to the Principal and/or BTC. A testing irregularity is any occurrence that may influence a student's performance. Examples of testing irregularities include, but are not limited to, the following:

- A student is observed in possession of a digital device during the testing session or during a break.
- A student is observed cheating during the testing session.
- A teacher or another adult provides improper assistance to a student.
- A teacher or another adult is observed using a cell phone or other digital device.
- Testing accommodations specified in a student's IEP, Section 504 Plan, or I-ELP are not provided.
- A student is provided a testing accommodation that is not specified in an IEP, Section 504 Plan, or I-ELP.
- An excessive disturbance or disruption occurs during the testing session.
- Ineligible students are tested.

Invalidation of Test Scores

Failure to strictly adhere to consistent and uniform test administration procedures may result in the invalidation of student scores. Only STCs are authorized to invalidate student scores. STCs must call ALSDE Student Assessment for an invalidation code.

ACCESSIBILITY SUPPORTS AND ACCOMMODATIONS

The *ACAP Summative* offers two kinds of accessibility supports and accommodations—embedded and non-embedded. Embedded accessibility supports and accommodations are those that are integrated into the online testing system. Non-embedded accessibility supports and accommodations are those that are not available within the test engine, such as an FM System or Oral Presentation: Human Reader. Keep in mind that any option identified as an accommodation must only be made available to students with IEPs, Section 504 Plans, or I-ELPs. Accessibility supports and/or accommodations used on state assessments must have been provided routinely during classroom instruction and on classroom tests. **Accessibility supports and/or accommodations must be justified, proven successful, and documented in the student's plan.** The text-to-speech accommodation requires the use of headphones for testing, unless testing individually.

It is important to note that some accessibility supports and accommodations have different timing assignments. This must be taken into account when scheduling test sessions and grouping students together for test sessions. The *Test Time Assignments and Ticket Abbreviations for Accessibility Supports and Accommodations* table shows the timing assignment for each of the accessibility supports and accommodations available for the *ACAP Summative*. If a student is assigned multiple accommodations with conflicting time assignments, the student will receive the longest time assignment. For example, Extended Time will outweigh Standard Time. Unlimited Time will outweigh Extended Time and Standard Time.

TAs can verify a student's accessibility supports and accommodations by reviewing the student test ticket. The graphic below shows how accessibility supports and accommodations are abbreviated on the student test ticket.

Sample Student Test Ticket

Spring 20XX ACAP Summative	
Test Ticket – G6 English Language Arts – Session 1	
Test Session: ELA SMITH	
Student Name: BELL, KATIE	
Date of Birth: 11/15/20XX	
Username: kbell1	
Password: BEEN7036	
→	Accommodation(s): HR, AT,

Test Time Assignments and Ticket Abbreviations for Accessibility Supports and Accommodations

Accommodation Name	Timing Assignments			ELA	Math	Science	Ticket Abbreviation	Form Assignment (Ticket Impacted)
	Standard Time	Extended Time	Untimed					
Abacus	X			Yes	Yes	Yes	AB	
Assistive Technology			X	Yes	Yes	Yes	AT	
Braille, Paper			X	Yes	Yes	Yes	BRL	X
Breaks	X			Yes	Yes	Yes	BR	
English Native Language Word-to-Word Glossary		X		Yes	Yes	Yes	WW	
Extended Time		X		Yes	Yes	Yes	ET	
FM System	X			Yes	Yes	Yes	FM	
Individual Administration	X			Yes	Yes	Yes	IA	
Large Print	X			Yes	Yes	Yes	LP	X
Multiple Days (ALSDE Student Assessment Approval)			X	Yes	Yes	Yes	MD	
Oral Presentation: Human Reader/English Human Reader		X		Yes	Yes	Yes	HR	X
Oral Presentation: Spanish Human Reader		X		No	Yes	Yes	SHR	X
Oral Presentation: English Text-to-Speech		X		Yes	Yes	Yes	TTS	X
Oral Presentation: Spanish Text-to-Speech		X		No	Yes	Yes	STS	X
Oral Reader (Student Reads Aloud)	X			Yes	Yes	Yes	OR	
Paper Test (ALSDE Student Assessment Approval)	X			Yes	Yes	Yes	PT	X
Refreshable Braille			X	Yes	Yes	Yes	RBL	X
Screen Reader			X	Yes	Yes	Yes	SR	X
Scribe			X	Yes	Yes	Yes	SC	

Accommodation Name	Timing Assignments			ELA	Math	Science	Ticket Abbreviation	Form Assignment (Ticket Impacted)
	Standard Time	Extended Time	Untimed					
Sign Language (Directions Only)	X			Yes	Yes	Yes	SLD	
Sign Language: Test Items			X	Yes	Yes	Yes	SLI	X
Small Group	X			Yes	Yes	Yes	SG	
Stacked Spanish Translation		X		No	Yes	Yes	ST	X
Translated Directions		X		Yes	Yes	Yes	TD	

Paper-Based Accessibility Supports and Accommodations

Braille

Braille test materials (e.g., TA Notes, Student Braille test booklets) may be provided for a student with a visual impairment who requires a braille accommodation as indicated in the student's IEP. If the braille form is to be administered, the BTC or STC should have selected the braille accommodation in the DRC INSIGHT Portal for each content area in which the student is receiving the accommodation during the November or January accommodation windows. The accommodation will appear on the student test ticket as "BRL". If a student requires braille test materials but does not have "BRL" on the student test ticket, please contact the BTC.

A Transcriber, in the presence of another certificated educator, must record the individual student responses in the DRC INSIGHT test engine. If this is not completed, the student's test cannot be scored. There is no braille Answer Document. Detailed instructions for the administration of a braille test and the recording of student responses in DRC INSIGHT are provided in the *ACAP Summative Accessibility Supports and Accommodations Supplement* included in the appendix of the ***Accessibility Supports and Accommodations Policy (ASAP) Manual***.

Material needed to administer the braille assessment is included in the braille kit. **Review this material prior to the assessment in the presence of the BTC.**

Large Print

Large print test materials (e.g., Student Large Print test booklets) may be provided as an accommodation for students with visual impairments. If the large print form is to be administered, the STC or BTC should have selected the large print accommodation in the DRC INSIGHT Portal for each content area in which the student is receiving the support during the November and January accommodation windows. The accommodation will appear on the student test ticket as "LP". If the student has a large print accommodation but does not have "LP" on the student test ticket, please contact the BTC.

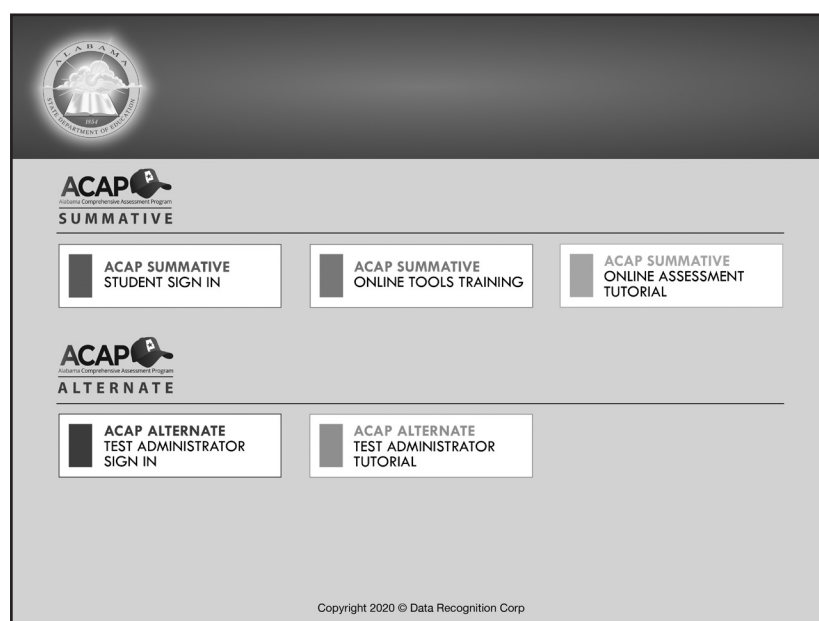
A Transcriber, in the presence of another certificated educator, must record the individual student responses in the DRC INSIGHT test engine. If this is not completed, the student's test cannot be scored. There is no large print answer document. Detailed instructions for the administration of a large print test and the recording of student responses in DRC INSIGHT are provided in the *ACAP Summative Accessibility Supports and Accommodations Supplement* that can be found in the appendix of the ***Accessibility Supports and Accommodations Policy Manual***.

TEST ADMINISTRATION PROCEDURES

STCs, BTCs, and TAs must read and understand the following administration procedures thoroughly before testing begins. Adherence to procedures will ensure uniformly favorable testing conditions.

On testing day, before beginning each session:

- ☐ Post a “Testing” sign on your classroom door.
- ☐ Obtain a roster and complete a seating chart **before** each test session. You will need to mark any absent students on the seating chart and roster.
- ☐ Obtain the test tickets for each student who will be testing. Each session of every content area administered requires a separate test ticket with a unique password. Test tickets are secure materials and should be securely stored until you are ready to pass them out.
- ☐ Check the test tickets to confirm the applicable accessibility supports and accommodations have been assigned. If they have not been assigned correctly, testing for the affected student must be postponed until corrective action is taken. Collect the student’s test materials and dismiss the student from the test session. Complete an *Irregularity Report* form and submit it to the BTC.
- ☐ Seat students according to the preplanned seating chart. Mark any absent student on the seating chart and roster.
- ☐ Make sure that each student is sitting at a separate testing device/computer, that each device/computer is turned on, and that the desktop/home screen is visible.
- ☐ During testing, students may not access personal materials/belongings. Make sure that no student is in possession of a cell phone, a camera, or other personal electronic devices. The school’s plan for collecting digital devices prior to testing must be followed.
- ☐ **NOTE:** Students are allowed to bring one library book into the testing room for reading after submitting the test. The book should be stored under the desk or otherwise out of sight while the student is testing. Students must store backpacks and other personal belongings in the rear of the testing room (out of reach of students).
- ☐ Ensure that the DRC INSIGHT test engine has been launched. The following image should appear on each student’s screen.



During testing for each session:

- ☐ Follow the script in the Test Administration Verbal Instructions **verbatim**. If administering 1:1 to a student with an Oral Presentation: Human Reader or Sign Language accommodation, follow the script in the Oral Presentation: Human Reader script verbatim.
- ☐ Ensure trained and certificated personnel supervise students while the students have access to the test.
- ☐ If a student submits a test prematurely, before completing the session, testing for the student must be postponed until the test session has been unlocked. Collect the student's test materials and dismiss the student from the test session. Complete an *Irregularity Report* form and submit it to the BTC.
- ☐ Record times for any student who leaves the testing room for any reason using the *ACAP Summative Timing Form*.
- ☐ Monitor students to ensure they are working independently and progressing through the test items.
- ☐ Do **not** provide assistance to students beyond making certain they understand the test directions.
- ☐ Do **not** read, review, copy, reproduce, photograph, record, fax, or take notes on the test or test items. **Disclosure of test content is strictly prohibited and is a test security violation.**

After testing for each session is complete:

- ☐ Instruct students to **Exit** the DRC INSIGHT test engine. This is particularly important for 1:1 devices that stay with the students.
- ☐ Collect and recount test tickets.
- ☐ Collect scratch paper if test tickets were not used as scratch paper.
- ☐ Collect any paper copies of reference sheets or periodic tables, if applicable.
- ☐ Once all secure test materials have been accounted for, students can be dismissed.
- ☐ Return all testing materials to the BTC.
- ☐ Report any testing irregularities immediately to your BTC, Principal, or STC. Use the *Irregularity Report* form provided in the appendix to this manual or by your BTC. Failure to report an irregularity to the appropriate authority constitutes a violation of the ALSDE Student Assessment guidelines and may result in disciplinary action.

Testing Times

The testing times in the tables below reflect the amount of time students have to complete each session of the test. DRC INSIGHT is programmed with the designated times. Unless administering a paper form of the test, TAs do not need to monitor testing times. The test engine will keep track of time, alert the student when there are only 4 minutes left, and automatically submit the student's test when time runs out.

English Language Arts Assessment Times by Grade and Text-to-Speech (TTS) Accommodation Availability

Test	Number of Items	TTS	Time Per Session	Total Test Time
Grade 2, Session 1: Audio	5 (includes one listening passage)	Y	15 minutes	120 minutes
Grade 2, Session 2: Reading and Language	24 (includes passages)	N	65 minutes	
Grade 2, Session 3: Reading Foundations	7	N	15 minutes	
Grade 2, Session 4: Writing and Language	15	Y	25 minutes	
Grade 3, Session 1: Audio	5 (includes one listening passage)	Y	15 minutes	125 minutes
Grade 3, Session 2: Reading and Language	28 (includes passages)	N	70 minutes	
Grade 3, Session 3: Writing and Language	28	Y	40 minutes	
Grades 4–8, Session 1: Audio	5 (includes one listening passage)	Y	15 minutes	175 minutes
Grades 4–8, Session 2: Reading and Language	26–28 (includes passages)	N	65 minutes	
Grades 4–8, Session 3: Reading and Text-Dependent Writing (TDW)	6–7 (includes passages and one TDW)	N	60 minutes	
Grades 4–8, Session 4: Writing and Language	23–24	Y	35 minutes	

**Math Assessment Times by Grade and
Text-to-Speech (TTS) Accommodation Availability**

Test	Number of Items	TTS	Time Per Session	Total Test Time
Grade 2, Session 1: Non-Calculator	23	Y	45 minutes	90 minutes
Grade 2, Session 2: Non-Calculator	23	Y	45 minutes	
Grades 3–5, Session 1: Non-Calculator	25	Y	50 minutes	100 minutes
Grades 3–5, Session 2: Non-Calculator	25	Y	50 minutes	
Grade 6, Session 1: Non-Calculator	18	Y	35 minutes	110 minutes
Grade 6, Session 2: Calculator	36	Y	75 minutes	
Grade 7, Session 1: Non-Calculator	15	Y	30 minutes	110 minutes
Grade 7, Session 2: Calculator	39	Y	80 minutes	
Grade 8, Session 1: Non-Calculator	12	Y	25 minutes	110 minutes
Grade 8, Session 2: Calculator	42	Y	85 minutes	

**Science Assessment Times by Grade and
Text-to-Speech (TTS) Accommodation Availability**

Test	Number of Items	TTS	Time Per Session	Total Test Time
Grade 4, Session 1	33	Y	45 minutes	90 minutes
Grade 4, Session 2	33	Y	45 minutes	
Grade 6, Session 1	33	Y	45 minutes	90 minutes
Grade 6, Session 2	33	Y	45 minutes	
Grade 8, Session 1: Calculator	33	Y	50 minutes	100 minutes
Grade 8, Session 2: Calculator	33	Y	50 minutes	

Refer to the *Test Time Assignments and Ticket Abbreviations for Accessibility Supports and Accommodations* table on page 7 for an outline of the timing assignments for each accommodation: standard time, extended time, or untimed.

Test Materials

This section outlines the various testing materials needed for each administration of the *ACAP Summative*. TAs are responsible for ensuring all secure test materials are handled in accordance with the school's test security plan, including the return of all materials to the BTC immediately following the administration of the test.

Online Administration

- *Test Administration Manual*
- Test Administration Verbal Instructions for Online Testing
- Test session roster
- Seating chart
- Test tickets
- Scratch paper (if not using test tickets as scratch paper)
- *ACAP Summative Timing Form* and *Irregularity Report* form
- Paper copies of reference sheets for Grades 4–8 math (if paper copies are desired). These will be provided by the STC or BTC. The reference sheets can also be accessed by students in the DRC INSIGHT test engine using the References tool.
- Paper copies of the periodic table for Grade 8 science (if paper copies are desired). These will be provided by the STC or BTC. The periodic table can also be accessed by students in the DRC INSIGHT test engine using the References tool.
- **NOTE:** For Grades 4–8 ELA, the Writer's Checklist can only be accessed by students in the DRC INSIGHT test engine on the screen that contains the writing prompt.

Braille Administration (Paper)

- *Test Administration Manual*
- Braille test booklet
- Paper test booklet
- Test ticket
- Braille Test Administrator (TA) Notes
- Test Administration Verbal Instructions for Braille
- Braille math reference sheet (Grades 4–8 math kit ONLY)
- Braille Writer's Checklist (Grades 4–8 ELA kit ONLY)
- Braille periodic table (Grade 8 science kit ONLY)
- Scratch paper (if not using the test ticket as scratch paper)
- Any materials needed for the student to record answers (e.g., braillewriter)

Large Print Administration (Paper)

- *Test Administration Manual*
- Student large print test booklet(s)
- Test Administration Verbal Instructions for Large Print and Paper Tests
- Test ticket
- Scratch paper (if not using the test ticket as scratch paper)
- Large print math reference sheet (Grades 4–8 math kit ONLY)
- Large print Writer’s Checklist (Grades 4–8 ELA kit ONLY)
- Large print periodic table (Grade 8 science kit ONLY)

Oral Presentation: Human Reader

- *Test Administration Manual*
- Test ticket
- Scratch paper (if not using the test ticket as scratch paper)
- *Oral Presentation: Human Reader Script*
- Paper copies of the reference sheets for Grades 4–8 math (if paper copies are desired) can be printed and are found in the “Documents” section of the DRC INSIGHT Portal under Document Type: Reference Sheets and can also be accessed by the student in DRC INSIGHT using the References tool.
- Paper copies of the periodic table for Grade 8 science (if paper copies are desired) can be printed and found in the “Documents” section of the DRC INSIGHT Portal under Document Type: Reference Sheets and can also be accessed by the student in DRC INSIGHT using the References tool.
- **NOTE:** For Grades 4–8 ELA, the Writer’s Checklist can only be accessed by students in the DRC INSIGHT test engine on the screen that contains the writing prompt.

APPENDIX

A: Alabama State Department of Education Digital Device Policy for ACAP Testing

B: Calculator Policy

C: *Irregularity Report*

D: *ACAP Summative* Timing Form

E: *Request to Resume Testing for ACAP Summative*

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A: Alabama State Department of Education Digital Device Policy for ACAP Testing



Alabama State Department of Education Digital Device Policy for ACAP Testing

Each local education agency (LEA) shall have in place a digital device collection plan for each school for both school personnel and students who participate in the Alabama Comprehensive Assessment Program (ACAP). This collection shall take place prior to school personnel or students entering the testing room.

For purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. **Exceptions** to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. **All exceptions must be pre-approved by ALSDE Student Assessment.**

LEAs shall make all school personnel participating in the ACAP, students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the employee handbook, the Student Code of Conduct Handbook, and may also publicize this policy through other normally accepted methods.

LEA Personnel

LEA personnel shall not **possess or use** any digital device when they are administering or proctoring an ACAP test. This prohibition does not apply to school personnel who are hall monitors during the test. **The possession or use of a digital device by school personnel participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE.** If school personnel are observed in possession of a digital device during the administration of an ACAP test the device may be confiscated. If school personnel are observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), the device may be **confiscated and searched for any information related to the ACAP.** Additionally, the personnel shall be dismissed from testing, and the tests may be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA and by the Alabama State Department of Education, up to and including possible employment termination and certification revocation.

Student Policy

Students shall not **possess or use** any digital device when they are participating in ACAP testing. **The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE.** If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated. If a student is observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be **confiscated and searched for any information related to the ACAP.** Additionally, the student shall be dismissed from testing, and the student's test shall be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.

By signing I am affirming that I understand, accept, and will comply with this policy.

Name (Typed or Printed)

Signature

System

School

Position/Title

Date

B: Calculator Policy



SUMMATIVE

Calculator Policy

Calculators can only be used by **students in Grades 6–8 for the designated calculator session of the math test (session 2)** and only by **students in Grade 8 for the science test (both sessions)**. For these sessions, the use of a calculator is not required to solve problems. However, for students who regularly use a calculator in the classroom, the use of a calculator on test day may be advantageous.

While online basic and scientific calculators are provided within the DRC INSIGHT test engine, students may use handheld calculators typically used in classroom instruction and on classroom assessments. If a student needs an adaptive calculator (e.g., large key, talking), the student may bring his or her own, or the school may provide one.

If a student is taking a paper form of the test (Large Print or paper test), they will not have access to the online calculators. Therefore, they must bring their own calculator to the test session, or the school or district must provide one (basic or scientific).

Any handheld basic or scientific calculator is allowable, as long as it does not have any of the following features:

- Graphing capabilities
- Computer Algebra System (CAS) features
- A “QWERTY” keyboard
- Paper tape
- Audio capabilities, unless specified in an IEP or Section 504 Plan and in an individual test session
- Access to the internet (tablet, laptop, phone-based, or wristwatch)

In addition, the following guidelines must be followed if students are using handheld calculators:

- Students may only use calculators on the designated calculator math and science sessions. Test Administrators must collect calculators or instruct students to store their calculators under their desks **prior to beginning non-calculator test sessions**.
- The use of a calculator on a non-calculator test session would constitute a major irregularity and may result in the invalidation of the student’s test.
- Students are not allowed to share calculators within a testing session.
- Test Administrators must confirm that memory on all calculators has been cleared before and after the testing sessions.
- The student should use the calculator they have used regularly throughout the school year in their classroom and are most familiar with, provided their regular-use calculator is not outside the boundaries of what is allowed, as detailed above.
- If schools or districts permit students to bring their own handheld calculators, Test Administrators must confirm that the calculators are not outside the boundaries of what is allowed, as detailed above.

C: Irregularity Report

IRREGULARITY REPORT

1. The Principal or BTC should complete this report if unusual or unexpected circumstances have occurred (e.g., misconduct of student, illness of student, suspicion of cheating, interruption of testing) during the administration of a state assessment. Once the report is completed, it must be submitted to the STC.
2. The STC must complete this report only in the event that a major violation/irregularity has occurred. Upon receipt of a major irregularity, contact Student Assessment immediately.

General Information		
District:	School:	
Assessment:	Content Area:	
Date of Incident:	Grade(s):	
Test Administrator:	Proctor (if applicable):	
Mode: <input type="checkbox"/> Paper <input type="checkbox"/> Online	Number of Students Affected:	
Building Test Coordinator:	Principal:	
Location:	Call Student Assessment for Irregularity/Invalidation Code #	
Irregularity		
Irregularity (Check all that apply)		
<input type="checkbox"/> Major Irregularity	<input type="checkbox"/> Procedural Irregularity	
<input type="checkbox"/> Staff <input type="checkbox"/> Student	<input type="checkbox"/> Staff <input type="checkbox"/> Student	
<input type="checkbox"/> Altering responses during/after testing	<input type="checkbox"/> Disturbance inside/outside the classroom	
<input type="checkbox"/> Tampering with students' tests or any test materials	<input type="checkbox"/> Disruptive behavior from a student	
<input type="checkbox"/> Assisting students with responses	<input type="checkbox"/> Illness of a student	
<input type="checkbox"/> Viewing secure test content	<input type="checkbox"/> Improper ID or late arrivals	
<input type="checkbox"/> Discussing/disclosing/coaching secure test content or responses	<input type="checkbox"/> Computer/technology issues	
<input type="checkbox"/> Cheating by the student	<input type="checkbox"/> Defective test materials or audio equipment	
<input type="checkbox"/> Duplicating/recording/electronically capturing test content	<input type="checkbox"/> Incorrect name on answer documents	
<input type="checkbox"/> Improperly exempting/preventing student(s) from participating	<input type="checkbox"/> Environmental teaching aids being exposed	
<input type="checkbox"/> Failing to provide accessibility supports/accommodations	<input type="checkbox"/> Directions not being followed	
<input type="checkbox"/> Violation of Digital Device Policy	<input type="checkbox"/> Materials being distributed inappropriately	
<input type="checkbox"/> Encouraging/assisting in violation of security and confidentiality	<input type="checkbox"/> Other (explain)	
<input type="checkbox"/> Failing to report an irregularity		
<input type="checkbox"/> Other (explain)		
Student Information		
Grade	State ID # (SSID)	Name
Witness Names and Contact Information		
Name	Contact Information	

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C: Irregularity Report (page 2)

**Persons Involved - List everyone directly involved in the incident being reported.
Include Contact Information.**

Name	Contact Information

In detail, describe the irregularity that occurred:

Name of Person Reporting Irregularity

Signature of Person Reporting Irregularity

Position/Title

Contact Information

Date

D: ACAP Summative Timing Form



ACAP Summative
Timing Form

In the event a student must leave the room for any reason, the student will click on the **PAUSE** button. Timing for the student will continue. The test will automatically time out after 10 minutes, at which time the student will not be allowed to reenter the testing room and will not be allowed to resume testing.

Student Name	Time Left	Time Returned	Did Not Return	Comments

Test Administrator Name: _____ Test Administrator Signature: _____

Hall Monitor Name: _____ Hall Monitor Signature: _____

Date: _____ Test: _____

This form must be submitted to the Building Test Coordinator immediately after testing is completed.

E: Request to Resume Testing for ACAP Summative



Request to Resume Testing for ACAP Summative (for emergency situations only)

Alabama State Department of Education (ALSDE) policy is that a student is expected to complete a test session on the same day the session is started. In the event of an emergency situation that prevents a student from remaining in the school setting and completing his or her test session in a single day, this form should be used to request to resume testing when the student returns.

These emergency situations do not include medical appointments or parental requests to check students out of school.

The Principal is responsible for confirming the circumstances surrounding the emergency situation. The System Test Coordinator (STC) is responsible for making the determination as to whether or not the student may resume testing on another day. The *Request to Resume Testing for ACAP Summative* form must be completed and signed by the Principal and approved by the STC.

It is incumbent upon the STC to monitor the use of this form. STCs are required to approve the request before testing for the student can resume. ALSDE will monitor all multiple-day testing with weekly reports from DRC.

NOTE: It is the prerogative of the District to determine if an opportunity for make-up testing will be provided to the student. Make-up testing is not a requirement of the ALSDE.

District: _____ School: _____

Student Name: _____

Test and test session to be resumed: _____

Briefly describe the situation that occurred: _____

Assurance Statement:

My signature indicates that I have confirmed that the student named above was unable to resume testing due to an emergency situation.

Principal Signature

Date

I have reviewed this request and approve the student to resume testing when he or she returns to campus.

System Test Coordinator Signature

Date

Once approved, return this form to the principal.

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ACAP Summative
Test Administration Manual
Spring 2022