

# ALABAMA STATE DEPARTMENT OF EDUCATION



## S U M M A T I V E

### **Test Coordinator Manual**

**Spring 2022**

**Grades 2–8 English Language Arts and Math**

**Grades 4, 6, and 8 Science**

**Alabama's testing vendor is Data Recognition Corporation (DRC).**

For technical support and questions regarding the use of the DRC INSIGHT Portal, DRC INSIGHT Online Learning System, or the online assessment tools, please contact DRC between the hours of 7:30 a.m. and 4:30 p.m. CT.

[alhelpdesk@datarecognitioncorp.com](mailto:alhelpdesk@datarecognitioncorp.com)

**800-282-5082**

For questions regarding policy, procedures, or irregularities, please contact the Alabama State Department of Education (ALSDE) Student Assessment section.

[studentassessment@alsde.edu](mailto:studentassessment@alsde.edu)

**334-694-4817**

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

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## INTRODUCTION

The *Alabama Comprehensive Assessment Program (ACAP) Test Coordinator Manual (TCM)* for the *ACAP Summative* is an in-depth reference document to be used by System Test Coordinators (STCs) and Building Test Coordinators (BTCs) in preparation for administering the assessment. It should be read in its entirety and utilized in district-wide and school-level trainings prior to the opening of the test window.

## CONTACT INFORMATION

For questions regarding assessment content, test security, irregularities, special education services, accommodations for students with an IEP, Section 504 Plan, or I-ELP, STCs should contact ALSDE Student Assessment at (334) 694-4817 or [studentassessment@alsde.edu](mailto:studentassessment@alsde.edu).

For questions regarding the use of the DRC INSIGHT Portal, Central Office Services, or the Online Tools Training (OTT), STCs should call the Alabama Help Desk at (800) 282-5082 or email [alhelpdesk@datarecognitioncorp.com](mailto:alhelpdesk@datarecognitioncorp.com).

Questions for the Alabama Help Desk may include, but are not limited to, the following:

- Portal administrative support (e.g., how to assign accessibility supports and accommodations, how to add users, how to view test sessions, how to print test tickets)
- Technology issues (including password resets) with the DRC INSIGHT Portal or Central Office Services

The Alabama Help Desk can be reached from 7:30 a.m.–4:30 p.m. CT Monday through Friday. If calling during non-operational hours, the caller should leave a message with the following information:

- The caller's name and title
- The name of the district from which the caller is calling, including the relevant district code
- A phone number or email address at which the caller can be reached
- The caller's specific question or concern

A representative from the Alabama Help Desk will respond to the caller within one business day.

## KEY DATES

January 17–21, 2022	Final window to enter accessibility supports and accommodations into the DRC INSIGHT Portal
February 2, 2022	Technology Coordinator training webinar: Spring Site Technology Readiness
March 7, 2022	Paper test materials arrive in district
March 7, 2022	Test Setup opens in DRC INSIGHT Portal
March 8, 2022	Test schedules due to ALSDE Student Assessment
March 8–May 3, 2022	Additional materials ordering window (ALSDE approval required)
March 21–May 6, 2022	Testing window open
March 21–April 15, 2022	Mandatory testing of Grades 2 and 3 ELA—all sessions
May 12, 2022	Final day to schedule UPS pickup of secure materials
May 13, 2022	Deadline for return of secure materials to DRC

## ALERTS FOR SPRING 2022

- The Alabama State Department of Education (ALSDE) is requiring the mandatory testing of Grades 2 and 3 in English Language Arts (ELA)—all sessions—within the first four weeks of the opening of the test window (March 21–April 15).
- Students will be assigned to test sessions according to the course section that is flagged for an Assessment Cohort.
- DRC will print and ship all initial *ACAP Summative* test tickets, one for each session of each content area, for every student entered into the SIS system by February 7, 2022. Each session's test ticket will have a new password for login.
- STCs and BTCs will be responsible for printing test tickets for any new student added to the SIS system or any student with demographic changes made to the SIS system beginning February 8, 2022.
- Headphones or earbuds are required for students in all grades for Session 1 of the ELA test.
- The *Test Administration Manual* (TAM) will not include Verbal Instructions for the Test Administrators (TAs) to read aloud to students. *Verbal Instructions for Test Administrators* will be printed as separate documents by grade. The TAM must be used for training BTCs and TAs.
- Accessibility supports and accommodations
  - Accessibility supports and accommodations must have been assigned in the DRC INSIGHT Portal during the November 2021 window.
  - Accessibility supports and accommodations for students who recently transferred into the district from another state can be assigned in the second window, which is January 17–21. At this time, any changes to the assigned supports can be made as well.
  - Any print forms of the assessment (braille, large print) and *Oral Presentation: Human Reader* scripts will be shipped to districts based on the selection of those accommodations in the DRC INSIGHT Portal during one of the accessibility supports and accommodations assignment windows.
  - **After the close of the January window, any accessibility supports or accommodations that are needed for student testing must be approved by ALSDE Student Assessment.**
  - Oral Presentation: Text-to-Speech and Oral Presentation: Human Reader sessions will be given extended time (twice standard time). They will not be untimed sessions as they were last year.

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## PARTICIPATION IN THE ALABAMA COMPREHENSIVE ASSESSMENT PROGRAM

As stated in Chapter 290-4-2 of the *Alabama State Board of Education State Department of Education Administrative Code*, the policy of the ALSDE is to have a unified, coordinated state testing program. Alabama's ACAP is a system of assessments that measures the knowledge and abilities of students in Alabama's public schools for the following purposes:

- to provide information to educators and parents regarding the educational strengths and weaknesses of individual students;
- to provide information to assist local and state educational personnel in reviewing and planning for instructional and curricular improvements; and
- to provide information to local and state educational personnel, policy makers, and the public regarding the educational performance of Alabama's students.

**ALL** students attending public school must be provided the opportunity to participate in the ACAP. The U.S. Department of Education requires that each school, district, and group (students in the aggregate and each subgroup) have at least a 95% participation rate on assessments.

It is the policy of the Alabama State Board of Education and the ALSDE that no student will be excluded from participation in, be denied the benefit of, or be subjected to discrimination in any program or activity on the basis of sex, race, color, creed, religion, belief, national origin, ethnic group, or disability.

The Alabama State Board of Education feels strongly that the state's assessment program provides invaluable information to students, their parents, their teachers, and others who work with them in assuring they are ready for graduation. The ALSDE continues to receive inquiries regarding parents requesting that their children "opt out" of the state-approved assessments. ALSDE does not have a recognized process or approved form for this action.

The ALSDE is committed to providing all students equal opportunity to benefit from educational programs and services. Further, the ALSDE is committed to supporting scientific research-based and appropriate effective programs, practices, training, and accountability so that all students can become proficient in English and achieve the state's academic content standards. The ALSDE has the responsibility for implementing Title III Language Instruction for English Learners and Immigrant Students of the *Every Student Succeeds Act (ESSA)*.

The ALSDE is also responsible for enforcing Title VI of the *Civil Rights Act of 1964*, which prohibits discrimination in programs and activities that receive federal financial assistance. These Title VI regulatory requirements prohibit denial of equal access to education because of a student's limited proficiency in English, causing the possible inability to participate in or benefit from regular or special education instructional programs.

**Every** student must be given the opportunity to access state assessments based upon their own unique needs. This includes new individualized approaches to accessibility and the assurance of the provision of these supports to facilitate student access to grade-level instruction and state assessments.

## TEST SECURITY

The *ACAP Summative* is a secure test. All policies and procedures set forth by ALSDE Student Assessment must be strictly adhered to regarding the security of test materials, including paper test materials, test tickets, scripts, etc. Refer to the *ACAP Integrity Handbook for Test Administration* for detailed guidance on test security.

Schools must have plans in place for the collection of cell phones and other digital devices from students, Test Administrators (TAs), Proctors, and anyone else entering the testing room. Principals and BTCs are responsible for developing and enforcing these plans for any state testing. The possession or use of a digital device by any staff member, student, or anyone else in the testing room may result in an invalidation of the student's test, as well as possible revocation of the staff member's certification.

ALSDE Student Assessment requires that all persons involved in any aspect of *ACAP Summative* testing strictly adhere to all security procedures described in this manual. Secure materials must never be left in open areas or unsupervised. Supervision requires a certificated person trained in test security.

If the security of the test is jeopardized in any way, the STC must contact ALSDE Student Assessment. All secure materials must be accounted for, which may include, but is not limited to, conducting additional searches or communicating why a missing material will not be returned.

## SECURE TEST MATERIALS

Secure test materials:

- test tickets and rosters
- accommodated materials, including large print test booklets, braille test booklets, braille Test Administrator notes, and Oral Presentation: Human Reader scripts
- all paper materials containing student work or notes, such as scratch paper and printed math reference sheets or periodic tables if students made notes on these (must be securely shredded by the STC or BTC after testing)

Handling secure test materials:

- TAs must return all secure materials to the BTC each day when testing is completed, as well as before extended breaks.
- BTCs must return all secure accommodated paper test materials to the STC by the close of the testing window.
- The secure materials must be kept in a locked, secure storage area when not being used for testing. Secure materials must never be left in open areas or unsupervised.

Locked, secure storage area:

- An area for secure storage of materials must be designated and approved at both the district and school levels.
- These areas must be kept locked, and access to the areas must be limited to the STC or the BTC and the Principal.



## TRAINING SESSIONS

### Training STCs

STCs will be trained by ALSDE Student Assessment staff at the annual required STC trainings and via a recorded webinar for Test Administration training.

### Training BTCs

Within three weeks of the start of testing, the STC must conduct training sessions on this TCM and the *Test Administration Manual* (TAM) for all BTCs in the district who will be overseeing the administration of the *ACAP Summative*. Training must also include test security and the responsibilities of the BTC as listed in the *ACAP Integrity Handbook for Test Administration* if this training was not provided earlier in the year. If this training was provided earlier in the year, STCs should review the training, along with a reminder about the *Alabama State Department of Education Digital Device Policy for ACAP Testing*, which is located in the appendix to this manual.

### Training School Staff

Within two weeks of the start of testing, unless otherwise directed by the Superintendent or STC, each BTC in a school that will be administering the *ACAP Summative* must conduct turn-around training on the TAM for all personnel involved in testing. Training must also include test security and the responsibilities of TAs as listed in the *ACAP Integrity Handbook for Test Administration* if this training was not provided earlier in the year. If this training was provided earlier in the year, BTCs should review the training, along with a reminder about the *Alabama State Department of Education Digital Device Policy for ACAP Testing*, which is located in the appendix to this manual.

## RESPONSIBILITIES OF THE SYSTEM TEST COORDINATOR

NOTE: The responsibilities listed here are specific to the *ACAP Summative* and DO NOT SUPERSEDE the responsibilities of the STC as listed in the *ACAP Integrity Handbook for Test Administration*.

- Attend required training by ALSDE Student Assessment.
- Create user accounts for all BTCs in the DRC INSIGHT Portal. Check to make sure the correct Technology Coordinator is in the Portal.
- Assign accessibility supports and accommodations to students in the DRC INSIGHT Portal or train BTCs to do this and oversee their work.
- Coordinate the development of testing schedules for each school in the district and submit schedules to ALSDE Student Assessment. Update ALSDE Student Assessment whenever there is a change to the schedule.
- Communicate with the Technology Coordinator to ensure the Technology Coordinator has participated in all webinar trainings and has completed all readiness checks.
- Develop a communication plan with the Technology Coordinator to be implemented throughout the testing windows.
- **Upon receipt of paper testing materials, immediately verify that the number of materials shown on the packing list matches the number of materials received. Notify DRC immediately if there are discrepancies.**
- Distribute TCMs to BTCs.
- Train BTCs on the TCM and their responsibilities as listed.
- If the BTC notifies you of a student who did not receive a required accessibility support and/or accommodation, notify ALSDE Student Assessment.
- Distribute TAMs to BTCs and train BTCs on how to train their TAs and Proctors (train the trainer).
- Distribute paper testing materials to schools (STC to BTC) using the *ACAP Summative Receipt and Return of Testing Materials* forms to log out and log in secure test materials.
- Submit any paper test requests or requests to test over multiple days to ALSDE Student Assessment for approval.
- Track the progress of testing in your district using the Student Status Dashboard in the DRC INSIGHT Portal.

## RESPONSIBILITIES OF THE BUILDING TEST COORDINATOR

NOTE: The responsibilities listed here are specific to the *ACAP Summative* and DO NOT SUPERSEDE the responsibilities of the BTC as listed in the *ACAP Integrity Handbook for Test Administration*.

- Attend all trainings conducted by the STC.
- Submit a copy of the school's testing schedule to the STC.
- View the Online Assessments Tutorial and encourage all teachers to share it with their students.
- Go through one or more Online Tools Training practice tests and encourage all teachers to require their students to practice with them.
- If a student did not receive a required accessibility support and/or accommodation, notify the STC.
- Distribute TAMs to TAs and train all TAs and Proctors on their roles and responsibilities with regard to the administration of the *ACAP Summative*.
- Distribute the *ACAP Summative Accessibility Supports and Accommodations Supplement* to all TAs involved in testing students with accessibility supports or accommodations and train them on the administration guidance provided in the supplement.
- Make sure that DRC INSIGHT is installed on all testing devices prior to the opening of the test window.
- Schedule test sessions and assign TAs and Proctors. A Proctor is required for any test session with more than 30 students.
- Check student data in the DRC INSIGHT Portal to ensure all students who will be testing are assigned to test sessions.
- Distribute student rosters and test tickets to the TAs and print math reference sheets and periodic tables (if using paper reference materials for students) from the DRC INSIGHT Portal and distribute to the appropriate TAs on the day of testing.
- Print the *Irregularity Report* form to distribute to TAs.
- If applicable, distribute secure paper testing materials to TAs (BTC to TA), using the *ACAP Summative Receipt and Return of Testing Materials* forms to log out and log in secure test materials.
- Track the progress of testing in your school using the Student Status Dashboard in the DRC INSIGHT Portal.

## TECHNOLOGY COORDINATOR RESPONSIBILITIES

The DRC INSIGHT Secure Application (DRC INSIGHT) must be installed on all testing devices. Technology Coordinators must have a DRC INSIGHT Portal login to access the testing software. STCs are responsible for checking the DRC INSIGHT Portal for accurate identification of the Technology Coordinator. Refer to the *DRC INSIGHT Technology User Guide* for additional guidance.

The STC must communicate with the Technology Coordinator to ensure the Technology Coordinator has participated in all webinar trainings and has completed all readiness checks leading up to the test window opening. Annually, Technology Coordinators should attend the two training webinars hosted by DRC's Alabama Technology Consultant. These webinars are recorded and posted to the DRC INSIGHT Portal. Additionally, Technology Coordinators must be familiar with the *DRC INSIGHT Technology User Guide*, which is also posted on the DRC INSIGHT Portal.

The STC and the BTC must have a means by which to communicate with the Technology Coordinator in order to address any issues that may arise during testing. Technology Coordinators are expected to be available to all schools in the district throughout the testing windows.

## TEST MODES

The *ACAP Summative* is an online, technology-enhanced assessment that utilizes Universal Design elements to ensure that all students can meaningfully participate, with or without the use of supports.

Even though the *ACAP Summative* is an online assessment, a paper test may be provided on a case-by-case basis, upon approval by ALSDE Student Assessment and only for students with a documented disability that prohibits participation via an online platform. The *ACAP Summative Paper Request Form* must be completed by the Principal and submitted to ALSDE Student Assessment by the STC.

## SCHEDULING

STCs are responsible for preparing and collecting test administration schedules and submitting these schedules to ALSDE Student Assessment. **Schedules must be detailed and include specific test dates and start times.** In the case of a revision to a test schedule, the revised schedule must be submitted to ALSDE Student Assessment as soon as possible. Testing date templates for documenting schedules are provided for the *ACAP Summative* in the appendix to this manual.

Scheduling for the *ACAP Summative* allows for content tests to be administered in any order. There is no prescribed order of testing. For example, ELA session 2 can be administered before session 1. Sessions can be taken one after the other on a single day or spread out over several days. However, a single test session **MUST** be completed within one day.

**NEW THIS YEAR:** Districts are required to test all second- and third-graders in ELA within the first four weeks of the testing window (March 21–April 15, 2022).

### Makeup Sessions

Students should be allowed to make up missed test sessions for the *ACAP Summative*. Makeup testing must occur within the specified test window. Parents or guardians must be notified of their child's makeup testing schedule.

## TESTING TIMES

The *ACAP Summative* is a **timed** test. Each content area test is divided into timed sessions. The test engine automatically exits the test session and submits the student responses at the end of the allotted time.

### 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	<b>120 minutes</b>
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	<b>125 minutes</b>
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	<b>175 minutes</b>
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	<b>90 minutes</b>
Grade 2, Session 2: Non-Calculator	23	Y	45 minutes	
Grades 3–5, Session 1: Non-Calculator	25	Y	50 minutes	<b>100 minutes</b>
Grades 3–5, Session 2: Non-Calculator	25	Y	50 minutes	
Grade 6, Session 1: Non-Calculator	18	Y	35 minutes	<b>110 minutes</b>
Grade 6, Session 2: Calculator	36	Y	75 minutes	
Grade 7, Session 1: Non-Calculator	15	Y	30 minutes	<b>110 minutes</b>
Grade 7, Session 2: Calculator	39	Y	80 minutes	
Grade 8, Session 1: Non-Calculator	12	Y	25 minutes	<b>110 minutes</b>
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	<b>90 minutes</b>
Grade 4, Session 2	33	Y	45 minutes	
Grade 6, Session 1	33	Y	45 minutes	<b>90 minutes</b>
Grade 6, Session 2	33	Y	45 minutes	
Grade 8, Session 1: Calculator	33	Y	50 minutes	<b>100 minutes</b>
Grade 8, Session 2: Calculator	33	Y	50 minutes	

## DRC INSIGHT PORTAL AND THE ALSDE STUDENT INFORMATION SYSTEM

All student data are transferred to the DRC INSIGHT Portal by the ALSDE from the nightly processing of student data from the Student Information System (SIS). The current SIS is PowerSchool. With the exception of assigning accommodations, district staff will NOT have access to add, delete, or change a student record. **Any student information that is missing or incorrect needs to be updated in PowerSchool.** During the test window, student demographic data that is updated in PowerSchool will be delivered to DRC the following day and the update will be reflected in the DRC INSIGHT Portal the day after that.

## ASSIGNING ACCESSIBILITY SUPPORTS AND ACCOMMODATIONS

The STC is responsible for assigning accessibility supports and accommodations in the DRC INSIGHT Portal. **However, this responsibility may be given to the BTC of each school.**

This process ensures the students will receive the appropriate accommodations on test day. Failure to provide a student with the accommodations indicated in the IEP/Section 504 Plan/I-ELP could result in the invalidation of the student's test.

Accessibility supports and/or accommodations used on state assessments must have been provided routinely during classroom instruction and on classroom tests. Refer to the *ACAP Accessibility Supports and Accommodations Policy (ASAP) Manual* for additional information.

**Accessibility supports and/or accommodations must be justified, proven successful, and documented in the student's plan.**

The accommodation codes will be indicated on the students' test tickets and on the roster. **This further assists the TA in ensuring the students receive the selected accommodations.**

**NEW THIS YEAR:** The assignment of accessibility supports and accommodations in the DRC INSIGHT Portal must be completed during the designated windows in November and January, prior to DRC printing test tickets. Guidance for this process is presented in the *DRC INSIGHT Portal User Guide* and the *Selecting Accessibility Supports and Accommodations Quick Start Guide*. Additionally, STCs or BTCs can view a short training video titled "Assigning Accommodations," which can be found on the DRC INSIGHT Portal in the Documents section by selecting Document Type: Administration Training > Administrator Training Videos.

If accommodations need to be assigned after these windows have closed or during testing, contact ALSDE Student Assessment.

## Submitting an *ACAP Summative Paper Request Form*

Please carefully read the following regarding requests for a paper test for the *ACAP Summative*.

### Considerations/Constraints:

- Paper tests are not an *option*. The *ACAP Summative* is an online, technology-enhanced assessment that utilizes Universal Design elements to ensure that all students can meaningfully participate, with or without the use of supports.
- On **rare** occasions, some students may have a documented disability that prohibits participation via an online platform. These students may require a paper test. Paper tests require ALSDE Student Assessment approval.
- The student must have an IEP or Section 504 Plan. The IEP/Section 504 Plan must indicate that the student **requires all tests to be taken on paper**.

Furthermore, all *ACAP Summative Paper Request Forms* must be reviewed, investigated, and signed by the System Test Coordinator prior to being submitted to ALSDE Student Assessment for approval.

If the student has a Section 504 Plan, please upload a copy of the plan, along with the signed form, to Caveon.



# ACAP SUMMATIVE TEST TIME ASSIGNMENTS AND TEST 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

Accommodation Name	Timing Assignments			ELA	Math	Science	Ticket Abbreviation	Form Assignment (Ticket Impacted)
	Standard Time	Extended Time	Untimed					
Screen Reader			X	Yes	Yes	Yes	SR	X
Scribe			X	Yes	Yes	Yes	SC	
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	

## TEST SESSIONS

Students are placed into test sessions according to their assigned assessment cohort in PowerSchool. This information is pulled directly from PowerSchool and sent to DRC to be loaded into the DRC INSIGHT Portal.

**Students not assigned to an assessment cohort will not be placed into a test session.**

## TEST TICKETS

**NEW THIS YEAR:** DRC will print and ship all initial *ACAP Summative* test tickets, one for each session of each content area, for every student entered into PowerSchool by February 7, 2022. Each session's test ticket will have a new password for login. Test tickets will be sorted based on the assigned assessment cohort in PowerSchool.

STCs and BTCs will be responsible for printing test tickets for any new student added to PowerSchool or any student with demographic changes made to PowerSchool beginning February 8, 2022.

Test tickets are considered secure test materials and, once received or printed, must be securely stored.

Test tickets are printed one to a page.

Test tickets may be used as scratch paper. If students will not be using test tickets as scratch paper, TAs will need to pass out additional sheets of paper for students to use as scratch paper. Any paper that does not have writing/typing on it can be used as scratch paper. This includes copy paper, graph paper, or notebook paper.

### Sample Student Test Ticket

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

## COMMON TECHNICAL ISSUES AND TROUBLESHOOTING

Error or Issue	Troubleshooting Steps
<b>Connection Retry Is in Progress</b> DRC INSIGHT cannot send a response to DRC due to a connectivity issue.	<b>Wait.</b> The message will remain until the connection is reestablished, until 5 minutes have elapsed, or until the student clicks <b>Exit Test</b> . If the problem persists after 5 minutes, proceed with the Internet/Network Connection Error troubleshooting instructions shown below.
<b>Connection Error Retrieving Content</b> The testing device cannot connect to the Central Office Services (COS) Service Device to access test content.	Contact your Technology Coordinator to confirm that all content files are on the COS Service Device and are up to date. If the problem persists, proceed with Internet/Network Connection Error troubleshooting instructions shown below.
<b>Internet/Network Connection Error</b> There was an interruption in the network or internet connection, and the testing device cannot reach DRC servers or the COS Service Device.	<ul style="list-style-type: none"> <li>• Contact your Technology Coordinator to verify that the URLs and IP addresses of all devices on all content filters, firewalls, and antivirus software have been allowlisted.</li> <li>• Check the ratio of wireless access points to testing devices (if applicable). Work with your Technology Coordinator to verify that there are not too many devices connecting to a single access point and that each testing device has a clear line of sight to the access point.</li> <li>• Contact your Technology Coordinator to confirm that the local machine firewall is turned off on the COS Service Device and that the services on the COS Service Device are running. If no student is able to test, your Technology Coordinator can restart or reboot the COS Service Device service.</li> <li>• Go to <a href="http://www.drcdevicecheck.com/">http://www.drcdevicecheck.com/</a> and review Connection Speed. If the result is less than 10 Mbps, let your Technology Coordinator know your connection is too slow for you to test.</li> </ul>
<b>Configuration Not Found, Configuration Error</b> The testing device is not registered to the Central Office Services and cannot proceed with testing until assigned an ORG unit ID.	Contact your Technology Coordinator to have the affected device registered to the Central Office Services.
<b>Proxy-336 Error</b> This is an issue with the configuration within the Central Office Services.	Contact your Technology Coordinator to have the Proxy Host field in the Central Office Services checked. If anything appears in the Proxy Host field, erase it and redeploy a new configuration file with no proxy server settings.

## ALLOWABLE TESTING TOOLS

### Reference Materials

For some grades in Math and Science, students will be allowed to use reference materials. These reference materials are provided within the online platform. However, some students may require these reference materials to be in paper form. It is allowable for STCs or BTCs to print the Math or Science reference materials for the TA to distribute to students at the start of testing. The Math and Science reference materials are available in PDF form on the DRC INSIGHT Portal, in the Documents section. They include the following:

- a. Math, Grades 4–8: Math reference sheets
- b. Science, Grade 8: Periodic table

**NOTE:** For Grades 4–8 ELA, the Writer’s Checklists can only be accessed by students in DRC INSIGHT on the screen that contains the writing prompt. Print accommodated material kits (large print or braille) include printed versions of the reference materials.

### Calculators

For some grades, students will be allowed to use a calculator for math (Grades 6–8) and science (Grade 8). Desmos basic and scientific online calculators are provided within the online testing platform. However, handheld calculators are also allowed for the designated calculator sessions. Any basic or scientific calculator is allowable. No graphing calculators are allowed. Please see the Appendix for the *ACAP Summative Calculator Policy*.

### Headphones

**NEW THIS YEAR:** Headphones are needed for all students in Grades 2–8 taking the ELA test, as well as for those with an Oral Presentation: Text-to-Speech accommodation. Please see the Appendix for the DRC INSIGHT Headset Guidance.

# RECEIVING, INVENTORYING, DISTRIBUTING, AND RETURNING TEST MATERIALS

## Receiving Student Rosters and Test Tickets

**NEW THIS YEAR:** DRC will print and ship all *ACAP Summative* student rosters and test tickets to the STC for delivery March 7–9, 2022. Test tickets will be packaged by school and the STC will need to distribute to schools prior to testing. Test tickets are a secure material and should be kept in secure storage and securely shredded once testing has been completed.

## Receiving Test Materials

Test materials will be shipped to the district office in the name of the STC two weeks prior to the opening of the test window. Plans must be made for the STC to receive the test materials in person. In the event the STC is not available, the backup STC or the Superintendent will receive the test materials.

Upon receipt of test materials, the STC should begin the inventory process. A quick response to this task ensures there is ample time to determine if there are any issues and have those issues corrected by DRC.

After materials have been inventoried, the STC will place test materials directly into secure storage. Under no circumstances may test materials be kept at the district office in a non-secure location.

Each box will be labeled “*ACAP Summative* Test Materials.” If the materials that were ordered have not arrived within two days after the receipt of the initial shipment, contact DRC’s Alabama Help Desk at (800) 282-5082 or [alhelpdesk@datarecognitioncorp.com](mailto:alhelpdesk@datarecognitioncorp.com).

The STCs and BTCs should save the boxes in which the materials were received to return the materials after testing is completed in the district.

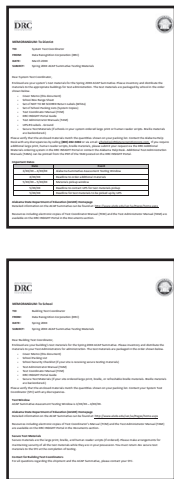
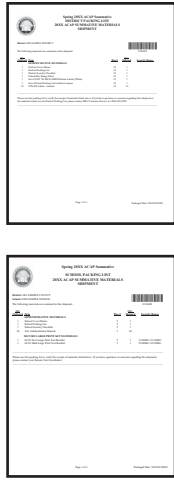
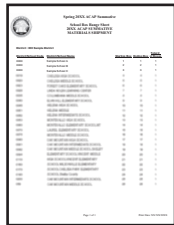
## Inventorying Test Materials

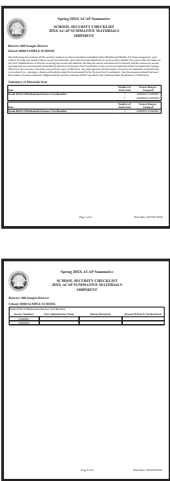


STCs must inventory the contents of each box and use the *District/School Security Checklist(s)* provided in the shipment to verify the secure test materials received in the shipment. STCs should compare the individual bar code numbers on the back of the secure test materials against the checklist to verify the unique test materials assigned to the schools in the district. STCs should confirm the numbers on the checklist accurately reflect the numbers of materials received.

Also, STCs should check the quantities of test materials received against the *District/School Packing List(s)*. STCs should make a detailed note of any shortages. If any shortages are noted, STCs should notify DRC’s Alabama Help Desk at (800) 282-5082 or [alhelpdesk@datarecognitioncorp.com](mailto:alhelpdesk@datarecognitioncorp.com).

## DESCRIPTION OF PAPERWORK

This table provides more information about the paperwork provided in your materials shipments.

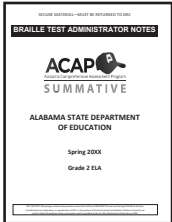
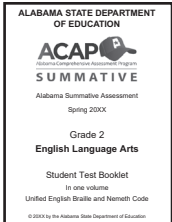
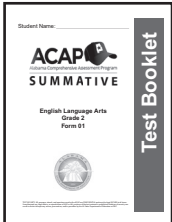
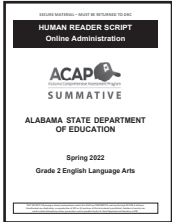
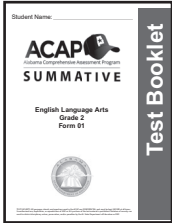
Paperwork Title	Description	How to Use	Can Be Copied?	Image	Return to DRC?
District Cover Memo and School Cover Memo	<p>8.5"x11" white sheets of paper</p> <p>Summary of administrative materials included in the shipment, important upcoming dates, and general instructions for handling materials</p> <p><b>District Box:</b></p> <ul style="list-style-type: none"> <li>STC memo</li> </ul> <p><b>School Boxes:</b></p> <ul style="list-style-type: none"> <li>BTC memo</li> </ul>	<p>Read upon receipt of material shipment.</p> <p>Summary of shipped materials</p>	Yes		No
Packing List	<p>8.5"x11" white sheets of paper</p> <p>Summary of materials and quantities shipped to the district or school</p> <p>Range of security bar code numbers for each test item</p> <p><b>District Box:</b></p> <ul style="list-style-type: none"> <li>District Packing List</li> <li>School Packing Lists (District Set)</li> </ul> <p><b>School Boxes:</b></p> <ul style="list-style-type: none"> <li>School Packing List</li> </ul>	<p>Inventorying test materials</p> <p>Keep this document throughout the testing window so materials can be re-inventoried for return shipment.</p>	Yes		No
School Box Range Sheet	<p>White sheet</p> <p><b>District Box:</b></p> <p>A cover sheet that documents the range of boxes for each school</p>	<p>Confirm the boxes received align with the number ranges on the sheet.</p> <p>Use this when distributing to schools to ensure each site receives the correct material.</p>	Yes		No

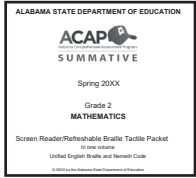
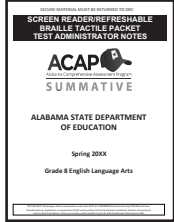
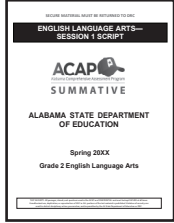
Paperwork Title	Description	How to Use	Can Be Copied?	Image	Return to DRC?
School Security Checklist(s)	<p>8.5"x11" white sheets of paper</p> <p>A list of every security barcode number assigned to the school</p> <p><b>School Boxes:</b> School Security Checklist</p> <p><b>Note:</b> All <i>ACAP Summative</i> secure test materials are shipped at the school level, so there are no District Security Checklists.</p>	<p>Inventorying test materials</p> <p>Record the name of the TA who received and returned the test materials on the school security checklist.</p> <p>You may choose to track at the student level and, instead, repurpose the column labeled TA for recording the name of the student assigned to the booklet.</p>	Yes		No
Set of NOT TO BE SCORED Return Labels	White 4-up labels	To be applied to <u>each</u> box of secure materials being returned to DRC, identifying the administration and the district from which it is shipped	No		Yes (applied to boxes)
UPS-RS Labels—Ground	White perforated prepaid labels	To be applied to each box of secure materials returned to DRC, pre-paid for UPS Ground shipment to DRC	No		Yes (applied to boxes)



# ACAP SUMMATIVE SECURE TEST ADMINISTRATION MATERIALS

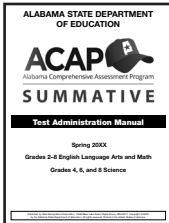
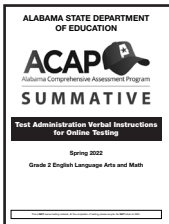
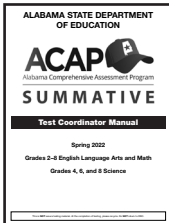
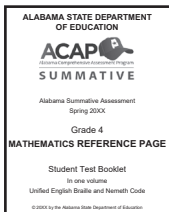
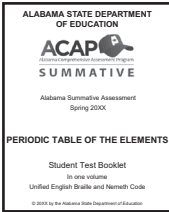
Secure materials may NOT be copied and MUST be returned to DRC.

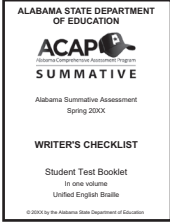



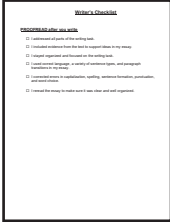
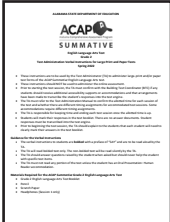
Title	Description and Content	Image	Return to DRC?
ACAP Summative Braille Test Administration Notes (part of braille kit materials)	<ul style="list-style-type: none"> <li>Individually printed by content area and grade</li> <li>Shrinkwrapped with like grade and content area braille materials</li> <li>For TA use during administration of the test to a braille student</li> </ul>		Yes
ACAP Summative Braille Test Booklet (part of braille kit materials)	<ul style="list-style-type: none"> <li>Individually printed by content area and grade</li> <li>Black coil bound</li> <li>Shrinkwrapped with like grade and content area braille materials</li> </ul>		Yes
ACAP Summative Form 01 Print Test Booklet (part of braille and paper test booklet kit materials)	<ul style="list-style-type: none"> <li>Individually printed by content area and grade</li> <li>8.5"x11" white paper bound booklet</li> </ul>		Yes
ACAP Summative Human Reader Script for Online Administration (English or Spanish)	<ul style="list-style-type: none"> <li>Individually printed by content area and grade</li> <li>8.5"x11" white paper bound booklet</li> </ul>		Yes
ACAP Summative Large Print Test Booklet (part of large print kit materials)	<ul style="list-style-type: none"> <li>Individually printed by content area and grade</li> <li>13"x18" ivory paper</li> <li>Spiral bound and color-coded by grade: <ul style="list-style-type: none"> <li>Grade 2—Navy</li> <li>Grade 3—Teal</li> <li>Grade 4—Orange</li> <li>Grade 5—Purple</li> <li>Grade 6—Burgundy</li> <li>Grade 7—Green</li> <li>Grade 8—Red</li> </ul> </li> </ul>		Yes

Title	Description and Content	Image	Return to DRC?
ACAP Summative Screen Reader/Refreshable Braille Tactile Packet	<ul style="list-style-type: none"> <li>• Individually printed as needed for content area and grade</li> <li>• Black coil bound</li> <li>• For use by students with the Refreshable Braille and/or Screen Reader accommodation</li> </ul>		Yes
ACAP Summative Screen Reader/Refreshable Braille Tactile Packet TA Notes	<ul style="list-style-type: none"> <li>• Individually printed as needed for content area and grade</li> <li>• Shrinkwrapped with like grade and content area Tactile Packet</li> <li>• For TA use during administration to a refreshable braille or screen reader student</li> </ul>		Yes
ACAP Summative ELA Session 1 Script (part of braille, large print, and paper kit materials)	<ul style="list-style-type: none"> <li>• Individually printed for ELA by grade</li> <li>• Shrinkwrapped with like grade kit materials</li> <li>• For TA use administering Session 1 for braille, large print, and paper students not administered the items via computer</li> </ul>		Yes

# ACAP SUMMATIVE NON-SECURE TEST ADMINISTRATION MATERIALS

Non-secure materials do not have to be returned to DRC and may be recycled in-district.

Title	Description and Content	Image	Return to DRC?
<i>Test Administration Manual(s)</i>	<ul style="list-style-type: none"> <li>Printed booklet</li> <li><b>School Boxes:</b> 1 copy per 25 students</li> <li>Reference material used by TAs for administering the <i>ACAP Summative</i></li> <li>Review upon receipt of test materials and reference during test administration.</li> </ul>		No
Test Administration Verbal Instructions	<ul style="list-style-type: none"> <li>Printed booklet, 1 version per grade</li> <li>Reference material used by TAs, with instructions to be read to students as testing occurs</li> </ul>		No
<i>Test Coordinator Manual</i>	<ul style="list-style-type: none"> <li>Printed booklet provided for Spring STC Training</li> <li><b>School Boxes:</b> 1 per school</li> <li>Reference material used by STCs and BTCs in preparation for administering the <i>ACAP Summative</i></li> </ul>		No
<i>ACAP Summative</i> Braille Math Reference Sheet (part of Math braille kit materials)	<ul style="list-style-type: none"> <li>Braille paper</li> <li>Versions for grades 4, 5, 6–8</li> <li>Shrinkwrapped with like grade and math braille materials</li> </ul>		No
<i>ACAP Summative</i> Braille Periodic Table (part of Science braille kit materials)	<ul style="list-style-type: none"> <li>Braille paper</li> <li>Shrinkwrapped with science braille materials</li> </ul>		No

Title	Description and Content	Image	Return to DRC?
ACAP Summative Braille Writer's Checklist (part of ELA braille kit materials)	<ul style="list-style-type: none"> <li>• Braille paper</li> <li>• Shrinkwrapped with grades 4–8 ELA braille materials</li> </ul>		No
ACAP Summative Test Administration Verbal Instructions for Braille Tests (part of braille kit materials)	<ul style="list-style-type: none"> <li>• Individually printed by content area and grade</li> <li>• White paper stapled booklet</li> <li>• Shrinkwrapped with like grade and content area braille materials</li> <li>• For TA use during administration of the test to a braille student</li> </ul>		No
ACAP Summative Large Print Math Reference Sheet (part of Math large print kit materials)	<ul style="list-style-type: none"> <li>• 13"x18" white paper</li> <li>• Versions for grades 4, 5, 6–8</li> <li>• Shrinkwrapped with like grade and math large print materials</li> </ul>		No
ACAP Summative Large Print Periodic Table (part of Science large print kit materials)	<ul style="list-style-type: none"> <li>• 13"x18" white paper</li> <li>• Shrinkwrapped with science large print materials</li> </ul>		No
ACAP Summative Large Print Writer's Checklist (part of ELA large print kit materials)	<ul style="list-style-type: none"> <li>• 13"x18" white paper</li> <li>• Shrinkwrapped with grades 4–8 ELA large print materials</li> </ul>		No
ACAP Summative Test Administration Verbal Instructions for Large Print and Paper Tests (part of paper and large print kit materials)	<ul style="list-style-type: none"> <li>• 8.5"x11" white paper stapled booklet</li> <li>• Shrinkwrapped with like grade and content area print and large print materials</li> <li>• For TA use during administration of the test to a student using a paper form</li> </ul>		No

## TRAINING MATERIALS AVAILABLE BY ROLE

The following table outlines common testing roles and the key resources that are important for educators in these roles to reference. These materials are available in the DRC INSIGHT Portal under General Information > Documents.

Role	Materials Available
STCs and BTCs	<i>DRC INSIGHT Portal User Guide</i> DRC INSIGHT Administrator Training Videos <i>ACAP Summative Test Coordinator Manual (TCM)</i>
TAs	<i>ACAP Summative Test Administration Manual (TAM)</i> <i>ACAP Summative Test Administration Verbal Instructions</i>
Technology Coordinators	<i>DRC INSIGHT Technology User Guide (TUG)</i>

## ADDITIONAL MATERIALS ORDERING

(ACAP Summative: March 8–May 3)

### Additional Materials

**NEW THIS YEAR:** Print materials will be distributed to districts/schools based on the accommodations assigned during the November and January Accommodation Windows. The STC/BTCs are responsible for assigning accommodations on time to ensure accommodated materials are distributed as needed to fulfill the needs for all schools within the district. Should additional materials be needed after the Accommodation Windows, they must be approved by ALSDE Student Assessment. For instructions, the STC should contact DRC's Alabama Help Desk at (800) 282-5082 or [alhelpdesk@datarecognitioncorp.com](mailto:alhelpdesk@datarecognitioncorp.com).

STCs should remember to order as soon as possible to ensure timely delivery. DRC will work with STCs to get the materials needed in an appropriate timeframe. Requests must be approved by ALSDE Student Assessment by noon central time for action to begin on the order the same day.

### DISTRIBUTING TEST MATERIALS TO THE BTC

A *Receipt and Return of Testing Materials* form for STCs is provided in this manual. The STC must use this form to document the transfer of secure test tickets and other secure test materials to and from the BTCs in the district. The STC and BTC must sign and date the form upon receipt of the materials and return of the materials.

**As soon as possible upon receipt of materials—but no less than 3 days prior to the school's test date**—secure test tickets and other secure test materials should be distributed to BTCs. The BTC needs a minimum of 3 full days in order to inventory materials and prepare for distribution.

Be sure to allow ample time for BTCs to conduct an inventory to determine if there are any discrepancies.

**NOTE:** BTCs must keep all test materials in secure storage.

## DISTRIBUTING TEST MATERIALS TO THE TA

**BTCs must have a plan in place as to how test materials will be organized and distributed on test day.** The amount of time needed to distribute materials must be considered in order to meet the demands of the test schedule.

A school-level *Receipt and Return of Testing Materials* form is provided in this manual. The BTC should use this form to document the transfer of secure test materials to and from the TAs in the school. The BTC and TA must sign and date the form upon receipt of the materials and return of the materials.

The information below is excerpted from the *ACAP Integrity Handbook for Test Administration*, BTC Responsibilities:

17. Confirms all testing materials are securely stored as specified in the *School Test Security Plan* and meets the guidelines in the *Guidelines for Secure Storage* located in the Test Security section of this manual.
  - Counts all testing materials received from the STC and signs the appropriate district-level distribution and collection form required for receiving and returning testing materials to the STC.
  - Counts and distributes testing materials **individually** to each Test Administrator and completes and signs the appropriate building-level distribution and collection form to account for materials distributed and collected each day of testing.
  - Collects all materials allowed for the assessment, including, but not limited to, seating charts, test tickets, and scratch paper, from TAs daily. Scratch paper is **NOT** allowed for all assessments.
  - Inspects answer documents for accuracy (if applicable) for the completion of demographic information.
    - **NOTE: Immediately after testing, materials must be returned to the BTC. Materials are not to be left in the possession of the TA after testing is complete.**
18. Distributes testing materials for the exact number of students being tested in each setting.
  - There should be a process in place that ensures test materials for absent students are removed from the testing location prior to the beginning of the test. **Additional test booklets are not needed for any reason.**
  - Any testing documents and materials remaining within the testing location due to student absences should be removed from the testing room and returned to the designated school's secure storage location prior to test administration.
  - Receives and returns all testing materials to the STC immediately after testing is completed.
  - No test materials may be left in the school after the testing window closes.

## COLLECTION OF TEST MATERIALS FROM THE TA

Immediately upon completion of testing each day, the BTC will collect secure test materials from each TA. Under no circumstance can secure test materials be left in the room of a TA.

The BTC should document the return of all secure test materials from each TA on the *Receipt and Return of Testing Materials* form.

This includes accounting for every single test material given to the TA. Once this process is completed, both the BTC and the TA will sign the form to indicate all test materials received have been returned.

### Storage and Destruction of Test Materials

The items listed below must be kept on file by either the BTC or STC **until the next administration of the assessment**. Refer to the *Timeline for the Destruction of Test Materials* in the *ACAP Integrity Handbook for Test Administration*.

- Seating charts
- Proof of training documentation (*District Report of Training* form and/or certification of training forms)
- *Receipt and Return of Testing Materials* forms

The following items should be shredded as soon as possible at either the school or the district office, as directed by the STC:

- Rosters
- Test tickets
- Scratch paper
- Math reference sheets or periodic tables if students made notes on them

The following must be kept on file for ten years by either the BTC or STC:

- *All Irregularity Report* forms



## RETURN OF TEST MATERIALS TO THE STC

Upon completion of testing, the STC must collect and document the return of the following secure test materials from each BTC on the *Receipt and Return of Testing Materials* form.

- Test booklet kits (paper, braille or large print)
  - **Note:** Braille kits include **secure** Test Administrator Notes and ELA Session 1 Scripts that must be returned to DRC.
- Oral Presentation: Human Reader scripts

The TAMs for the *ACAP Summative* do not have to be returned to the STC. TAMs may either be recycled or destroyed.

## RETURN OF TEST MATERIALS TO DRC

### Complete the Materials Accountability Form in the DRC INSIGHT Portal

STCs at all districts who administer a paper form (large print, braille, or a paper test) or utilize a Human Reader script for a read-aloud accommodation of the *ACAP Summative* are REQUIRED to complete the *Materials Accountability Form* in the DRC INSIGHT Portal. This form is accessed in the Portal: My Applications > Materials > Accountability Form. The STC should select each participating school from the drop-down menu and enter the number of each material type being returned under the “Returned to DRC” columns.

**NOTE:** The number displayed in the “Shipped to School” column indicates the number of paper materials in the original shipment sent to the district but **DOES NOT include the number of additional materials that were sent to the district**. However, the number of additional materials **should be included** in the “Returned to DRC” column.

If the number being returned differs from the number indicated under the “Shipped to School” column, the STC should note the reason for the discrepancy in the Discrepancy Box below the input form.

STCs and BTCs must save the boxes in which the materials were received to return student test booklets.

## PACKAGING TEST MATERIALS

Once all materials have been returned and confirmed and quantities entered into the Materials Accountability Form, materials may be packaged for return to DRC.

- Arrange all materials by school and by type (large print, human reader script, etc.).
- Place test materials, grouped by type, in the box(es).
- Materials from multiple schools may be placed in the same box. Not all original boxes may be needed. Seal the boxes securely by using heavy-duty shipping tape, and make sure that the box flaps with the old labels are folded down first and the blank box flaps are folded down second.
- Affix a **white** DRC NONSCORABLE RETURN SHIPPING label to flap **A** at the top of each box to note the inclusion of nonscorable materials. If additional labels are needed, contact the Alabama Help Desk at (800) 282-5082 or [alhelpdesk@datarecognitioncorp.com](mailto:alhelpdesk@datarecognitioncorp.com).
- Affix the provided UPS shipping label to flap **B** at the top of each box. This shipping label includes DRC and district addresses. The STC should use care not to cover the return shipping label from DRC and should keep the boxes in a secure location until they are handed off to the UPS driver.

## SHIPPING TEST MATERIALS TO DRC

When test materials are ready to be returned to DRC, the STC will have boxes ready to be shipped at the UPS pickup and drop-off location. After applying one of the **DRC-provided return UPS labels** (pictured below) to each box being returned, the STC should then take one of the following steps:

1. If there is a regular UPS delivery or pickup schedule at the district office, the STC may hand the boxes to the UPS driver when the driver arrives.
2. If there is not a regular UPS delivery or pickup schedule at the district office, the STC should call UPS at **(866) 857-1501** to arrange for materials to be picked up. The STC should specify that prepaid return service labels are being used.

The STC should be prepared to provide the following information to UPS:

- Tracking number on the UPS return shipment labels
- Contact name and phone number
- Pickup date
- Pickup location
- Total number of boxes being shipped

The STC should record the UPS tracking number for each package and keep the numbers for future reference to document the materials returned to DRC.

The UPS pickup window is the full week after the test window closes.

The final deadline for scheduling UPS pickup of *ACAP Summative* materials is the Thursday after the test window closes.

**NOTE:** All materials must be returned by UPS. The STC should not attempt to return materials through any other carrier.

The STC must **call at least one day** prior to the day planned for shipping materials. Requests for pickup made after 1 p.m. CT will require the pickup be made the second business day after the request is received.



For questions about online UPS pickup requests or the return of materials, the STC should contact DRC's Alabama Help Desk at **(800) 282-5082** or [alhelpdesk@datarecognitioncorp.com](mailto:alhelpdesk@datarecognitioncorp.com).

**All test materials must be kept secure until UPS retrieves the materials.**

# SPECIAL TESTING ARRANGEMENTS

## Virtual School Students

A virtual school student is a student enrolled in a virtual school. This does not include students enrolled in a brick-and-mortar school who are receiving instruction in a virtual program.

Virtual school test administration must follow all test security protocols, test administration policies and procedures, and guidelines detailed in the *ACAP Integrity Handbook for Test Administration*. Any accessibility supports and accommodations that are specified in a student's IEP, Section 504 plan, or I-ELP must be provided as well.

Virtual school TAs must be able to establish secure internet connectivity in order to ensure test security and maintain control of internet usage. TAs should be afforded the same level of technology support as those who administer the test in a school setting. The STC and/or the BTC should be made aware of the virtual school test administration schedule prior to the start of testing in the event that assistance is required. In addition, a system check, including testing headphones, must be completed prior to the start of testing.

Test tickets and rosters must be printed and securely bound with any other secure materials and marked “**Confidential**” by the STC or the BTC before being released to the TA. Seating charts must be completed **prior to testing**.

## Virtual Program Students

Virtual program students are those students who are enrolled in a brick-and-mortar school but who are receiving instruction virtually in a virtual program. These students must report to their brick-and-mortar school for testing.

## Homebound Students

Prior to testing a homebound student, the STC must submit a *Homebound Testing* form to ALSDE Student Assessment. The *Homebound Testing* form can be found in the *ACAP Integrity Handbook for Test Administration*.

Homebound students can and should be administered the *ACAP Summative*. Refer to the *ACAP Integrity Handbook for Test Administration* for guidelines that **MUST** be followed when administering the *ACAP Summative* to a homebound student.

## Relative Rule for the ACAP Summative

For the *ACAP Summative*, no parent or grandparent can serve as a Test Administrator or Proctor for the session in which their child, stepchild, or grandchild is being tested. Beyond this restriction, System Test Coordinators and/or Building Test Coordinators should use their best judgement in determining the appropriateness of other relatives (aunts, uncles, etc.) acting in those roles.

## **Testing Multiple Grades in One Room**

ALSDE Student Assessment strongly recommends that districts and schools test separate grades in separate rooms, since the directions will differ slightly from grade to grade. However, we recognize that there are special situations in which this policy places an undue hardship on the district or school in terms of scheduling. These special situations include makeup test sessions and off-site testing, such as for a virtual school.

Prior to scheduling any sessions with multiple grades in one room, the BTC must review test directions to determine if they are exactly the same. If so, it is permissible to test multiple grades in one room.

If a student is unable to return to the room after a break and must resume testing at a later time, the student may be placed into a session with students in multiple grades. There is no need to repeat test directions.

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## **APPENDIX**

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

B: *ACAP Summative Calculator Policy*

C: *DRC INSIGHT Headset Guidance*

D: *ACAP Summative Receipt and Return of Testing Materials (STC to BTC)*

E: *ACAP Summative Receipt and Return of Testing Materials (BTC to TA)*

F: *Irregularity Report*

G: *ACAP Summative Timing Form*

H: *ACAP Summative Paper Request Form*

I: *ACAP Summative Testing Dates Templates*

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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



## **S U M M A T I V E**

### **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.

## DRC INSIGHT Headset Guidance

The following audio guidelines are to help maximize the potential for testing success:

- Make sure the headset is set as the preferred playback device.
- Students will not be able to adjust the volume on their device once the DRC INSIGHT Secure Application is launched. Make sure the audio is not muted and the volume is turned up before launching the application.
- If headsets are shared between students, be sure to properly sanitize the devices between use.
- To optimize the testing experience for all students, it is suggested the testing environment allows for ample space between students. Even with headsets, audio from the assessment may still be audible a few feet away from the student.

The following chart outlines guidance on headset features for use with DRC INSIGHT.

Configuration	Suitability	Pros and Cons
Over the ear headset	Ideal	Comfortable when worn for a longer time period by students of different ages. Weight and size of headsets can be selected based on students' age. Portable headsets are smaller and lighter and hence may be suitable for younger students. Deluxe headsets are larger and heavier but have the advantage of reducing more noise.
Noise canceling headphones	Acceptable	Noise cancellation often does not cancel out the sound of human voices, so this feature provides less benefit. Many headsets with a noise cancellation feature require a power source (e.g., batteries or USB connection).
Ear buds or ear headphones	Acceptable	Sound volume can vary based on the positioning of the buds in the ear, resulting in inconsistent audio playback.
Device speakers	Marginal	Audio playback built into devices generally does not offer very high fidelity, which can lead to poor audio quality. Device speakers do not offer privacy during the test.
Bluetooth or wireless headsets	Not recommended	To ensure test security, students should not use Bluetooth or wireless headsets. Some Bluetooth devices can be connected to multiple devices at once. This creates the possibility for students to connect them to their testing device and their smartphones. Test Administrators need to be aware that smartphones are turned off and/or not present and not connected to any peripherals a student is using during the assessment.
Play Back Mode: Stereo	Optional	The sound files of the assessment are recorded and played back in stereo.
Connector Plug: • USB • Single 3.5 mm plug (TRRS) • Dual 3.5 mm plugs (TRS)	Optional	Many USB-connected headsets require driver installation and need to be manually enabled as the preferred playback device. Some computers have two ports for connecting audio-out and audio-in separately, while others have one port for both. Make sure to check your specific equipment before purchasing headsets. Adapters for both types are widely available.
Volume Control: Inline	Optional	This is a nice optional feature as headsets that do not have an inline volume control will need to be tested for volume prior to launching DRC INSIGHT Secure Application.

**D: ACAP Summative Receipt and Return of Testing Materials (STC to BTC)**



**Receipt and Return of Testing Materials**  
*System Test Coordinator to Building Test Coordinator*

DIRECTIONS: Use this form to document the receipt and return of secure testing materials from System Test Coordinators to Building Test Coordinators. System Test Coordinators should retain a copy of each completed form in the District office.

School: \_\_\_\_\_

Description of Secure Paper Materials (braille kit, large print kit, human reader script, standard paper test)	Serial Number	STC Initials	BTC Initials
Description of Secure Paper Materials	Number Received	STC Initials	BTC Initials
Rosters			
Test Tickets			

**VERIFICATION OF RECEIPT AND RETURN OF MATERIALS**

	Date	Signature of Building Test Coordinator	Date	Signature of System Test Coordinator
Receipt	_____	_____	_____	_____
Return	_____	_____	_____	_____

E: ACAP Summative Receipt and Return of Testing Materials (BTC to TA)



S U M M A T I V E

Receipt and Return of Testing Materials

Building Test Coordinator to Test Administrator

DIRECTIONS: This form accompanies testing materials that are transferred to Test Administrators and returned to Building Test Coordinators (BTCs). All materials must be returned to secure storage each day.

School: \_\_\_\_\_

	Serial Number	Number Received by Test Administrator	Number Returned to BTC
Test Tickets			
Rosters			
Human Reader Script(s) or Paper Test Kits (large print, braille, standard paper)			

VERIFICATION OF RECEIPT AND RETURN OF MATERIALS

Date	Signature of Test Administrator	Date	Signature of BTC
Receipt _____	_____	_____	_____
Return _____	_____	_____	_____

**NOTE:** Scratch paper is considered to be secure testing material and must be returned to the BTC as well.

## F: 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"/> <b>Major Irregularity</b>	<input type="checkbox"/> <b>Procedural Irregularity</b>	
<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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**F: Irregularity Report (page 2)**

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

<b>Name</b>	<b>Contact Information</b>

In detail, describe the irregularity that occurred:

\_\_\_\_\_  
**Name of Person Reporting Irregularity**

\_\_\_\_\_  
**Signature of Person Reporting Irregularity**

\_\_\_\_\_  
**Position/Title**

\_\_\_\_\_  
**Contact Information**

\_\_\_\_\_  
**Date**

G: 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.



## H: ACAP Summative Paper Request Form



### ACAP Summative Paper Request Form

The *ACAP Summative* is an online, technology-enhanced assessment that utilizes Universal Design elements to ensure that all students can meaningfully participate, with or without the use of supports. Paper tests are not an option; however, they will be provided on a case-by-case basis, upon approval by ALSDE Student Assessment and only for students with a documented disability that prevents them from being able to access the assessment in the online platform.

#### Student Information

Student Name: \_\_\_\_\_ SSID: \_\_\_\_\_ Grade: \_\_\_\_\_

System: \_\_\_\_\_ School: \_\_\_\_\_

#### Reason for Request:

- ☐ IEP specifies instruction and assessment are paper only.
- ☐ Section 504 Plan specifies instruction and assessment are paper only.
- ☐ The student has a unique situation that is not listed above. Describe, in detail, below:

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#### Principal's Assurances

	Y	N	If no, add comment(s):
1. A team convened to discuss this request.			
2. The student's parent/guardian was consulted and agrees to this request.  _____ <i>Parent/Guardian Signature</i>			
3. I certify that this student cannot participate in the computer-based assessment, even with designated supports and/or accommodations.			
4. I understand this student will not have access to any of the accessibility features that are only available in the online platform.			

I certify that the information contained within this request is complete and accurate.

Principal's Name: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

System Test Coordinator's Name: \_\_\_\_\_ System Test Coordinator's Signature: \_\_\_\_\_

\*\*\*\*\*

#### Decision:

- ☐ Paper test approved.
- ☐ Paper test denied. Reason: \_\_\_\_\_

ALSDE Student Assessment Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACAP**  
Alabama Comprehensive Assessment Program

## Testing Dates

(This form **MAY** be used to submit testing dates for each of the schools in your district.  
Please submit the information in the format that works best for you.)

District Code:

[illegible]

**Date Sent to ALSDE: \_\_\_\_\_**

PLEASE RETURN THIS FORM BY E-MAIL BY **March 8, 2022**, TO:

Kathy Padgett

E-mail: [kpadgett@alsde.edu](mailto:kpadgett@alsde.edu)

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***ACAP Summative***  
**Test Coordinator Manual**  
**Spring 2022**