Assessment & Research
WA-AIM Observer Packet

**EVERETT PUBLIC SCHOOLS®**

What is WA-AIM?

The WA-AIM is a portfolio-style alternative to the Smarter Balanced Assessments (SBA) and Washington Comprehensive Assessment of Science (WCAS) for students with significant cognitive disabilities.

Like the SBA and WCAS:

- WA-AIM is administered in grades 3-8, 10 & 11 to fulfill state and federal assessment requirements
- Math and ELA WA-AIMs can be used as graduation pathways

Case Managers use cognitive and adaptive assessment scores, as well as professional judgement to determine student eligibility, then select or create performance tasks at a level of complexity appropriate for each student.

Each WA-AIM collection is made up of 5 performance tasks per subject.
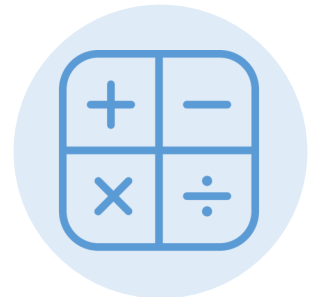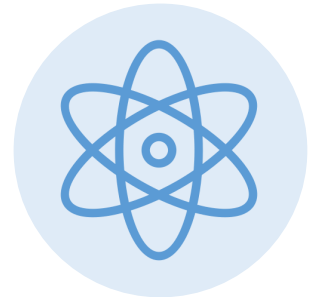
How is WA-AIM administered?

Tasks are administered over time, to students in a 1:1 setting, with an observer present. It is acceptable to administer WA-AIM in a classroom with other students, but care should be taken to prevent students in the room from distracting the tester and from test content being overheard.

- The test administrator is usually a case manager but could be a different district employee who has completed their required training.

- Observers are district employees who have completed their own training requirement (review of these materials).

- Observers are typically paraeducators who have experience working with the student.

OBSERVER EXPECTATIONS

BEFORE TEST ADMINISTRATION

Test administrators will:

- Brief the observer about the task they will observe

- Review when the task will occur

- Answer any questions about administration

DURING ADMINISTRATION

Observers will witness the task being administered then attest to the validity of the administration. Observers should stay present in the testing room and periodically attend to the test administration, but may continue with other tasks. The test administrator may ask that the observer sit in on the administration or record responses, but this is not required.

Before signing to attest, observers must consider if the administration was valid:

Was the student provided with the materials indicated for the assessment?
- In addition to student response pages, some tasks require additional items like an image, specific text, science materials, or a teacher created model. These will be in the teacher instructions for the task *(Give student template and cut-outs).*
- Materials should be provided to students as indicated. For example, cut-outs should be fully cut-out and prepared for student use. Students should not be asked to pretend or imagine that they have the materials as indicated for the assessment.

Was the task administered as indicated in the instructions for the task?
- The script was read to the student and all questions were fully administered.
- Responses were faithfully recorded. The test administrator may ask for you to assist in recording responses. This is fine. Carefully review these with the test administrator during or immediately following administration.

Did the test administrator prompt, coach, assist or otherwise compromise administration?
- The requirements for each task are listed in the requirements box for each task. This lists the expectations for completing the task successfully.
- Correct student responses are in the teacher script portion of the task. Test administrators must accurately record correct responses based on these.
- Students should not be provided with hints, clues, sounds like, warmer/colder or any kind of feedback.

AFTER ADMINISTRATION

When the test administrator is ready, observers will meet with them to attest to the accuracy of the student performance data in the Data Collection Platform.

If the data on the screen is accurate to what was observed during administration, the observer will enter their name, attesting to the accuracy of the data.

DISCREPANCIES AND INCIDENTS

What should I do if I think I observed an improper administration of the assessment or intentional data entry discrepancy?

Intentional or unintentional improper administration is a serious type of test incident. All test incidents must be reported to your school coordinator (usually the administrator who supervises special education at your school). It is also appropriate to directly report incidents to:

Quiana Hennigan
qhennigan@everettsd.org
District Assessment Coordinator x4057

Bevin Storla
bstorla@everettsd.org
Special Services Facilitator x5264

More about incidents:

Incidents are any unusual events that impact the administration of the assessment. It is fine to over-report incidents if you are not sure what is or is not an incident.

Common incidents include:

- Student improprieties (sharing answers, cell phone use)
- Security breach (unauthorized individual present, loss of materials, dissemination of secure/ confidential information)

Report any unusual events that occur during administration to your school coordinator right away.

WA-AIM Security:

All tasks and student responses are secure assessment materials. These items should be secured in a locked space when not in use.

It is acceptable to discuss test content for the purpose of test administration or data entry with the test administrator. Do not disclose or disseminate test content or student responses to any other individual.

Any use of test materials, disclosure of content, or discussion of test materials, content, or student responses outside of the observer roles as indicated in this packet is prohibited.

Unauthorized persons in the test area is also prohibited. This includes:

- parents
- volunteers
- press
- any untrained/not security trained staff.

SECURITY AGREEMENT

I, _____ understand the information written in this packet.
Print First and Last Name

_____ I understand and will comply with the rules and procedures outlined in this packet.
Initial

_____ I understand that I am not to seek out, reproduce, copy, or disclose secure test
Initial
information in any fashion.

_____ I understand the consequences of disclosing secure test content.
Initial

_____ I understand that I am to ensure that any incidents that occur in the testing room
Initial
are reported to my school or district coordinator.

_____ If I have any questions about appropriate proctoring, I understand that I should
Initial
contact my school or district coordinator for assistance.

PROCTOR NAME _____EMP ID_____

PROCTOR SIGNATURE _____

DATE COMPLETED _____

SCHOOL _____