

Proctoring SBA & WCAS at HM Jackson HS

Logistics and best practices for Spring 2025





- **Erik Heinz: School Coordinator:** Administrator who coordinates testing at the school and communicates to the District Coordinator.
- **Test Administrator:** Staff member or contract employee (student teacher, outside behavioral aid) who controls the online testing session.
- **Proctor:** Any trained staff member on hand to assist with the administration.

All staff in testing rooms must be trained and should only be in the room for the purpose of supporting the assessment.



× No parents

× No press

× No volunteers

× No untrained staff

PROFESSIONAL CONDUCT



CODE OF CONDUCT BASICS



Code of Professional Conduct: [Chapter 181-87 WAC](#)

- Understand and follow testing protocol procedures.
- Do not undermine the validity of student scores.
 - Provide appropriate assistance. Never coach students or interpret test content.
 - Never alter student responses.
 - Communicate properly about State Assessments
- Provide accommodations and supports properly.
- Maintain test security and integrity at all times– never leave secure materials unsecured.
- Monitor classrooms and properly document and report incidents.

Learn more about ethical conduct: [Test Administration Manual](#) pg. 35

MAINTAINING SECURITY

All state testing content is secure:

- Anything on student screens or in booklets
- Student notes and scratch paper



Do not record, photograph, write down, seek, remotely observe, use in a lesson, or disclose test content including student notes.



If you notice a student response that shows a safety concern, immediately report this to your School Coordinator.

HIGH SCHOOL TESTS



Content Area	Grade	Duration
ELA Computer Adaptive Test (CAT) <ul style="list-style-type: none">• Adaptive, non-constructed response	10*	40-60 min
ELA Performance Task (PT) <ul style="list-style-type: none">• Non-adaptive with constructed response items, including long write	10*	120-180 min
Math CAT <ul style="list-style-type: none">• Adaptive, no constructed response	10*	60 min
Math PT <ul style="list-style-type: none">• Non-adaptive with constructed response	10*	60 min
Washington Comprehensive Assessment of Science <ul style="list-style-type: none">• Non-adaptive both constructed and non	11**	120 min

** Students in grades 11 and 12 may also assess to complete the SBA Graduation Pathway*

*** Students in grade 12 can retake the WCAS to use for credit retrieval*



Code of Conduct: Direct parent refusal requests to your principal.
Do not encourage or suggest to students or families to refuse testing.

OUR TESTING SCHEDULE



Tuesday, May 20, 2025

SBA - ELA

GRADE: 10 (and some 11th/12th graders)

LATE ARRIVAL

GRADE: 9,11,12

1st Bell	7:25
SBA ELA TESTING	7:30 - 10:30
ALL SCHOOL LUNCH	10:35 - 11:05
Students that are NOT testing, and do NOT need district transportation can arrive before the start of 1 st Period.	
Report to the Commons & Annex once arriving	
1st Period	11:10 - 12:05
3rd Period	12:10 - 1:05
5th Period	1:10 - 2:05
Buses Depart	2:12



Students that are NOT testing that will be taking district transportation will be picked up 3.5 hours later.

Students that are testing will be picked up at the regular pick-up time, with no changes in time or location.

~Example~

Regular pick-up time 6:45 a.m. will be 10:15 a.m.

Sno-Isle TECH Students:
Students that are not testing should still attend Sno-Isle. Transportation will be provided at the front entrance at 7:30 a.m. like usual with no interruptions. When Sno-Isle students return, they should report to the Commons/Annex.

NO NJROTC & CTE Choice Programs.

- **Training test schedule:** Thursday 5/13 during PACK time (Sophomores)
- **Late arrival test plan:** We will have a couple classrooms in the B wing, specifically assigned for late arrivals.
- **Extended test plan:** Library – please email Erik w/ names of extended testers – will need to walk students w/ device and ticket
- **Makeup test plan:** Pretty much every day between 4/25 and 6/6 – we will pull out students who need to test. We will have a testing schedule specifically for NS students as well.



NEW TO PROCTORING SBA & WCAS?



Best Practice: Training Tests

Provide guided training tests through the TA Practice Interface application to students who are using the Secure Browser.

Test Administrator Certification

Optional 30-minute interactive training on how to use teacher and student systems.

SYSTEM



TA Practice Interface

Launch practice tests or training tests for students



Smarter Balanced Training Tests



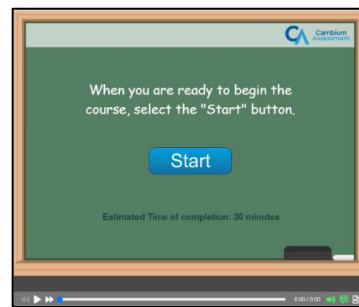
WCAS Training Tests

SYSTEM



Test Administrator Certification

Become certified to use the TA Interface (if district requires)



Many more resources are available from the state and district, let your School Coordinator know what you need to be confident in proctoring.

REQUIRED READING



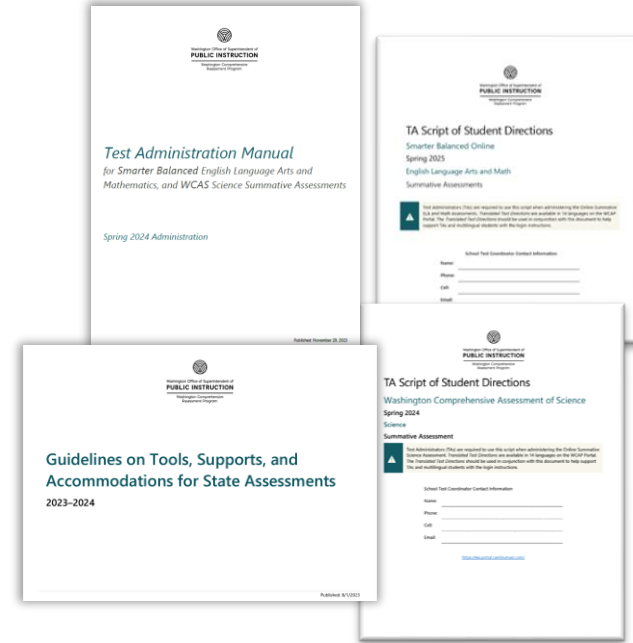
- [Test Administration Manual \(TAM\)](#)
- [Online TA Script of Student Directions-- SBA](#)
- [Online TA Script of Student Directions-- WCAS](#)

Required guidelines for **special** proctor roles:

- [Read Aloud Guidelines \(Human Reader\)](#)
- [Scribing Protocol](#)
- [Simplified Test Directions Guidelines](#)

Special Reference:

- [TA Interface User Guide](#)
- [Guidelines on Tools, Supports, and Accommodations \(GTSA\)](#)
- [Calculator and Electronic Device Policy](#)



NEW FOR PROCTORS SPRING '25



Proctors assigned to multiple schools will choose a school for their session.

Important!

Please choose the institution for which you will be administering this test session.

Select your School/District

Click here to choose

Click here to choose

Cascade High School (ID: 31002_3407)

Monroe Elementary (ID: 31002_3686)

Go

Close

NEW FOR STUDENTS IN SPRING '25



Session ID:
UAT-.....

Format restrictions removed from Session ID entry box at sign-in.

Single click pickup and drop

Part A:

$\frac{1}{3}$	$\frac{1}{3}$	$\frac{1}{3}$	
$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$

Part B:

Yes No

$\frac{2}{3}$ $\frac{2}{4}$

Release or click the mouse button to place the object where you want it.

Text-to-Speech in more places

New Text-to-Speech icon

Back Next

Read the selection and choose the best answer to each question.

- Speak Passage
- Start Speaking From Here
- Highlight Selection

Text-to-Speech tracking highlights word as spoken.

A little boy from Scotland was sitting in his grandmother's kitchen. He was watching the red flames in the wide open fireplace and quietly wondering about

GETTING TO THE WCAP PORTAL



2

EVERETT PUBLIC SCHOOLS®

District Home | Our Schools

Translate Language | Sign In

BUS ROUTES | ENROLLMENT | GRADES | MENUS | PAYMENTS | REPORT/ASSISTANCE | TECHNOLOGY | CALENDAR

Home » Departments » Assessment & Research » WCAP

ASSESSMENT & RESEARCH

Overview

Assessment Information and Resources

Ready Family Resources

WCAP

Known Issues:

- Student Chromebooks must be running Chrome OS 91 to run the Secure Browser. Have students run updates and restart their devices.
- For students with text-to-speech enabled: students may need to click twice on text-to-speech button.

If not redirected in 10 seconds go to <https://wa.portal.cambiumast.com/>

1

Managed bookmarks OSPI

- AR Enterprise
- Canvas
- DocuShare
- Employee Online
- EPS Google Apps
- EPS Password Tool
- eSchoolPlus 4.0
- Frontline for Employees
- Frontline for Substitutes
- Gradebook
- HelpDesk Web
- Imagine Learning
- Insight
- Office365
- Panorama Ed
- Pearson
- Performance Matters - Staff
- Teacher Access Center 4.0
- WCAP**
- Zoom

WCAP

3

Washington Office of Superintendent of PUBLIC INSTRUCTION

Welcome to the Washington Comprehensive Assessment Program Portal

In Washington students take state and federal tests to assess their progress as well as the progress of the educational system.

Students and Families Resources | Secure Browser/Technology Resources | Practice and Training Tests

Testing Calendar | Assessments | Advanced Search

smarter BALANCED

Interim Smarter Balanced ELA and Math Assessments

Interim tests allow teachers to provide students the opportunity to interact with test items prior to summative testing.

smarter BALANCED

Summative Smarter Balanced ELA and Math Assessments

Summative tests are given at the end of the school year.

WCAS

Washington Comprehensive Assessment of Science

The WCAS measures the use of proficiency that Washington students have achieved based on the Washington State 2012-13 Science Learning Standards, which are the Next Generation Science Standards.

4

Washington Office of Superintendent of PUBLIC INSTRUCTION

Summative Smarter Balanced ELA and Math Assessments

Summative assessments are given at the end of the school year and consist of two parts: a computer adaptive test and a performance task.

Home » Assessments » Summative Smarter Balanced ELA and Math Assessments

Tasks Associated with Summative Testing

- Smarter Balanced Assessment Materials**
The paper-pencil training test and materials to use during the paper-pencil summative test.
- Administering Online Summative Tests**
Materials to use before and during the online test.
- Preparing for the Summative Administration**
Forms, manuals, and trainings for the summative tests.
- Smarter Balanced Accessibility Support**
Guides and supports for equitable access to tests.
- Smarter Balanced Summative Resources**
Access all summative resources.
- Scores and Reporting**
Resources that support the interpretation of ELA, math, and science test scores.
- Summative Test Design and Blueprints**
Summative test design, blueprints, and item specifications.
- Webinars and Trainings**
Registration info, monthly updates, and annual trainings.

All Systems Used in Summative Testing

Preparing for Testing

- Practice and Training Tests**
Take a practice test or training test using Chrome Edge-Flavor
- TA Practice Interface**
Launch practice tests or training tests for students
- Test Administrator Certification Engine (TCE)**
Become certified to use the TA Interface (if district required)
- Test Information Distribution Engine (TIDE)**
Manage users, student info, materials, rosters, and data

Administering Tests

- TA Interface**
Launch SB or WCAS tests for students

After Testing

- Smarter Reporting System (SRS)**
View results for the ELA, math, and WCAS tests

PASSWORDS FOR WCAP PORTAL



RETURNING USERS

To get a password for this school year click:
Request a new one for this school year.

Login

[Forgot Your Password?](#)

Secure Login

[First Time Login This School Year?](#)

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

NEW USERS

Use link in activation email from
“cambiumassessme
ntdonotreply” or
click: *Forgot Your Password.*



TIP: password reset links and security codes are only good for 15 minutes!
Log into WCAP on the device you plan to use for testing *before* students arrive.



Do Training Tests in the Secure Browser

- Students learn how to enter the test and use the item types and tools.
- TAs learn how to give the test
- Uncover technical issues before test day



Review test vocabulary

- Submit (end the test forever)
- End Test (review answers now, you can never go back)
- Pause (come back to finish later)
- Segment (section of the test)
- Agree
- Commit (final answer)



Remind your students

- Update and restart devices the week before the test– have the student open the Secure Browser
- Charge their devices
- Bring devices, cords, and wired headphones

PREPARE YOURSELF



Review Tickets & Rosters

- Are all my students here?
- Tell **Erik – 7091** if not.
- Do I understand these settings and tools?
- Learn more in the [GTSA](#) or on the [A&R Portal](#).
- Do these all make sense?
- Tell **Erik – 7091** if not.



Review Materials

- [Checklist](#)
- [Test Administrator Manual](#)
- [SBA Script](#)
- [WCAS Script](#)
- [Special Proctoring Materials](#)
- [Guidelines on Tools Supports and accommodations](#) (as needed)



Special Proctoring Training

- Only for: Readers, Scribes, and Simplified Test Direction Readers
- [View training video](#)
 - [Review Guidelines and Protocols](#)
 - [Complete Attestation](#)
 - Review and practice with student during training tests

PREPARE THE TEST SPACE



Student Materials

- Gather items listed in the:
 - Student Directions in the Script for this test
 - Test Settings and Tools Roster listed by student for this test
- Scratch paper log
- Tickets

Teacher Materials

- TA Script of Student Directions (paper)
- Test Settings and Tools Roster
- [Special Proctoring Guidelines \(if applicable\)](#)
- Links to training docs & manuals
- Spare technology

Prepare Room

- Remove or cover “any aids or prompts that might potentially assist students with answering questions”
- Post:
 - do-not-disturb signs
 - no cell phone signs



Students who finish early **may not access any electronics** including their devices. Your students will **need to keep a book or a written assignment under their desks that they can access** until you close the session.

STARTING A TA TEST SESSION



Write the Session ID on the Board

Use the + and – to find the right test.

Only click the box of the test/s you want to give.

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Session ID: WA-FA58-1

Test Selection

Filter By: Add Filter

Smarter Balanced

Choose which tests to add to your session from the tree, and then start your session. Use the Back button to return to the testing categories.

English Language Arts (ELA)

Computer Adaptive Test (CAT)

- ☐ Grade 3 ELA
- ☒ Grade 4 ELA
- ☒ Grade 5 ELA
- ☒ Grade 6 ELA
- ☐ Grade 7 ELA

6 Tests Selected

Smarter Balanced

- Grade 4 ELA
- Grade 5 ELA
- Grade 6 ELA
- Grade 4 ELA Performance Task
- Grade 5 ELA Performance Task
- Grade 6 ELA Performance Task

Back

Add to Session

Check your work!

These are the tests you are opening when you click Add to Session.

If giving the summative, you will see the new pop-up next!

TIPS FOR GETTING STUDENTS STARTED



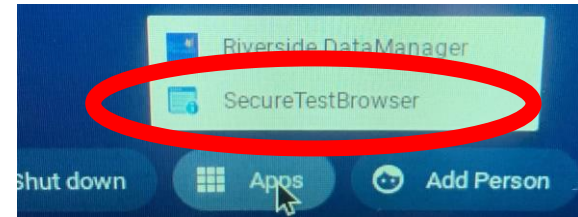
- Do not allow students to seat themselves.
- Instruct students to:
 - Turn off and put personal tech in backpacks.
 - Place **all** personal belongings well out of reach of their seats.
 - Students may keep their offline activity under their chairs.
- Do a thorough check for smart watches, phones, and earbuds before headphones go on.
- Student devices will work best if they close all their open programs and plug in if needed first.
- Use instructions in the Script to log students in.
 - The secure browser is the WASecureBrowser desktop icon.



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- Do a thorough check for smart watches, phones, and earbuds before headphones go on.
- Student devices will work best if they close all their open programs and plug in if needed first.
- To access the Secure Browser, instruct students to:
 - *sign out* of their Chromebooks.
 - click the Apps menu and select SecureTestBrowser
 - from there, use instructions in the Script to log students in.



APPROVING STUDENTS:

Last chance to correct errors



Click the Approvals tab when it shows a number.

Refresh if anyone is missing.

1

Check the Test Deny (x) if the test is wrong.


2

Check Students

Deny (x) if the account looks odd or they aren't yours.

3

Check Settings

Standard= default settings. Click  to see settings. Deny (x) students if their supports or accommodations are wrong and immediately call your Coordinator.

WA-D623-1

Select Tests Student Lookup Approvals

Help DemoUser, TA13

Stop Session Refresh page Menu

Approvals and Student Test Settings

Approve All Students

2 students awaiting approval 0 active students (max 200) 0 tests in session

Grade 4 ELA - Practice Test- 2student(s)

Student Name	Student ID	Opp #	See Details	Action
GUEST	[blurred]	1	Standard	<input checked="" type="checkbox"/> <input type="checkbox"/>
GUEST	[blurred]	1		<input checked="" type="checkbox"/> <input type="checkbox"/>

ACTIVE MONITORING



- Fully focus on monitoring students.
 - Don't grade papers, read, etc.
 - Don't use your own electronics for non-testing purposes.
 - Don't chat or make noise.
- *Actively* monitor the room by walking around and looking for:
 - Students with their head down or who are not focused.
 - Headphones not plugged into student devices properly.
 - Prohibited items like cell phones, smart watches, earbuds or notes.
 - Students talking, passing anything, ripping up scratch paper, or looking at other students' tests.
- Read your script verbatim.
 - Address questions or distracted/unfocused students with language from the script (SBA pg.6; WCAS pg.7)
 - You may re-read instructions, direct students to a toolbar or tutorial, or troubleshoot technical issues.
 - Do not comment on/answer questions about test content. If a question is broken, report it to me.



**Never leave students unattended with an open assessment.
There must be a trained proctor in the room at all times.**



MONITORING THE TA INTERFACE



- Monitor student progress, alerts, and help requests in the TA Interface.
 - Look for too fast or slow progress and use the Script language to intervene right away (SBA pg. 6; WCAS pg. 7).
 - Adaptive tests have varied numbers of questions and PTs are very short, so investigate the situation before panicking.
- Stay logged into the TA Interface for the whole session. Keep your device plugged in and awake by periodically scrolling.
 - If you get logged out, log back in immediately from any device and click to join your existing session. If that doesn't work, use the regular break practice and start a new session when ready.



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PUBLIC INSTRUCTION | Test Administration

Active Sessions

These are your current/active testing sessions.
The table below shows all the sessions that are live for you right now.

Session ID	Action
WA-ABCD-1	Join

Start a New Session Now

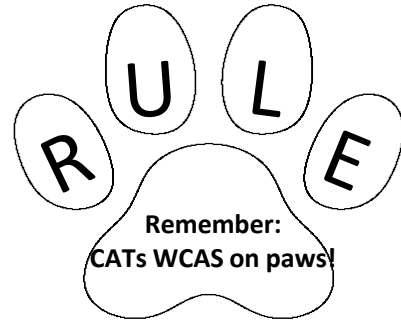
CAT AND WCAS PAUSE RULE



If a CAT or WCAS is paused for 20+ minutes, students will be returned to the first *unanswered* question and cannot go back.



- Any character in a text box, including a space, counts as an answer.
- The CAT is computer adaptive, so changing a submitted response will not significantly impact the final score.
- The state will not grant appeals to return to answered questions due to proctor pause time error.

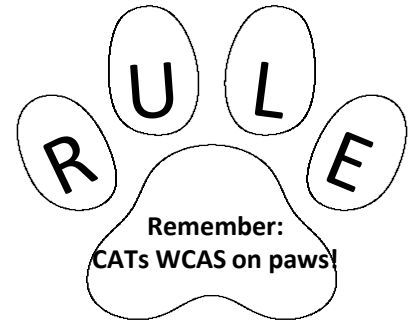


CHECK YOUR WORK TIME



Treat all breaks like long breaks and include scheduled “check your work” time.

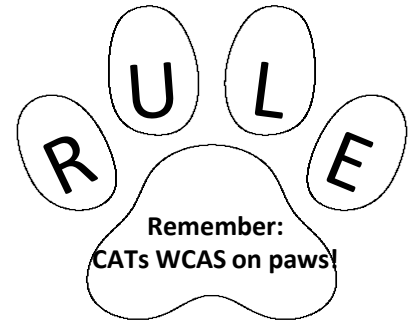
- Give the students 10 minutes of check your work time before breaks.
- Write the “check your work” time on the board: “Check your work: 11:20”
- At that time, instruct students to finish the questions on the current page, but do not hit next. Then go back to check their work.
- When you are ready to take your break, follow the end session instructions, then start a new session when ready.



TAKING BREAKS



- Resuming after a pause requires the whole login process.
 - **Do not underestimate the length of the login process**— it takes as long to log back in as it took to log in initially.
- Students may pause individually in case of fatigue or bathroom needs, etc.
- Notify breaking students that they are not allowed to:
 - discuss test content
 - access electronic devices until testing is complete for the day (accessing during a break is still an invalidation)
- Monitor students during breaks and in the halls until the testing is complete.



SECURE MATERIALS HANDLING



Test Tickets

- Contain FERPA-protected information
- Collect immediately
- Store securely between sessions
- Return to School Coordinator

Scratch Paper

- Use log to track distribution and return
- They contain secure test content and are considered part of the test.
- Collect at end of each session and return to School Coordinator, for secure storage (and return as needed)



Notify SC about scratch paper or test tickets incidents.



Students completing a test in 2+ sessions must have their scratch paper collected and returned each session until they complete that test.

PROBLEMS AND SOLUTIONS



INCIDENTS & BREACHES

Should any unusual or unexpected incident occur:

- ✓ Pause only if necessary
- ✓ Report it to your SC **immediately**

Typical incidents:

- Announcements, alarms, outages, lockdowns
- Cheating
- Untrained person in room, cell phones, earbuds, cameras

TECHNICAL ISSUES

- Remain calm
- Save and pause if possible
- Restart, log back in
- Swap to spare computer
- Call for help:
 - Tip: Have test type, SSID, session ID, and tag # ready.

School Help: [Erik Heinz – 7091 or 360-951-8074 – call from classroom phone, not your cell phone!]

District Help: x4057 · Tech Help: x4357 · State Help: 1-888-560-7366

TIPS & THINGS TO WATCH OUT FOR



- Consider demoing the Math Practice PT constructed response items (students are not answering these properly):

- Investigating prohibited electronics incidents
 - Critical question: did the student send test information out?
 - Report to School Coordinator exactly when the student got out the prohibited device, did you see it?
 - Earbuds: are they synced to a phone/is their phone on?
- Students should draft their PT long write in the final draft box, as they cannot copy and paste from the notes window.

REDUCE STRESS BY BEING PREPARED



- **Review scripts, manuals, and trainings** ahead of time
- **Bring paper script to the test** and have your links to manuals, training docs, and guidelines at the ready
- **Review Settings and Tools Roster** ahead of time
- **Look up accommodations, supports, or tools** you don't understand before the training test
- **Provide *guided* training tests** in the Secure Browser
- **Seat students strategically** to help them focus and make monitoring easier. Students may not seat themselves.
- **Plug in teacher device** before starting the session
- **Decide how to handle your post-test offline activity ahead of time** so you can instruct students about what to do if they finish early when you are giving them instructions and prevent them from accessing things they shouldn't.

PREVENT IRREGULARITIES



Prevent Invalidations:

- Clear desktops and walls of anything that may help students.
- Make sure students have their accommodations and tools exactly as intended.
- **Do not leave the test unattended.** Stay in the room-- call for help if you need it.
- ACTIVELY monitor students– don't do anything else.
- Watch for prohibited items all the way to the end of the session and during breaks.



The state will not reset tests due to TA error, so:

- Don't give the wrong test.
 - Drill down to only open the test you want to give. Note: this is the **summative** test.
 - Check that your students are asking to get into the right test *before* approving.
- Understand the pause rule and how to give breaks.
- Monitor the TA Interface and act right away if you notice a problem.
- Make sure students really understand that “submit” means done forever.



HELP!

- **School Assessment Coordinator (SC):**
 - Erik Heinz – 7091 or 360-951-8074
- **Emergency or Break Support:**
 - Main Office Radio Support - 7000
- **District Assessment Coordinator (DAC):**
 - Quiana Hennigan x4057
- **District Technology Help Desk:**
 - X4357
- **Washington Help Desk (Test Vendor)**
 - 1.844.560.7366;
wahelpdesk@cambium.org

