Proctoring SBA & WCAS at HM Jackson HS

Logistics and best practices for Spring 2025

EVERETT PUBLIC SCHOOLS®

ROLES

- <mark>**Erik Heinz:**</mark> **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 <u>untrained</u> 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) • Adaptive, non-constructed response	10*	40-60 min
ELA Performance Task (PT) • Non-adaptive with constructed response items, including long write	10*	120-180 min
Math CAT • Adaptive, no constructed response	10*	60 min
Math PT • Non-adaptive with constructed response	10*	60 min
Washington Comprehensive Assessment of Science • 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.

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 1st 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.

JACKSON

- **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
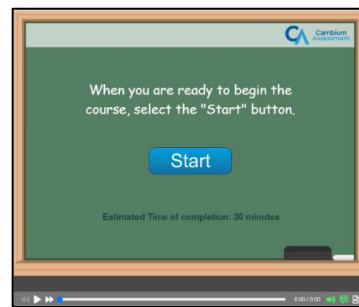
→ Smarter Balanced Training Tests

→ WCAS Training Tests

SYSTEM 🔒

Test Administrator Certification

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

When you are ready to begin the course, select the "Start" button.

Start

Estimated Time of completion: 30 minutes

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](#)
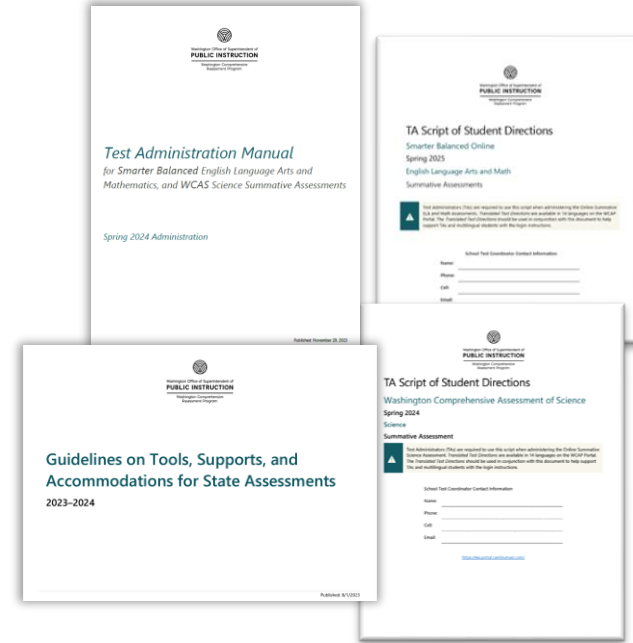
Proctors assigned to multiple schools will choose a school for their session.

Session ID:

UAT-....-.

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

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

Single click pickup and drop

Text-to-Speech in more places

Delete

Part A:

[No Title]

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

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

Part B:

Yes   No

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

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

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

PASSWORDS FOR WCAP PORTAL

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

Login

qhennigan@everettsd.org

••••••••••

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 "cambiumassessmentdonotreply" 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.

PREPARE STUDENTS

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.

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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- 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.
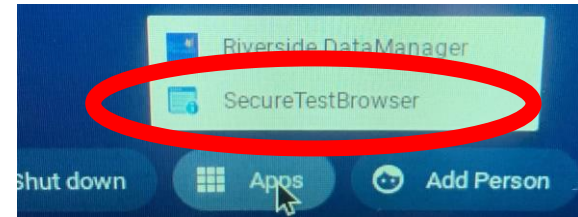
APPROVING STUDENTS:
Last chance to correct errors

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

Approve/ deny as you check.

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

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.

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.

RULE

Remember:
CATs WCAS on paws!
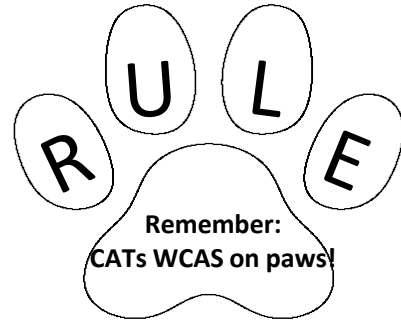
Treat <u>all breaks</u> like long breaks and include scheduled "check your work" time.

- 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.

R U L E

Remember:
CATs WCAS on paws!
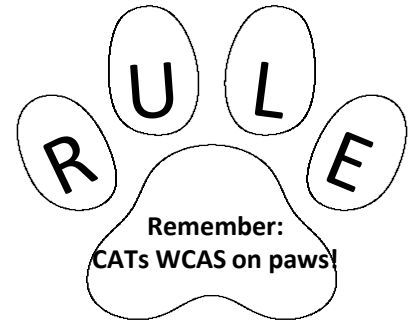
TAKING BREAKS

- 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.

R U L E

Remember:
CATs WCAS on paws!
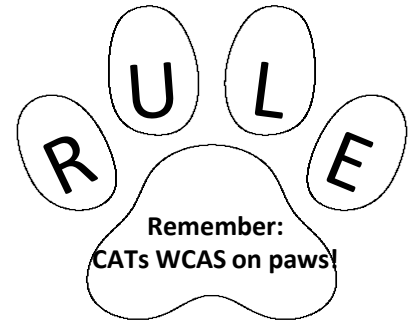
SECURE MATERIALS HANDLING

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