School and Supervisory Union (SU) Assurances for Statewide Summative Assessments of ELA, Math, and Science

This document provides a high-level overview of the assurances that specific roles are responsible for completing related to statewide summative assessments of ELA, Math, and Science. Protocols for AOE observations are also described.

Definitions

AAAC: Appropriate Assessments and Accommodations Certification
ADA: Alternate Assessment District Test Administrator
ATA: Alternate Assessment Test Administrator
CPTA: Certification of Proper Test Administration
DA: District Test Administrator
NEA-NDA: Non-embedded Accommodation Non-disclosure Agreement
SC: School Coordinator
SU: Supervisory Union
TA: Test Administrator
TAM: Test Administration Manual
VTCAP: Vermont Comprehensive Assessment Program

Assurances

District Test Administrator (DA): One per Supervisory Union (SU) appointed by Superintendent.

Assurance	When Completed	Forms/Materials
Attend required DA/ADA trainings, provided by the AOE	Before testing (By November 15)	Registration Link is located on the VTCAP Portal.
Provide training for school coordinators	Before testing	SC Training Attendance Log is located on the VTCAP Portal. The training log must be signed by all school coordinators (use multiple copies if necessary). The

| | | training log includes criteria for what a training should cover.

SC Training Attendance Logs must be kept on file with the DA for three years. |
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| Appropriate Assessments and Accommodations Certification | After testing (Must be submitted to AOE after the testing window has closed and within five business days of the window closing) | AAAC is located on the VTCAP Portal.

By signing this form (electronically), DA assure, in consultation with the ADA, that accommodations have been appropriately assigned and administered for statewide summative assessments of ELA, Math, and Science. The DA also assures, in consultation with the ADA, that all assessments have been appropriately assigned, with only the most significantly cognitively disabled students receiving an alternate assessment in ELA, Math, and/or Science. |

Alternate Assessment DA (ADA): Appointed by Superintendent.

Assurance	When Completed	Forms/Materials
Attend required DA/ADA trainings, provided by the AOE	Before testing	Registration Link is located on the VTCAP Portal

Principal

Assurance	When Completed	Forms/Materials
Certification of Proper Test Administration	After Testing (Must be submitted to AOE after the testing window has closed and within five	The CPTA Form is located on the VTCAP Portal.

By signing this form (electronically), principals |

	business days of the window closing)	assure that statewide summative assessments of ELA, Math and Science were administered properly and securely, under their supervision, in accordance with the policies and procedures described in manuals, supplements, and trainings.

School Test Coordinator (SC): Principal or individual appointed by the Principal

Assurance	When Completed	Forms/Materials
Attend SC training, provided by the DA	Before testing	SC Training Attendance Log is located on the VTCAP Portal. The DA will require all SCs to sign the training log, confirming that training on a list of topics defined by the State has been participated in. SC Training Attendance Logs must be kept on file with the DA for three years.
Provide training for all individuals involved with administering testing (Test Administrators (TAs), Alternate Assessment Test Administrators (ATAs), Proctors)	Before testing	Test Administration Training Attendance Log is located on the VTCAP Portal. The training log must be signed by all individuals administering tests and/or accommodations, as well as anyone who has access to secure test materials (use multiple copies if necessary). The training log includes

| | | criteria for what a training should cover.

Test Administration Training Attendance Logs must be kept on file with the SC for three years. |

Individual administering assessments (TA/ATA/Proctor)

Assurance	When Completed	Forms/Materials
Attend test administration training, provided by the SC	Before testing	Test Administration Training Attendance Log is located on the VTCAP Portal. The SC will require all individuals administering tests and/or accommodations, as well as anyone who has access to secure test materials to sign the training log, confirming that training on a list of topics defined by the State has been participated in. Test Administration Training Attendance Logs must be kept on file with the SC for three years.
Non-Embedded Accommodation Non-Disclosure Agreement	Before Testing	NEA-NDA is located on the VTCAP Portal. All individuals administering non-embedded accommodations must sign this form to assure that they have read the TAM and Accessibility Manual and will not disclose any secure test material that they are required to view as part of

		administering an accommodation (e.g., scribe). They also assure that they have been trained on administering accommodations. NEA-NDA forms must be kept on file with the SC for three years.

Observations by the AOE

During testing, the AOE will conduct school visits to observe the following key components of test administration:

- Proper and secure test administration
    - Following security protocol
    - Completing necessary trainings
    - Maintaining proper testing environment
- Proper administration of accommodations
    - Secure administration of non-embedded accommodations

A sample of four SUs will be selected each year and will received advanced notice, at least two months prior to the start of the test window. The following information may be requested from sampled SUs:

- Assessment accommodation related pages from IEPs for a randomly sampled group of students
    - IEPs are matched with student accommodation data in the Test Delivery System to either confirm or deny that students have been appropriately assigned accommodations as indicated in the assessment section of the IEP.