



## **South Carolina Alternate Assessment (SC-Alt)**

### **District Training Guide for SC-Alt Test Administrators Spring 2016**

**Training Window  
February 8 – March 4, 2016**

#### **Contents of this Guide**

The purpose of this guide is to assist you in preparing for the district-level training for SC-Alt test administrators. All teachers administering SC-Alt in spring 2016, including those who participated in the January 2016 regional workshops, must attend the district-level training session. This guide contains information on the following topics:

- Training Materials
- Procedures for accessing the webinar and video clips
- Recommended training outline
- Sample agenda

## Materials for District Training

### Training Materials Included with this Shipment

#### DTC-Alt Training Materials

- District Training Guide
- Training PowerPoint presentation *SC-Alt District-level Test Administrator Training February 2016* (one copy)
- Second Rater Procedure Memorandum and Second Rater Observer Instructions (one copy)
- Participant Sign-In Sheet (one copy)
- Pre-paid return envelope (addressed to American Institutes for Research)

#### Test Administrator Training Materials (Make one copy for each test administrator)

- Agreement to Maintain Test Security and Confidentiality form (one copy)
- Administration and Scoring Training Acknowledgment form (one copy)
- Evaluation form (one copy)
- SC-Alt Score Worksheet (one copy)

#### Test Administration Manuals

- DTC-Alt Supplement (one copy)
- Test Administration Manuals (TAMs) (one per test administrator)  
*(Note that test administrators who attended the regional workshops should bring their TAMs to this training). Contact the SC-Alt Helpdesk at [schelpdesk@air.org](mailto:schelpdesk@air.org) if you need additional TAMs.*

The materials for district training listed above are also available on the South Carolina Department of Education (SCDE) Web site at the following link:

<http://ed.sc.gov/tests/assessment-information/testing-swd/sc-alt/>

#### Administration and Scoring Training Materials

- Training task booklets (one copy for every two test administrators)
- Printed manipulatives (one set for every two test administrators)
- 2016 SC-Alt Scoring Practice Answers (one copy for DTC-Alt)

### Training Webinar and Practice Test Administration Video Clips

The *South Carolina Alternate Assessment District-level Test Administrator* webinar and practice test administration video clips must be downloaded from your district's Secure File Transfer Protocol (SFTP site).

## District Training Guide

(Approximately 2 hours)

### Sign-in

- Have teachers complete the sign-in sheet
- Make additional copies, if needed

### Materials for Teachers

Distribute these materials to each teacher before showing the Training Webinar.

- One copy of the TAM  
(Note: You may want to remind teachers who attended the 2016 regional workshops to bring their TAM in the notice that you send about the district training time and location).
- One copy of the training PowerPoint presentation, *SC-Alt District-level Test Administrator Training 2016*
- One copy of the Agreement to Maintain Test Security and Confidentiality form
- One copy of the Administration and Training Acknowledgment form
- One copy of the SC-Alt Score Worksheet
- One copy of the Evaluation form

### Training Webinar

- Webinar
  - Characteristics of Students who take SC-Alt
  - Content Assessed
  - Instruction Aligned to Academic Content Standards
  - New Procedures and Changes for 2016
  - Administration and Scoring Fidelity
  - Preparation for the 2016 Administration
  - Paired Practice
  - Scoring of Test Administration Video Clips (optional)
  - Other Alternate Assessments
- During the webinar, you will be prompted to pause the webinar and have participants practice administering and scoring assessment tasks in pairs using the Training Task Booklet.
- Four video clips of SC-Alt task administrations have been provided on your district's SFTP site for additional scoring practice; use of these clips is optional. The video clips are secure and may only be used during the district training session. Copies of the video clips may not be given to teachers directly, due to student confidentiality issues.
- Download the webinar and the video clips from the SFTP site prior to training, make sure that they work on the equipment you will be using for training, and that the audio and visual quality are acceptable for training.

### Instructions for Accessing the Webinar and Video Clips on the SFTP Site

1. Click on the link to the SFTP site: <https://secureftp.astprojects.org/moveitdmz/>.
2. Enter your username and password.
3. Click on the folder: 2016 SC-Alt District Training Materials.
4. Click "Download" to download the file you want to download. You will find "Download" in the "Actions" column, to the right of the name of the file.
5. Save the file to your computer or to a flash drive.

Contact the SC-Alt Helpdesk at AIR if you need any assistance in accessing the webinar.

Reminder: the Webinar and Video Clips are not posted to the SCDE website and must be downloaded from the AIR SFTP site.

### **Administration Practice**

Distribute one training task booklet and set of manipulatives for every two teachers. Ask participants to review one complete training task and administer the task to each other in groups of two using the scoring worksheets. For this exercise, pair inexperienced teachers with experienced teachers whenever possible. Facilitate a discussion about what was learned following this exercise.

### **Optional Practice Scoring with Test Administration Video Clips**

Have the participants view and score one or more of the video clip administrations using the scoring worksheets and the training task booklets. Use the *SC-Alt Scoring Practice Answers* to verify that participants score the video administrations accurately. Note if there are any discrepancies in the scoring of the video clip administrations. (If so, offer additional assistance following the training session).

### **Recommended Activity**

Ask experienced test administrators to share organizational tips and suggestions. You may want to ask these teachers to bring examples of organizational systems to the training session.

### **Additional Information to be Reviewed by the DTC-Alt**

#### Test Security

- Review information on test security (TAM, pages 7-8 and Appendix A).
- Have the test administrators sign the *Agreement to Maintain Test Security and Confidentiality*.
- Collect and retain these agreements in the district.

### Assessment Monitors

- Review monitor requirements and responsibilities (TAM, page 6).
- Provide any district-specific information regarding monitors.
- Remind test administrators that monitors must complete an *Agreement to Maintain Test Security and Confidentiality* (Copies will be provided in the school boxes).
- Advise test administrators of the procedure for maintaining these agreements in the district.

### Form Assignment and Science and Social Studies Participation

- Remind test administrators that all students in grades 4-8 will be taking Science and Social Studies, and that all students in grade 11 will be taking Biology (TAM, page 5).

### Use of “Do Not Score” Label

- Remind test administrators to use a “Do Not Score Label” only if the entire answer folder is not to be scored (TAM, page H-2). These are rarely used and you may want to advise test administrators to contact you if they are considering using one.
- Advise test administrators to return any answer folders in which one or more content areas are not to be scored to the DTC-Alt (This is to be returned to the contractor in a separate envelope rather than using a “Do Not Score” label).

### Answer Folder

- Remind test administrators that there is a separate answer folder for each grade-band form.
- Review the coding required for precoded and non-precoded students in the TAM (Appendix I) and the Sample Answer Folder (TAM, pages I-6 and I-7).
- Remind participants that the Teacher Name field **must** be completed for all students (TAM, page I-7).

### Test Administrator Security Affidavit

- Remind test administrators that it is located in the Answer Folder (review sample in the TAM, Appendix E).
- Remind test administrators that it must be signed by the test administrator, monitor, and principal.
- Remind test administrators that **failure to complete the test administrator security affidavit will result in an invalid administration.**

### Braille Materials

- Advise teachers with students who need braille and tactile graphic materials to complete the braille order form to request these materials (TAM, Appendix N) and to submit to the DTC-Alt. Suggest that they schedule these students for assessment later in the testing window. Tasks for the spring 2016 administration with braille and tactile graphic materials can be found in the TAM, Appendix Q.
- Submit the order forms to the DTC-Alt, who will forward these forms to the contractor.

### Materials Receipt and Return Procedures

- Review information on receipt of materials in Appendix C (pages C-1 and C-2).
- Emphasize the importance of immediate review of materials.
- Review the procedure for notification of the DTC-Alt of missing materials or the need for additional materials.
- Review the expected DTC-Alt communication procedures.
- Review the return procedures (TAM, Appendices J and K).
- All TA Kits will include a "Return Materials Checklist." Please encourage test administrators to use this checklist when packing their materials.

### Errors in Administration that Could Result in Test Score Invalidation

- Review TAM, pages 8-9.

### Final Important Dates

- The last day of testing is April 22. Materials must be sent to the contractor by April 27, 2016.
- Advise test administrators of the date to have materials to the DTC-Alt.

### District Procedures

- Communicate a schedule and method for return of testing materials to the DTC-Alt.
- Review other district procedures and expectations.
- Remind teachers to contact the DTC-Alt with questions.

### **Training Materials Collection and Return**

#### Materials to Collect and Maintain in the District

- *Administration and Scoring Training Acknowledgment* forms (Note whether anyone requests additional training and follow up)
- *Agreement to Maintain Test Security and Confidentiality* forms

- SC-Alt Score Worksheets (Review to determine if it appears that anyone needs additional training then destroy after training)
- One copy of the participant sign-in sheet
- Training task booklets (teachers may keep these for practice after the session)
- Printed manipulatives (teachers may keep these for practice after the session)

Materials to Return to AIR (Use return envelope addressed to AIR)

- Original participant sign-in sheets
- Training evaluation forms

**Second Rater Procedure Administration Training**

- Use the Second Rater Procedure Roster to identify the teachers and students who have been sampled for second rater administrations and to review the assignment of second rater observers to each teacher.
- Selected test administrators will conduct a second rater administration for one student in Science/Biology only (TAM, page 7).
- Request that second raters and test administrators selected for a Second Rater observation remain after the completion of the general training or meet at another scheduled time to review the Second Rater Procedures and Second Rater Observer Instructions.

## Sample Agenda

Welcome and Sign in

District Announcements

Training Webinar

- Characteristics of Students who take SC-Alt
- Content Assessed
- Instruction Aligned to Academic Content Standards
- New Procedures and Changes for 2016 Administration and Scoring Fidelity
- Preparation for the 2016 Administration
- Paired Practice
- Scoring of Test Administration Video Clips (optional)
- Other Alternate Assessments

Review Important Topics

- Test Security
- Assessment Monitors
- Form Assignment and Science and Social Studies Participation
- Use of “Do Not Score” Label
- Answer Folder
- Test Administrator Security Affidavit
- Braille Materials
- Materials Receipt and Return Procedures
- Errors in Administration that Could Result in Test Score Invalidation

Final Important Dates and District Procedures

Complete Evaluations

Adjourn

## **Contact Information**

### **South Carolina Department of Education Office of Assessment**

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### **American Institutes for Research**

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877-231-7789 (toll-free voice)  
877-231-7813 (toll-free fax)