

SOUTH CAROLINA

ACCESS 2.0 Administration Dates (2015-2016)

	Description	Start Date	End Date
Before Testing	Test Setup	1/4/2016	3/18/2016
	Districts Receive Test Material	1/19/2016	1/19/2016
During Testing	Additional Test Material Window	1/21/2016	3/11/2106
	Test Window	2/2/2016	3/18/2016
After Testing	Districts Pack Completed Test Material	2/3/2016	3/25/2016
	Districts Ship Completed Test Material to DRC	2/3/2016	3/25/2016
	All Test Material Received at DRC	4/1/2016	4/1/2016
	Districts Receive Reports - Printed and Online	5/16/2016	5/16/2016

CONTACT INFORMATION:

State Policy	WIDA Client Services	DRC Customer Service
<p>South Carolina Department of Education</p> <p>Susan Creighton Office of Assessment 803-734-8535 screight@ed.sc.gov</p> <p>Leslie Dawes Office of Assessment (803) 734-4944 ldawes@ed.sc.gov</p> <p><u>Alternate ACCESS for ELLs</u> Jill Christmus Office of Assessment (803) 734-8048 mchristmus@ed.sc.gov</p>	<p>ACCESS for ELLs 2.0 Training Test Administration Procedures W-APT Screening</p> <p>866-276-7735 help@wida.us</p>	<p>WIDA-AMS Materials Ordering INSIGHT & TSM Technology</p> <p>855-787-9615 WIDA@datarecognitioncorp.com</p>

Test Security

S C Code Ann. § 59-1-445 (2004) addresses violations of mandatory test security regulations and procedures, penalties, and investigations. The following is an excerpt from this section:

1. It is unlawful for anyone knowingly and willfully to violate security procedures regulations promulgated by the State Board of Education for mandatory tests administered by or through the State Board of Education to students or educators, or knowingly and willfully to:
 - (a) Give examinees access to test questions prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security regulations for distribution and return of secure test [materials] as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

Any person violating the provisions of this section or regulations issued hereunder is guilty of a misdemeanor and upon conviction must be fined not more than one thousand dollars or be imprisoned for not more than ninety days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

2. The South Carolina Law Enforcement Division shall investigate allegations of violations of mandatory test security, either on its own initiative following receipt of allegations, or at the request of a school district or the South Carolina Department of Education.

The South Carolina Law Enforcement Division shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.

3. Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the South Carolina Department of Education in test development or selection, test-form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Education are necessary and appropriate.

State Board Regulations

S.C. Code Ann. § 59-1-447 (2004) requires the State Board of Education to establish detailed mandatory test security procedures by regulation.

The State Board of Education promulgated revised test security regulations that became effective June 27, 2003. These regulations, 2 S.C. Code Ann. Regs. 43-100 (2011), are reprinted below.

- I. Tests administered by or through the State Board of Education shall include but are not limited to:
 - A. The statewide tests, as defined in the State Board of Education Regulation 43-262, including field tests and pilot tests;

- B. Examinations for admission to teacher education programs and teacher certification examinations;
 - C. Examinations for admission to programs such as the gifted and talented program;
 - D. The High School Equivalency Program test (GED).
- II. As used in this regulation, “local school board” means the governing board of a public school district as well as those of special school districts, special schools, and institutions that utilize tests administered by or through the State Board of Education.
- III. Each local school board must develop and adopt a district test security policy. The policy must provide for the security of the materials during testing and the storage of all secure tests and test materials, before, during, and after testing. Before and after testing all materials must be stored at a location(s) in the district under lock and key. This also applies to district- owned materials that are the same as those used in any State-operated testing or assessment program. Throughout the time testing materials are under the control of the school district, tests must be secured under lock and key when not in use for approved test administration activities.
- IV. Each District Superintendent must designate annually one individual in each district for each mandated assessment who will be the sole individual in the district authorized to procure test instruments that are utilized in testing programs administered by or through the State Board of Education. The name of the designated individual must be provided to the South Carolina Department of Education (SDE) in writing. When the testing program involves procurement of materials available commercially, the designated individual must be the sole individual in the district authorized to procure commercial test instruments which are utilized in testing programs administered by or through the State Board of Education.
- V. State-owned test materials and district-owned materials that are the same as those utilized in any State mandated testing program must not be used for census testing in the grades included in the State mandated program(s) except on testing dates specified by the State Department of Education.
- VI. Individuals must adhere to all procedures specified in all operating manuals governing the mandated testing programs. Manuals are provided by or through the SDE.
- VII. A. The State Board of Education may invalidate test scores that reflect improbable gains and that cannot be satisfactorily explained through changes in student populations or instruction;
- B. In cases where test results are invalidated because of a breach of security or action of the State Board of Education, any programmatic, evaluative, or certification criteria dependent upon the data will be deemed to not have been met.
- VII. Any individual(s) who knowingly engage(s) in any activity that results in the invalidation of scores derived from teacher certification examinations, the examinations for admission to teacher education programs, and/or the High School Equivalency Program test (GED) forfeits all opportunities to retake the test(s).
- IX. Any knowing involvement in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests administered by or through the State Board of Education will be considered a breach of test security within the meaning of S.C. Code Ann. § 59-1-445 (2004). Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site specified in this paragraph forfeits all opportunities to retake the test(s).

- X. Each of the following is considered a breach of professional ethics which may jeopardize the validity of the inferences made on the basis of test data, and as such are viewed as security violations which could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.
- A. Failing to administer tests on the test dates specified by the SDE.
 - B. Failing to maintain an appropriate testing environment, free from undue distractions.
 - C. Failing to proctor the test to ensure that examinees are engaged in appropriate test taking activities.
 - D. Providing examinees with access to test questions or specific test content prior to testing.
 - E. Providing examinees with access to answer keys prior to or during testing.
 - F. Keeping, copying, reproducing, or using in any manner inconsistent with the instructions provided by or through the State Department of Education any test, test question, or specific test content.
 - G. Keeping, copying, or reproducing in any manner inconsistent with the instructions provided by or through the State Department of Education any portion of examinee responses to any item or any section of a secured test.
 - H. Coaching examinees, altering examinee responses, or interfering with examinee responses in any way prior to, during, or after testing. This includes hinting to examinees about the correctness of their responses.
 - I. Failing to follow instructions specified in the test manuals for the distribution, storage, or return of test materials or failing to account for test materials before, during, or after testing.
 - J. Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test. This section includes failure to clear the memory of calculators used on a test as directed in the test manual.
 - K. Allowing, participating in, assisting in, or encouraging any unauthorized access to test materials prior to, during, or after testing.
 - L. Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing.
 - M. Leaving in view of examinees during test administration materials that are content or conceptually related to the subject areas being assessed.
 - N. Providing references or tools other than those specifically allowed in test manuals. Providing references or tools during test administration at times other than those specifically allowed in test manuals.
 - O. Not providing accommodations (to include customized test forms and modifications) as appropriate for students with Individual Education Programs or 504 Plans. This includes providing more accommodations (customization, modifications) than appropriate.
 - P. Excluding examinees or exempting from assessment students who should be assessed.
 - Q. Failing to return test materials for all examinees.
 - R. Engaging in inappropriate test preparation practices that invalidate the test scores. These practices include activities that result in an increase in test scores without a simultaneous increase in the

examinee's real achievement or performance in the content area.

- S. Revealing test scores or test performance to anyone not involved in the education of the examinee.
 - T. Altering test scores in electronic records or files.
 - U. Failing to report a security breach.
- XI. The State Department of Education has the right and responsibility to observe test administration activities without prior notice in order to monitor adherence to test security. Examinees should be made aware that monitoring may occur.
- XII. Any suspected violation of security must be reported to the South Carolina Law Enforcement Division [SLED].
- XII. If a security breach occurs in a district rendering test forms or test items unusable, funds equivalent to replacement costs may be withheld from the district by the State Department of Education at the discretion of the State Board of Education.
- XIV. At the discretion of the State Board of Education, an educator may receive a public or private reprimand or the credential of an educator may be suspended or revoked based on evidence of violation of test security provisions.

Test Security Forms and Reporting of Violations

Test Security Forms and procedures for reporting violations can be found at <http://ed.sc.gov/tests/assessment-information/test-security/>.

Student Participation

All students in grades K–12 who are determined to be limited English proficient (LEP) must be tested. This includes those students whose parents have waived direct ESOL services.

Special Groups of Students

Students with Disabilities—Students with disabilities must participate in ACCESS for ELLs testing or in the Alternate ACCESS for ELLs in accordance with their Individualized Education Program (IEP) or 504 Accommodations Plan. See Appendix C for guidelines on testing students with disabilities.

Suspended Students—Students (with or without disabilities) who are suspended must be tested. The district or school may consider delaying the suspension dates, bringing the student(s) into the school during the suspension period for testing purposes only, or testing the student(s) in an alternate location.

Home School Students—Home school students are defined as those students whose parents or guardians teach their children at home. Students whose home school program is registered through the district must be tested according to S.C. Code Ann. § 59-65-40 (A)(6)(2004).

The tests must be administered by a certified school district employee either with public school students or by special arrangement at the student's place of instruction, at the parent's option. The parent is responsible for paying the TA if the test is administered at the student's home.

It is recommended, but not required, that a monitor accompany the TA if the parent chooses to have the student tested at home. Parents or other relatives may not be present in the room with the student during testing.

Homebound Students—Homebound students (with or without disabilities) must be tested. These students receive instruction at home or in the hospital because they cannot attend school due to illness, accident, or pregnancy, even with the aid of transportation [2 S.C. Code Ann. Regs. 43-241 (2011)]. The district must administer the required tests to a student who is homebound, except in individual cases where it is documented that the student is not physically and/or mentally able to take the test. It is a district's decision to choose whether or not to have a monitor present when testing homebound students.

Homebased Students—Students who receive homebased instruction must be tested. Homebased students normally receive instruction at a place other than school because the student's IEP team has determined this placement to be the appropriate, least restrictive environment for the administration of the student's educational program. The district must send a TA to the place of instruction.

Non-Public School Students—Non-public school students do not participate in ACCESS testing. These include:

Expelled Students—Expelled students are no longer enrolled in public school and do not participate in state testing unless the expelled student has an IEP. When a student with an IEP has been expelled, a new IEP must be written that outlines services to be provided during the expulsion period and the manner in which the student will be tested.

Non-District Affiliated Home School Students—Home school students who are registered through one of the professional home school organizations are home schooled outside the district's authority, are not enrolled in public school, and are not tested with ACCESS. These students are considered private school students.

Private School Students—Students who attend private school are not enrolled in public school and are not tested with ACCESS.

Note: There are occasionally extraordinary circumstances that may prevent a student from participating in planned/scheduled testing (e.g., a homebound student who on the basis of a medical record from a physician is physically and/or mentally unable to participate in assessment during the testing window).

Residential Treatment Facilities

All students placed in a Residential Treatment Facility (RTF) must participate in statewide assessments. For accountability purposes, the assessment scores for students residing in RTFs will be attributed to a specific school only if the child physically attends the school. The performance of students residing in a RTF who receive their educational program on site at the RTF will be reflected on a separate line on the facility school district's report card and will not be included in the overall performance rating of the facility school district.

There is proviso which describes policies and procedures regarding enrollment, funding, and educational services for students enrolled in Residential Treatment Facilities. A reprint of this proviso is located at <http://ed.sc.gov/tests/assessment-information/additional-resources/>.

The proviso requires that students receive educational services from the school district in which the RTF is located. The facility school districts are required to provide all educational programs and services for students, both with and without disabilities, who are referred, authorized, or placed by the state in the RTF.

If a child is placed in an RTF by the child's parent or guardian and is not referred, authorized, or placed by the state, the facility school district may choose to provide the educational program to the child and must negotiate with the resident school district for services through medical homebound procedures.

If a child from out-of-state is placed in an RTF by an out-of-state school district or agency, the child's home state remains responsible for the educational services. The facility school district may choose to provide the

educational program to the child and can contract with the appropriate entity for payment of the educational services provided to the child.

RTFs must notify the facility school district as soon as practical, of a student's admission to the RTF. RTFs, the facility school districts, and the Department of Education shall use their best efforts to secure and/or exchange information, including documents and records necessary to provide appropriate educational services and/or related services (e.g., testing) as necessary to assist the facility school district in determining the resident school district.

Procedures for Testing RTF Students

The district is responsible for providing any required test administrations. Districts must ensure that certified professionals administer the tests and that these individuals are properly trained for the specific test administration. Testing must be conducted during the published schedule for the specific test. There are three acceptable alternatives for ensuring that students in RTFs are appropriately assessed. Districts may:

1. send a trained administrator to the student's location to administer the required tests;
2. train an individual who is part of the student's instructional program to administer the tests; or
3. provide transportation for the student to and from a school for test administration.

Districts are responsible for obtaining all required test materials for students who are to be tested and for the packaging, distribution, and receipt of all test materials in a safe and secure manner. If ACCESS is administered at the RTF facility, the test materials may be delivered, in person or by FedEx, to the test administrator. If mailed by FedEx, a signed receipt is required.

Accommodations

South Carolina is following the ACCESS for ELLs® 2.0 Accessibility and Accommodations Guidelines. Only accommodations that (a) do not result in changes in what the test measures, (b) provide comparable test results to those students who do not receive accommodations, and (c) do not affect the validity and reliability of the interpretation of the scores for their intended purposes may be used.

Accommodations for Alternate ACCESS for ELLs can be found in the TAM for Alternate ACCESS for ELLs.

Alternate ACCESS for ELLS

The Alternate ACCESS for ELLs is subject to the provisions of the state security legislation. Test Administrators (TAs), monitors, or anyone having access to the assessment must sign an *Agreement to Maintain Test Security and Confidentiality*. It is necessary for TAs and others to only sign one agreement to access any alternate assessment. DTCs-Alt should maintain the signed agreements in the district for three years.

The Alternate ACCESS for ELLs is administered and scored by the TA. Documentation of administration fidelity is extremely important. A monitor is required to observe both assessments. The monitor, TA and building principal or designee will verify that all procedures were followed on the *Test Administration Security Affidavit*. A second rater is not required.

The Alternate ACCESS for ELLs *Test Administrator Security Affidavit* is located on the South Carolina Department of Education website. The Test Administrator must print the *Test Administration Security Affidavit*. All *Test Administration Security Affidavits* must be shipped to Data Recognition Corporation with the returned ACCESS for ELL materials.

Resources:

WIDA's Website contains links to many useful resources. WIDA supports local trainers (facilitators, coordinators, or test administrators) by offering free use of its training materials related to ELP Standards, ACCESS for ELLs®, and the W-APT. However, Test Coordinators and Test Administrators must login to the WIDA Website in order to access many of the documents and the personal training accounts.

The link to the WIDA's ACCESS Webpage is <http://www.wida.us/assessment/ACCESS/>.

The link to WIDA's Alternate ACCESS Webpage is <http://www.wida.us/assessment/alternateaccess.aspx>.

The link to the South Carolina WIDA homepage is
<http://www.wida.us/membership/states/SouthCarolina.aspx>.

The link to the ACCESS Webpage on the South Carolina Department of Education Website is
<http://ed.sc.gov/tests/elementary/access-for-ells/>.