

**10<sup>th</sup> Grade Forward Exam  
Social Studies Test  
Test Administrator/Proctor Training**  
Spring 2021



INDIANA DEPARTMENT OF  
**PUBLIC INSTRUCTION**  
Keep Learning. Make Every Day Count.

---

---

---

---

---

---

---

---

**2021 Strategies and Considerations**

Strategies and Considerations for In-Person Assessment During a Pandemic:

- Test participation and scheduling
- Preparing the school and testing environment
- Technology considerations
- Staff, student, and family preparation
- Health screening
- Materials preparation
- Transportation

Available at <https://dpi.wi.gov/assessment/dac/resources#2021>



---

---

---

---

---

---

---

---

**COVID-19 Updates**

DPI COVID-19 Webpages

- The main DPI COVID-19 page contains COVID-19 information for schools beyond assessment and accountability is available at <https://dpi.wi.gov/ssp/2019-novel-coronavirus>
- Accountability COVID-19 related updates and resources are available at <https://dpi.wi.gov/accountability/covid-19>
- Assessment COVID-19 related updates and resources are available at <https://dpi.wi.gov/assessment/COVID-19>



---

---

---

---

---

---

---

---

## Forward Exam Test Window

March 22 – May 14, 2021

The Forward Exam test window has been extended to May 14, to allow districts time to safely assess all students.



---

---

---

---

---

---

---

---

## Suggested Testing Times

The Forward Exam is an untimed test. The following are suggested testing times provided by DRC to be used as guidance to assist with scheduling. It is important to remember that students may take more time or less time to complete the test based on effort and ability levels.

Forward Estimated Testing Times (in minutes)			
Grade Level	Session 1	Session 2	Total Testing Time
10	35	35	70

Sample test schedules and test blueprints are available at <http://dpi.wi.gov/assessment/forward/resources>



---

---

---

---

---

---

---

---

## Who May Proctor the Exam?

Test Administrators/Proctors (TAs) are trained staff who are employed by the school or district. This includes:

- Teachers
- Administrators
- Paraprofessionals
- Student teachers (whose regular responsibilities include supervising students)

Parent volunteers are **not allowed** to proctor the exam.

School personnel who are parents or guardians **must not be allowed** to proctor their own children.



---

---

---

---

---

---

---

---

## Test Administrator (TA) /Proctor Role

TAs must administer the Forward Exam in a uniform manner to ensure the integrity of the testing program.

Read the Test Administration Manual	Ensure students who have been assigned accessibility features have them prior to starting their exams	Prepare the students and physical testing environment
-------------------------------------	---	---

Monitor students during testing to ensure the security and validity of the exam

For a complete list of responsibilities and a TA "To Do" Checklist go to <http://dpi.wi.gov/assessment/forward/resources>



---

---

---

---

---

---

---

---

---

---

## Resources/Trainings

### Required Resources/Trainings

- Test Administration Manual
- Test Administrator Training Video
- Test Security Manual
- Accessibility Guide
- Administrator Tutorials on how to use the embedded accessibility features

### Additional Useful Resources/Trainings

- Test Security Video
- Accessibility Training Video
- TDA Resources
- User's Guide to Interpreting Results
- Strategies and Considerations for In-Person Assessment During a Pandemic

<http://dpi.wi.gov/assessment/forward/resources>



---

---

---

---

---

---

---

---

---

---

## Test Administration Manual

Make sure to have a copy of your Test Administration Manual (hard copy or electronic). This manual is a critical tool for successful administration of the Forward Exam. As well as detailed information on much of the content in this presentation it includes:

- Basic test functionality you will use in your classroom during testing (i.e., log in, end vs. submit test, adjusting volume or screen color)
- Test Administration Script
- Troubleshooting
- Test Administrator Checklist
- Common Error Messages
- Decision Trees
- Accessibility Abbreviation Codes
- Glossary of Forward Exam Terms



---

---

---

---

---

---

---

---

---

---

## What is a Test Security Incident?

Test security incidents are behaviors prohibited before, during, and after test administration because they give a student an unfair advantage or because they compromise the secure administration of the assessment and items.

Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident.



---

---

---

---

---

---

---

---

## How to Ensure Test Security

### Materials

- No one may review, discuss, or analyze test items
- Ensure unauthorized staff or adults are not present in the testing environment
- Keep test materials in a secure area when not in use
- Securely destroy test materials
- Ensure no photos/copies of items are taken (by staff or students) at any time for any reason

### Administration

- Monitor students during testing to ensure they are on task and prohibited materials and devices are not in use
- Ensure use of designated supports and accommodations is appropriate
- Be aware of test administration, accessibility, and security policies and procedures
- Report all test security incidents



---

---

---

---

---

---

---

---

## How to Report a Violation

<http://dpi.wi.gov/assessment/forward/security>

Immediately report all test security violation to the DAC and/or the Office of Educational Accountability (OEA) at DPI via an Incident Report Form available on the Forward Exam Test Security webpage

DPI follows-up on each and every report received.

Depending on the perceived severity of the allegation, the OEA may ask the school district to conduct a thorough fact-finding investigation of the alleged irregularity and report the results of its investigation to the DPI within two weeks.



---

---

---

---

---

---

---

---

## Inclusion of all Students

State and federal laws require that state assessments must allow for the inclusion of all students, including students with disabilities and English learners.

Teachers must provide DACs/SACs with students' accessibility needs for the Forward Exam

Only DACs/SACs have permissions to enter accessibility information into the DRC INSIGHT Portal.

Teachers must ensure students have their appropriate accessibility features prior to clicking the green "begin testing" button



---

---

---

---

---

---

---

---

## Accessibility Guide

The Accessibility Guide provides information for educators and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.



Be sure staff have the current version of the guide.

<http://dpi.wi.gov/assessment/forward/accommodations>



---

---

---

---

---

---

---

---

## Student Preparation

- Students may perform better and with less anxiety if they are familiar with the format of the test.
- Test preparation is only useful to the extent that it is also teaching content area knowledge and skills.
- It is very important to ensure that teachers are teaching to the standards and not to the test, as teaching to the test narrows the focus of instruction to only that content covered by the test.



---

---

---

---

---

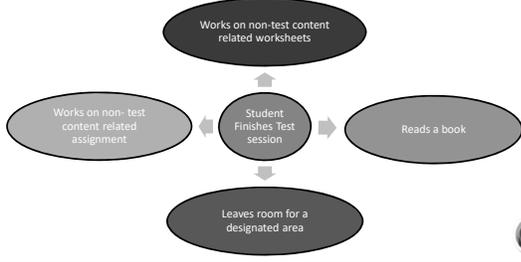
---

---

---

# Room Procedures After Testing

Establish procedures to maintain a quiet testing environment as some students will finish more quickly than others and will need something (not on electronics) to quietly occupy them.




---

---

---

---

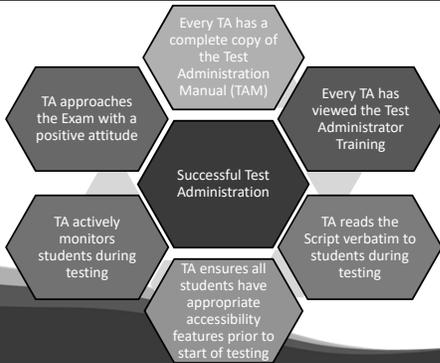
---

---

---

---

# Successful Test Administration




---

---

---

---

---

---

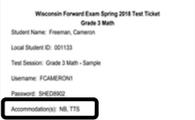
---

---

# Test Tickets

Each student has one username/password per content area  
The same ticket is good for all test sessions within that content area.

Distribute the appropriate Test Ticket to the correct Student



Confirm that the accessibility features added are appropriately assigned.

Ask Students to check the name on their ticket to ensure they have the correct ticket.

Count the number of tickets passed out at the start of testing period and be sure to collect the same number at the end.

Accessibility feature must be listed next to "accommodation" for the student prior to logging in to the test.

---

---

---

---

---

---

---

---

## DRC INSIGHT Secure Browser

- Secure Web Browser or application used for Students taking the Forward Exam
- Must be installed on each testing device



---

---

---

---

---

---

---

---

## Test Administration Script

TAs must read directly from the script when administering the test.

**Script #1**

- Must be used for at least the first test session given.
- Provides a detailed run through of the log in and other directions for students as they begin the Forward Exam.
- Must be read verbatim.

**Script #2**

- May be used if you are resuming the test and students have already heard the detailed instructions from Script #1 at least once.
- Must be read verbatim.

**Important - Accessibility Check Section of the Script**

- Once students reach the section where they are reading the directions to themselves you need to be sure to go around each student and confirm that they have the accessibility features needed.
- Students who require TTS should be able to hear the computer voice reading the directions. They may also need the speed and volume adjusted.
- Students who need VSL or Spanish Stacked Translation should see those features in the directions.
- Students who need color chose or contrast adjusted may need you to help them.
- Only once you have confirmed all student have the necessary accessibility features should you tell students to click the green begin test button.

---

---

---

---

---

---

---

---

## Monitor Testing

TAs must monitor student testing.

- Circulate around the room
- Ensure students are progressing through the test
- Redirect students who have lost focus
- Ensure no unauthorized electronics are being used

TAs must report test security violations immediately.

---

---

---

---

---

---

---

---

## What type of Assistance is Permitted?

- Be sure students understand the test directions prior to testing and how to work in the online system.
- Assist them with the test taking mechanics, but be careful not to inadvertently give hints or clues that indicate an answer or eliminate answer choices.
- You may read an occasional word for a student, if asked, as long as it is not part of ELA reading passages.
- Remind students to check their test for any items marked for review or not attempted prior to taking a long break or logging out for the day. (Proctors must not check student answers. This would be considered a security violation.)



---

---

---

---

---

---

---

---

## DRC Contact Information

### Wisconsin Forward Help Desk

800-459-6530

[WIHelpDesk@datarecognitioncorp.com](mailto:WIHelpDesk@datarecognitioncorp.com)



---

---

---

---

---

---

---

---

## DPI Contact Information

**Allison O'Hara**  
Forward Exam Program Manager  
[alison.ohara@dpi.wi.gov](mailto:alison.ohara@dpi.wi.gov)  
608-266-5182

**Phil Cranley**  
Data, Student Demographics, and Privacy Issues  
[philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov)  
608-266-9798

**Jennifer Teasdale**  
Education Program Specialist  
[jennifer.teasdale@dpi.wi.gov](mailto:jennifer.teasdale@dpi.wi.gov)  
608-266-5193

**Duane Dorn**  
Test Security and Choice students  
[duane.dorn@dpi.wi.gov](mailto:duane.dorn@dpi.wi.gov)  
608-267-1069

If you are not receiving the assistance you need from the DRC helpdesk - please contact DPI - (Allison or Jennifer) so we may help get your situation resolved.



---

---

---

---

---

---

---

---

Please send questions  
you may have after  
viewing this video to  
Alison or Jennifer, or to  
[osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov)



---

---

---

---

---

---

---

---