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# Innovative Assessment Program Test Coordinator Manual

Grades 3 and 4 Field Tests  
Grade 5 Pilot  
Window 3 (2023-2024)

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### **State Board of Elementary and Secondary Education Test Security Policy<sup>1</sup>**

The Louisiana State Board of Elementary and Secondary Education approved a Test Security Policy on December 10, 1998. This has been periodically revised.

The Board of Elementary and Secondary Education holds the test security policy to be of utmost importance and deems any violation of test security to be serious.

The State Superintendent of Education may disallow test results that may have been achieved in a manner that is in violation of test security.

In cases in which test results are not accepted because of a breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.

Any teachers or other school personnel who breach test security or allow breaches in test security shall be disciplined in accordance with the provisions of R.S. 17:441 et seq., R.S. 17:81.6 et seq., policy and regulations adopted by the State Board of Elementary and Secondary Education, and any and all laws that may be enacted by the Louisiana Legislature.

<sup>1</sup>Excerpts from <https://bese.louisiana.gov/policy>

The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender identity, political affiliation, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877-453-2721 or [assessment@la.gov](mailto:assessment@la.gov). Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at <http://www2.ed.gov/about/offices/list/ocr/index.html>.

**To anonymously report testing irregularities,  
please call the LDOE Assessment Hotline at 844-268-7320.**

## KEY DATES

### Key Dates for LEAP ELA Innovative Assessment Program—Grades 3 and 4 Field Tests and Grade 5 Pilot

Online Tools Training Available	Available now
Lockdown Browser Ready for Installation	Available now
Test Forms Published in ADAM and Available to Schedule	April 4, 2024
Testing Window	April 15, 2024 – May 17, 2024
Void Reports Due	May 17, 2024

## ALERTS

### LEAP ELA IAP Alerts—Grades 3 and 4 Field Tests and Grade 5 Pilot

**Proctor Dashboard Update Reminder.** Test Administrators will use the Proctor Dashboard instructions to release students to Section 2 of the assessment. Instructions are described in detail in the *LEAP ELA Innovative Assessment Program Test Administration Manual*. Students must take the sections in the appropriate order.

**Test Materials.** Students must **not** use copies of texts studied in class for any part of the assessment. Providing students with prohibited materials is considered an administrative error that must be reported and will result in the student’s test being **voided**.

**Text-to-Speech (TTS), Human Read Aloud, and Communication Assistance Script Accommodations.** The *TTS*, *Human Read Aloud*, and *Communication Assistance Script* accommodations are available for students who have a *Tests Read Aloud* accommodation. If more than one student is using TTS and testing concurrently in the same room, they must each have individual headphones.

If the *TTS*, *Human Read Aloud*, or *Communication Assistance Script* accommodations are not properly assigned before a student begins a test, the test coordinator must complete the [Unique Accommodations Request Form](#) and send it to [assessment@la.gov](mailto:assessment@la.gov). If more than one student is involved, they must be tested individually because they may have different test forms.

Students with a *TTS* accommodation should have practiced using the TTS player in the Online Tools Training. It is especially important that these students understand how to start and stop the TTS player.

**Braille Accommodation.** Students with the *Braille* accommodation must use a braille test booklet. All braille responses will need to be entered into ADAM, the online testing system. School systems are responsible for ordering any necessary extra materials prior to the start of testing.

Prior to testing, the School Test Coordinator must verify that students receiving braille forms are properly coded in ADAM with a braille accommodation.

**Accommodated Materials.** To request IAP braille testing materials, an accommodated print form, or a Communication Assistance Script (CAS), the district test coordinator must complete the [IAP Material Request Form](#). Only one form may be submitted per LASID. If a CAS is requested for Human Read Aloud, the [Unique Accommodations Request Form](#) must also be completed and emailed to [assessment@la.gov](mailto:assessment@la.gov). Material request forms must be received 4 weeks prior to the start of an administration window.

**SCHOOL TEST COORDINATOR  
PRE-ADMINISTRATION OATH OF SECURITY AND CONFIDENTIALITY STATEMENT**

I, \_\_\_\_\_, do hereby affirm the following:

Name of School Test Coordinator (print)

- I was provided the *LEAP ELA Innovative Assessment Program Test Coordinator Manual—Grades 3 and 4 Field Test and Grade 5 Pilot* to review on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- I participated in professional development on test security and administration provided for this test administration on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- I will read and follow all testing procedures in accordance with those outlined in this *Test Coordinator Manual*, the relevant test administration manual(s), and all other guidelines and instructions provided by my district test coordinator.
- I will provide professional development on test security and administration prior to this test administration to all individuals who have access to, monitor, or administer the test.
- I will keep all secure materials in a locked, secure storage area before and after testing.
- I will follow security regulations for distribution and return of secure test materials.
- I will provide a list of students approved for accommodations, with the accommodations they are to receive, to the appropriate test administrators.
- I will verify that all testing environments are prepared for testing, including sufficient space between students, removal or covering of all academic content materials, and placement of Testing—Do Not Disturb signs on doors.
- I will not, at any time, copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item, or supplementary secure materials.
- I will not prepare or administer any test items from parallel, previously administered, or current forms of statewide assessments as practice tests or study guides (does not include sample test items).
- I will verify that testing is not conducted in environments that differ from the usual classroom environment without prior written permission from the Louisiana Department of Education.
- I will report any testing irregularities to the district test coordinator or to the Assessment Hotline at 844-268-7320.
- I was informed of the Department policy in [Bulletin 746](#) regarding denial, suspension, and/or the revocation of a Louisiana Teaching, Administrator, or Ancillary Certificate due to cheating.

Executed on this day: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of School System

\_\_\_\_\_  
Signature of School Test Coordinator

\_\_\_\_\_  
Signature of Principal

**BEFORE TESTING: School test coordinators must complete and submit a signed copy of this form to their district test coordinator. This form will be maintained for a period of three years in the district test coordinator's file.**

**SCHOOL TEST COORDINATOR  
POST-ADMINISTRATION OATH OF SECURITY AND CONFIDENTIALITY STATEMENT**

I, \_\_\_\_\_, do hereby affirm the following:  
Name of School Test Coordinator (print)

- I was provided the *LEAP ELA Innovative Assessment Program Test Coordinator Manual—Grades 3 and 4 Field Test and Grade 5 Pilot* to review on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- I participated in professional development on test security and administration provided for this test administration on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- I read and followed all testing procedures in accordance with those outlined in this *Test Coordinator Manual*, the relevant test administration manual(s), and all other guidelines and instructions provided by my district test coordinator.
- I provided professional development on test security and administration prior to this test administration to all individuals who have access to, monitor, or administer the test.
- I kept all secure materials in a locked, secure storage area before and after testing.
- I followed security regulations for distribution and return of secure test materials.
- I provided a list of students approved for accommodations, with the accommodations they were to receive, to the appropriate test administrators.
- I verified that all testing environments were prepared for testing, including sufficient space between students, removal or covering of all academic content materials and placement of Testing—Do Not Disturb signs on doors.
- I did not, at any time, copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item, or supplementary materials.
- I did not prepare or administer any test items from parallel, previously administered, or current forms of statewide assessments as practice tests or study guides (does not include sample test items).
- I verified that testing was not conducted in environments that differ from the usual classroom environment without prior written permission from the Louisiana Department of Education.
- I reported any testing irregularities to the district test coordinator or to the Assessment Hotline at 844-268-7320.
- I was informed of the Department policy in [Bulletin 746](#) regarding denial, suspension, and/or the revocation of a Louisiana Teaching, Administrator, or Ancillary Certificate due to cheating.

Executed on this day: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of School System

\_\_\_\_\_  
Signature of School Test Coordinator

\_\_\_\_\_  
Signature of Principal

**AFTER TESTING: School test coordinators must complete and submit a signed copy of this form to their district test coordinator. This form will be maintained for a period of three years in the district test coordinator's file.**

Any teacher or other school personnel found guilty of facilitating cheating may have their Louisiana Teaching, Administrator, or Ancillary Certificate suspended or revoked in accordance with [Bulletin 746](#), §908, and may face criminal charges.

To anonymously report testing irregularities, please call the LDOE Assessment Hotline at 844-268-7320.

**Contact the Louisiana Department of Education (LDOE)** for requests for individual student information or questions about individual student circumstances, explanation or changes in testing procedures, or clarifications of procedures and policies.

By phone: 844-268-7320

By email: [assessment@la.gov](mailto:assessment@la.gov)

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## OVERVIEW

### **Innovative Assessment Program**

The grades 3 and 4 field tests that are part of the Innovative Assessment Program (IAP) offer an approach to testing that measures student understanding of the knowledge taught through the content and texts in the ELA Guidebooks curriculum. During three designated testing windows, students take short assessments focused on the texts they studied throughout the year. This approach is designed to provide information from the assessments that is more connected to what is happening in the classroom for Louisiana teachers and students, while also providing valid, reliable, and transparent data on student achievement.

The IAP grade 5 pilot assessment for window 3, a curriculum-relevant test, is not directly related to a particular curriculum. Instead, it attempts to simulate the structure of high-quality ELA curriculum by presenting students with a collection of texts, informational and literary, related to the same topic. The first texts in section 1 will introduce students to the topic of the assessment. Then the students will read and answer questions about additional texts on the same topic to show their reading comprehension of those texts, but also to apply the knowledge presented in the first text. In section 2, students will write a narrative based on the texts they read in the assessment.

The data from the grades 3 and 4 field tests and the grade 5 pilot will provide valuable information necessary to continue to expand the Innovative Assessment Program. Therefore, it is imperative that students understand the importance of doing their best when taking the tests.

## TEST SECURITY

Administering tests is an important professional responsibility that requires the same seriousness of purpose and quality of preparation as any other instructional activity. Standardized tests, which include field tests and pilots, must be administered according to the directions. This manual details these directions and the tasks of test administrators and coordinators. To safeguard the value of the tests, test administrators and coordinators must follow **all** instructions exactly.

The LDOE requires that all persons involved in any aspect of testing strictly adhere to all security procedures described in this manual and in [Bulletin 118](#).

School test coordinators must be given this manual before testing to allow them ample time to review the directions for correct test administration.

School test coordinators are required to sign the School Test Coordinator Pre-Administration and Post-Administration Oaths of Security and Confidentiality Statements both before and after testing is completed, ensuring that security and test administration procedures were followed (see [pages iv](#) and [v](#)).

### Secure Test Materials

School test coordinators and administrators are responsible for the security of all secure materials assigned to them. **On completion of testing, school test coordinators are required to account for these secure materials.** Materials must be stored in a locked, secure storage area when not being used for testing, immediately after testing each day, and during any extended break.

Secure test materials include the following:

- ADAM test codes
- Student rosters
- Student Login Tickets—LASID (if school elects to print for student use)
- Lists of students being provided accommodations
- Scratch paper written on by students
- Any other materials including electronic formats that may contain test items or student responses

Secure test materials must never be left in open areas or unsupervised. Supervision requires a person trained in test security. **No one, except students or test administrators who are administering tests which require viewing of items as part of an approved accommodation, is permitted to view or read the test or test items before, during, or after administration.**

The school test coordinator will make arrangements for the test administrator to a) receive the ADAM test codes just prior to the scheduled test section and b) return test materials immediately after each section is completed. During extended breaks and immediately after completing testing each day, all secure test materials must be accounted for and returned to the school test coordinator for storage in a locked, secure storage area.

**NOTE:** During breaks, maintain test security and carefully monitor students to make sure they do not discuss the test questions. Students are not permitted to use electronic devices or engage in activities that may compromise the validity of the test.

## REQUIRED TRAINING SESSIONS

### District Test Coordinator-Conducted Training Session

The district test coordinator is required to schedule and conduct training on test security and administration for all school test coordinators, principals, the school system Section 504 coordinator, the school system SIS coordinator, the school system EL coordinator, and the school system special education director/supervisor who will be involved in test administration or monitoring. Prior to this training session, the district test coordinator should review this manual, the training webinar, and the training materials provided.

The training should focus on test security policies and procedures, test administration procedures, documentation and provision of testing accommodations, and the importance of strictly following all directions in the manuals.

The district test coordinator should emphasize the importance of school test coordinators providing training for test administrators in test security and proper test administration procedures. Only persons trained in test security and administration procedures shall be allowed to administer statewide assessments or have access to secure test materials.

### School Test Coordinator-Conducted Training Session

School test coordinators are required to train all persons who have access to, monitor, or administer tests. This includes test administrators, proctors, monitors, interpreters, scribes, and any other persons who will be in the presence of the tests at any time. **Attendance at the training session is mandatory.**

Training will focus on following test administration directions, testing procedures, test security, and providing an appropriate test setting. The school test coordinator should distribute the test administration manuals before the training session to allow test administrators time to study, write in, and highlight the manual to prepare for testing.

School test coordinators must compile a list of students approved for accommodations, specifying the accommodations they are to receive. Test coordinators must give administrators for these students a copy of the list before testing and make sure the assigned test administrator is knowledgeable about the accommodations and how to administer the tests with the assigned accommodations.

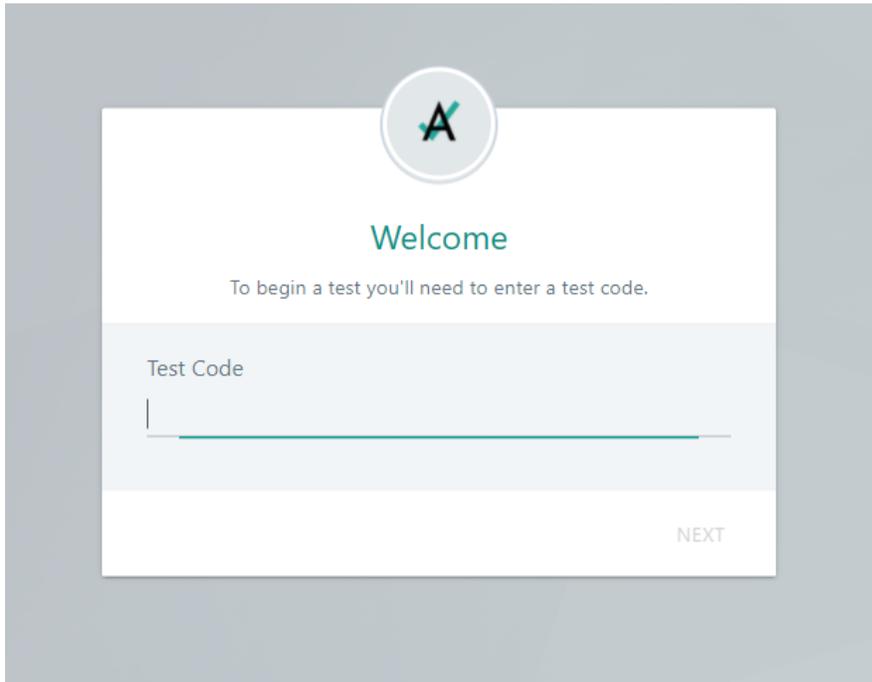
### Online Tools Training (OTT)

It is recommended that test administrators and students complete the Online Tools Training (OTT) **before** participating in the IAP test administration.

The OTT is designed to introduce test administrators and students to the online testing system. The purpose of the OTT is for students to observe and practice using features of the ADAM system prior to an actual test administration. Test items have been chosen to demonstrate the general item types and system tools. The goal is to familiarize students with the testing platform and not to test their content knowledge.

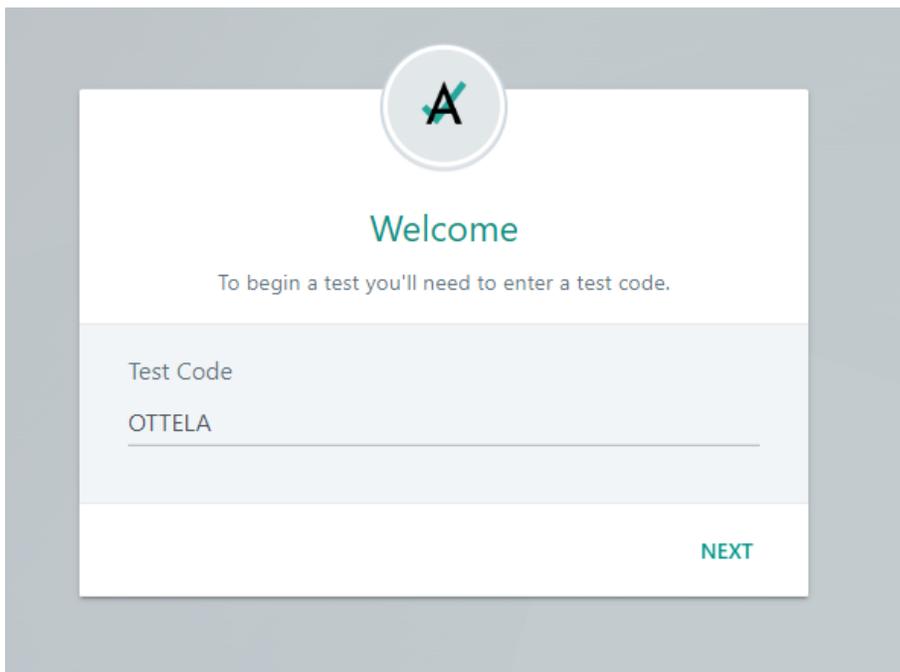
Students should be reminded that the OTT is designed to allow them to experience taking an assessment on a computer and to experiment with the features available to them during the actual assessment. For example, students with a *TTS* accommodation should have practiced using the TTS player as part of the OTT so that they understand how to start and stop the TTS player.

To begin an OTT, students will navigate to [www.adamexam.com/tester](http://www.adamexam.com/tester) or open up the lockdown browser (if already installed) on the machine. Students will be directed to the following screen:

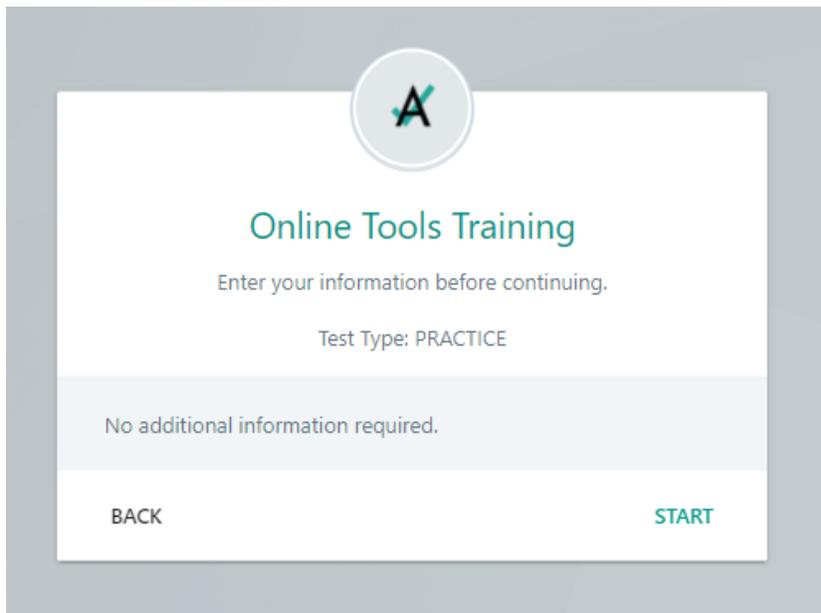


Students type in **OTTELA** as the test code for the OTT and click the **Next** button.

**NOTE:** Students who require the *Tests Read Aloud* accommodation must type in **OTTELATTS** as the test code and then click the **Next** button.



Once the student clicks **Next**, the following screen will appear:



Once users are in the OTT, they should follow the prompts to become familiar with the online testing platform. There is no limit to the amount of times users may work through the OTT.

## TESTING IRREGULARITIES AND SECURITY BREACHES

A testing irregularity or security breach is any incident in test handling or administration that leads to concerns regarding the security of the test or the accuracy of the test data. Any action that compromises test security or score validity is prohibited. All testing irregularities and security breaches must be reported to the school test coordinator **with written documentation**.

The list that follows includes violations of test security as outlined in [Bulletin 118](#), as well as possible testing irregularities:

- Administering tests in a manner that would give examinees an unfair advantage or disadvantage
- Giving examinees access to test items prior to testing
- Examining any test item at any time (except for providing certain accommodations, as described later in this manual)
- Reproducing or discussing all or part of any secure materials
- Altering or interfering with examinees' responses in any manner
- Administering previous or current forms of any statewide assessment
- Failing to account for as well as secure test materials before, during, and after testing
- Losing an ADAM test code or Student Login Ticket (if tickets are printed by the school)
- Leaving test materials or ADAM test codes unattended or unsecure at any time
- Conducting testing in alternate environments without LDOE approval
- Reading or viewing the passages or test items before, during, or after testing
- Failing to follow administration directions exactly as specified in this manual
- Copying or reproducing (e.g., taking a picture of) any part of the passages, test items, or any secure test materials
- Revealing or discussing passages, sources, stimuli, or test items at any time with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
- Providing unauthorized persons access to secure materials
- Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test
- Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, paraphrasing or defining any part of the test, or interfering with examinees in any manner during testing
- Allowing cheating of any kind
- Engaging in activities (e.g., grading papers, reading a book, newspaper, or magazine) that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
- Leaving students unattended for any period of time while secure test materials are distributed or while students are testing
- Failing to provide a student with a documented accommodation
- Providing a student an accommodation that is not documented
- Not allowing students the allotted time to complete a section
- Participating in, encouraging, or failing to report any security breach or testing irregularity

School test coordinators should discuss other possible testing irregularities and security breaches with test administrators during training.

For a list of testing irregularities and security breaches that must be reported and documented, contact the school test coordinator. Test administrators must adhere to the following protocol:

- The incident must be reported to the school test coordinator immediately.
- Any additional documentation required by the school test coordinator or LDOE must be completed.

Anyone wishing to anonymously report testing violations directly to the LDOE should call 844-268-7320 between the hours of 6:30 a.m. and 4:30 p.m.

**Violations of test security can result in the revocation of a Teaching, Administrator, or Ancillary Certificate as defined in [Bulletin 746](#).**

## **Electronic Devices**

Using a cell phone or other handheld electronic device (e.g., smartphone, portable media player, smart watch, eBook reader, electronic pen, document scanner) is prohibited during distribution of secure test materials, while students are testing, after students turn in their test materials, and/or during a break.

**Exception:** Test administrators may have devices but they must be in the “off” position while around secure test materials, except for devices required to provide approved accommodations, online assessments, or technical assistance during online assessments. School test coordinators and test administrators are permitted to use cell phones in the testing environment **ONLY** in cases of emergencies or when timely administration assistance is needed.

## **Visitors / Unauthorized Visitors**

Visitors, including parents/guardians, school board members, reporters, and school staff not authorized to serve as test administrators are prohibited from entering the testing environment.

**Exception:** Authorized visits by LDOE monitors and LDOE-sanctioned monitors, LEA monitors, and state-authorized observers are allowed based on state-specific policy, as long as these individuals do not disturb the testing process.

## **Voiding Student Tests**

Student tests must be voided if there is an instance of cheating, misconduct, or administrative error—whether by a student or by anyone else.

**In the case of student cheating, the school test coordinator must receive a written account of the incident and report the incident to [assessment@la.gov](mailto:assessment@la.gov).**

## TESTING GUIDELINES

### Testing Schedule

The dates for test administration are scheduled by LDOE; however, school systems determine the administration dates within the testing window.

There are two sections that need to be administered during each window. **Sections 1 and 2 must be administered on the same day in the proper order.** For more information about the content and design of the grades 3 and 4 field tests, consult the [IAP assessment guide](#), found in the [Assessment Guidance library](#) of the LDOE website. See the table below for information about the test administration of each section.

GRADES 3 AND 4 FIELD TESTS				
TEST SECTION	FOCUS OF EACH SECTION	TESTING TIME	TEST ADMINISTRATION	TESTING MATERIALS
Section 1	Questions about Unit Text(s) and Unit-Related Text(s)	45 minutes	Sections 1 and 2 must be administered on the <b>same</b> day.  Students will use the same Student Login Ticket for <b>both</b> sections.	Scratch Paper and Pencils Only  [Students are <b>not allowed</b> to have copies of unit texts for any part of the assessment.]
Section 2	Writing Task	45 minutes		

GRADE 5 PILOT				
TEST SECTION	FOCUS OF EACH SECTION	TESTING TIME	TEST ADMINISTRATION	TESTING MATERIALS
Section 1	Reading and Answering Questions about a Set of New Texts Related to the Same Topic	45 minutes	Sections 1 and 2 must be administered on the <b>same</b> day.  Students will use the same Student Login Ticket for <b>both</b> sections.	Scratch Paper and Pencils Only  [Students are <b>not allowed</b> to have reading material on their desks during any part of the assessment.]
Section 2	Writing Task	60 minutes		

**All ELA Innovative Assessment Program test sections are timed, but exceptions are made for students with the accommodation *Extended Time*.**

Unless a student has *Individual or Small Group Administration* as an accessibility feature, all students in a testing group must begin testing on a section at the scheduled time. If a student arrives late, the student may not join that section. The student must wait until makeup testing to complete the missed section and must take the sections in the proper order (Section 1, Section 2).

Refer to Makeup Testing ([page 13](#)) for how to handle students participating in makeup testing.

After each day's scheduled testing, all secure materials must be returned to the school test coordinator for storage in the locked, secure storage area.

If an extended break is scheduled for any reason, secure materials must be returned to the school test coordinator to be stored in the locked, secure storage area during the extended break.

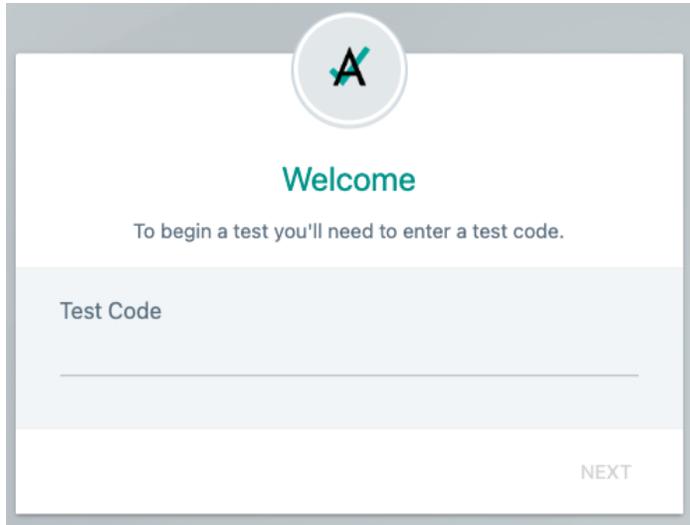
**NOTE:** During the break, maintain test security and carefully monitor students to make sure they do not discuss the test questions. Students are not permitted to use electronic devices or engage in activities that may compromise the validity of the test.

### Short Break Between Sections

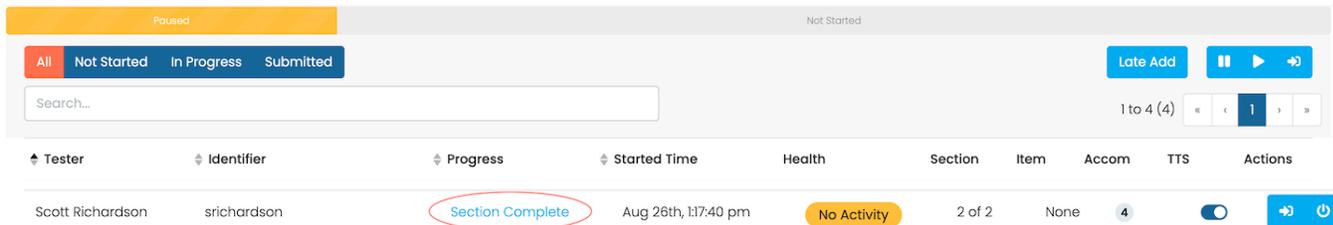
Test administrators should provide students with a break before they begin Section 2.

**NOTE:** Students cannot return to Section 1 after the break.

Once students complete Section 1, they will be directed back to the Welcome page.

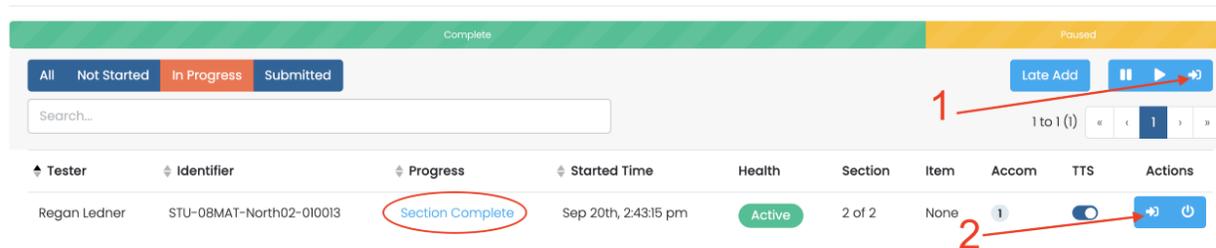


The proctor should verify that students have completed Section 1 in the Proctor Dashboard. The student’s progress in the Proctor Dashboard is set to “Section Complete” when they complete Section 1.



Between Sections 1 and 2, the proctor must open Section 2 for students by doing one of the following:

1. Release Section 2 to **all** students at once **OR**
2. Individually release Section 2 for **each** student



For more information about the proctor dashboard, consult the [LDOE ELA Innovative Assessment Program Support Desk](#).

## Pausing the Test

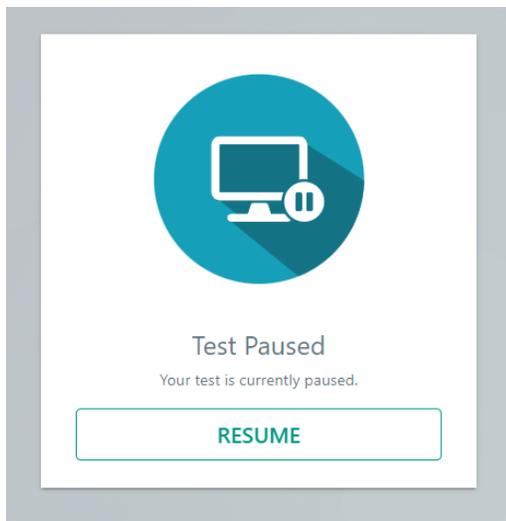
If necessary, a test can be paused from the student screen for up to 20 minutes. If a student needs to leave the room for a short break during the test administration (e.g., restroom break, office visit, etc.), the student should click the **Student Pause** button (shown below). Once this button is clicked, the test items are removed from the screen to maintain test security.

- Student Screen Pause:
  - The **Student Pause** function should be utilized if students have to leave their computer station for any reason for a period of less than 20 minutes.
  - Upon resuming, students are returned to the portion of the test where they were prior to the pause.
  - Notes or markings students made using the online tools before pausing the test will remain.

What are **two** ways that the film and novel versions of *The Hunger Games* present information differently?

A

The film emphasizes the history between Peeta and Katniss right away, but the book only provides this detail once the Hunger Games have begun.



If a student needs to be away from the test for more than 20 minutes, the **Proctor Pause** button from the proctor dashboard should be used. In this case, the student's test section must be resumed by the test administrator before the student can begin testing again.

- Proctor Dashboard Pause:
  - The **Proctor Pause** function should be utilized if a student needs to exit the test without submitting the answers for scoring.
  - If a student needs to move to a new location to continue the assessment, the test administrator should use the **Proctor Pause** button to pause the test until the student is ready to resume testing at the new location.

For more information about the proctor dashboard, consult the [LDOE ELA Innovative Assessment Program Support Desk](#).

For students with the *Extended Time* accommodation who have not completed the test section:

- Do not allow students to attend a lunch period with other students who have completed the day's test.
- Do not allow students to attend any classes or related activities until the day's test is complete.

- See [page 16](#) for more details on Extended Time.

**NOTE:** Once a section is completed, the ADAM system will **not** allow students to return to the section. For special circumstances where students have stopped testing prior to completing a section, refer to [page 27](#), *Locked Test Codes / Student Login Tickets*.

## Testing Conditions

Testing should occur at a time when students will be alert. Tests should not be administered immediately after strenuous physical or mental activity. Students should be informed that the tests are important. However, an overly tense atmosphere should be avoided.

The Board of Elementary and Secondary Education (BESE) policy states that testing shall be conducted in class-sized groups. Grades 4–12 classroom size should be no more than 33 students.

Testing must be administered in the students' usual classroom environment unless permission has been obtained from the LDOE or if student accommodations specify otherwise. BESE policy states that permission for testing in environments that differ from the usual classroom environment must be obtained in writing from the LDOE at least 30 days prior to testing. If testing outside the usual classroom environment is approved, the school system must provide at least one proctor in addition to the test administrator for every 30 students. The [permission form](#) is available in the [Assessment Library](#).

## Testing Environment

The testing environment is defined as any location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet testing environment throughout testing.

Some students may finish testing before others. Reading materials **unrelated** to test content may be made available to these students. **Remember that students must NOT use copies of the unit texts or any other texts studied in class for any part of the assessment. Doing so will result in the student's test being voided.**

## Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials must be covered or removed from the testing room.

The following materials may not be used at any time during the test, including after a student has completed testing (e.g., submits responses to a test section) or during a break. Students, test administrators, or other authorized persons in the testing environment may not possess these or any other prohibited materials:

- All personal electronic equipment not related to testing (e.g., smartphones, portable media players, smart watches, document scanners, eBook reader, electronic pens)  
**Exception:** Test administrators may have devices, but they must be in the “off” position while around secure test materials, except for devices required to provide approved accommodations, online assessments, or technical assistance during testing. Phones may **ONLY** be used in the case of an emergency.
- Any resources (e.g., books, posters, models, displays, teaching aids) that define, explain, illustrate terminology or concepts, or otherwise provide unauthorized assistance during testing.

**Students must not use copies of unit texts or any other texts studied in class for any part of the assessment.** Providing students with classroom texts is considered an administrative error that must be reported and will result in the student’s test being voided. Refer to the [LEAP 2025 Accommodations and Accessibility Features User Guide](#) for additional information on approved resources for an English Learner or a student with a disability.

Follow the general rule that if the material in question may help the student answer, find an answer, or post or copy materials, it is not allowed in the testing environment.

Prior to testing, test administrators must instruct students to place all prohibited materials out of reach during testing (e.g., in a locker or book bag). If students are found to have any prohibited materials in their possession upon arrival, the students must be instructed to hand the materials to the test administrator. If the prohibited material is an electronic device, students must first turn off the device before handing it to the test administrator.

## **Makeup Testing**

Makeup testing must be completed within the testing window. If a student starts a section and leaves the testing environment (e.g., due to illness, family emergency, natural disaster) without finishing that section, the student may be allowed to complete that section on a different day. If there are concerns about a student completing a section, the student should NOT be allowed to begin testing. If a student leaves during a section, the test administrator should note the exact place in the section where the student stopped and the time remaining, and then contact the school test coordinator. Students may not go back to previously answered items.

Test administrators must closely monitor makeup testing to ensure students do not alter any previously entered responses.

The same security and administration procedures described for regularly scheduled administrations should be followed for makeup testing.

- The school test coordinator and principal must schedule makeup test sessions and inform test administrators of the arrangements made.
- The test administrator must keep a record of students who need makeup testing. The record should include each student name, Student Login Ticket (if created), the test and section the student needs to complete, and any accommodations the student should receive. This information should be shared with the school test coordinator each day.
  - The ADAM test codes are unique to each administrator. These codes are the same during makeup testing.
- If a student is absent because of illness during testing, including makeup testing, the test administrator must notify the school test coordinator.

## SPECIAL POPULATIONS AND TEST ACCOMMODATIONS

This section discusses testing for students with disabilities according to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and Section 504 of the Rehabilitation Act of 1973 as well as for English Learners and students who have been designated gifted and/or talented, a state-defined special education category.

Test accommodations are provided to minimize the effects of a disability to ensure students can demonstrate the degree of achievement they actually possess. The goal in using accommodations is to give these students an equal opportunity in assessment, not to give students with disabilities an unfair advantage over other students or to subvert or invalidate the purpose of the tests. (See [Bulletin 118](#).)

**Test accommodations should not be different from or in addition to the accommodations documented on the student’s Individualized Education Program (IEP), Individual Accommodation Plan (IAP), or English Learner (EL) plan and provided in regular classroom instruction and assessment. Test accommodations may not be used if the student does not have a current IEP, IAP, or EL plan.**

If an accommodation or accessibility feature—even an approved accommodation—is not provided in classroom instruction and assessment, it is inappropriate to provide that accommodation during testing. All accommodations or changes to an accommodation must be documented on the IEP, IAP, or EL plan 30 calendar days prior to the start of testing for the student to receive them. School systems should maintain records of IEP accommodations in the online Special Education Reporting system (SER) as well as maintain records for IAP, and EL Accommodations Checklists at the school system or school level. School systems must have a system for documenting and tracking test accommodations for all students who receive Section 504 services. This documentation does not have to be submitted to the Louisiana Department of Education.

Exceptions to standard test administration procedures may be made for special education students if the accommodations are addressed in their IEPs and routinely used in classroom instruction and assessment. More than one accommodation may be used.

### IDEA Special Education Students

All special education students with disabilities according to IDEA are to be tested, except those whose IEPs indicate they participate in LEAP Connect. More than one accommodation may be used.

### Students with One or More Disabilities According to Section 504

The LDOE has adopted the definition of disability derived from the regulations for Section 504 of the Rehabilitation Act of 1973. For the definition and eligibility requirements, see [Bulletin 118](#).

All students with one or more disabilities according to Section 504 are to be tested. More than one accommodation may be used.

### Gifted and Talented Students

Students may be designated as gifted, as talented, or as both. Students so designated are classified by the State as special education and should be so coded in the Education Classification field.

If students are designated as both gifted and talented, code the primary exceptionality as “Gifted.”

These students may qualify under Section 504 and be eligible for accommodations in testing. Such students should be coded **both** as special education and as Section 504. An IAP must have been

completed for the student to receive test accommodations. More than one accommodation may be used.

### **Test Administration Procedures for Section 504 Students**

The school Section 504 Coordinator must provide the school test coordinator and the school system Section 504 Coordinator a list of the Section 504 students with current IAPs and their approved standardized test accommodations by the deadline designated by the school system. The school test coordinator should then give each test administrator whose testing group includes students approved for accommodations a list of those students (special education and Section 504), specifying the accommodations each is to receive.

The choice of a test administrator for students who receive accommodations should be made at the school level. All test administrators, scribes, and interpreters must be trained in test security, administration procedures, and accommodations.

### **Test Accommodations for Special Education and Section 504 Students**

Individual or small group administration must be used if the accommodations will interfere with the testing of other students. Students who receive the same accessibility features or accommodations may be tested together.

The following test accommodations as well as others listed on the IEP as approved for state accommodations or as unique accommodations may be used for IDEA special education students and for students with disabilities according to Section 504.

#### **Braille**

A hardcopy braille form is available for students with a visual impairment who are unable to take the computer-based test.

#### **Large Print**

Students may use the Zoom tool to enlarge the test items and passages.

#### **Answers Recorded (Scribe)**

If a student is unable to write due to disability, the test must be administered individually to allow the student to dictate orally or sign responses to the test administrator, who must record them on the online form. Scribes and others supporting a student's test taking must be neutral in responding to the student during test administration; the assistance in testing must not cue any answer, and the recorded responses must accurately represent the student's choices. The scribe must transcribe responses verbatim from the student and may not prompt or question the student or correct a student's responses. The scribe may ask the student to restate (or sign) words or parts, as needed.

A student using a scribe must be given the same opportunity as other students to plan and draft a constructed response. The scribe may write an outline, plan, or draft exactly as directed by the student, again without any cueing and guidance to the student.

The student must be allowed to review the scribed response in order to make edits. If requested by the student, the scribe may read the scribed response back to the student. The student may dictate changes or edits to the scribe, and the scribe must make those changes exactly as dictated by the student, even if a change is incorrect. All changes must be made during testing.

For items that require a typed or written response, the student is responsible for all capitalization and punctuation. This can be accomplished using one or more of the following rules for punctuation:

- After dictation: The student can dictate the entire response at one time. The scribe will write/type the response without capitalization and punctuation. When the student is finished dictating, the scribe will show the response to the student. The student will tell the scribe which letters are to be capitalized and where punctuation should be added.
- During dictation: The student may add capitalization and punctuation during dictation.
  - For example, when stating the sentence “The fox ran.” the student will say, “Capital T, the fox ran, period.”
  - If a sentence includes other punctuation the student must indicate this. For example, when stating, “The boy bought apples, oranges, and bananas.” the student will say, “Capital T, the boy bought apples, comma, oranges, comma, and bananas, period.”

The scribe can automatically capitalize in the following cases:

- The scribe should capitalize the first letter of a sentence if the student has indicated the punctuation in the previous sentence. For example, if the student said, “Capital T, the fox ran, period. The fox jumped, period,” the scribe would write, “The fox ran. The fox jumped.”
- If the student has indicated for the scribe to begin a new paragraph, the scribe should capitalize the first letter of the new paragraph.

The student must specify capitalization in the following cases:

- If the student has not indicated punctuation in the previous sentence, for example, the student said, “Capital T, the fox ran, the fox jumped, period,” the scribe would write “The fox ran the fox jumped.”
- Other capitalization (e.g., capitalization of proper nouns, acronyms, etc.) must be indicated by the student.

Students must be given the opportunity to proofread their responses, even if they provide capitalization and punctuation during dictation.

## Extended Time

For students with an IEP, IAP, or EL plan who have the accommodation *Extended Time*, the test administration time may have to be altered to allow for intermittent short breaks during the testing period. The time of day the test is administered may be adjusted to a time more beneficial for these students. Students must be given sufficient time to respond to every test item but must take Section 1 and Section 2 on the same day and within the scheduled testing dates.

## Communication Assistance

For statewide assessments, communication assistance is signing or cueing the test for students who are hearing impaired. A test administrator and/or interpreter who is fluent in the signing or cueing modality routinely used by the student should be available to repeat or clarify directions and sign the tests **if warranted** by the student’s IEP. The tests should be signed directly as written. The students must be tested individually or in a small group. Directions may be signed or cued. The test administrator must exercise caution to avoid providing answers. It is a breach of test security to provide signs or cues that convey answers; this results in an invalid score. (See [Bulletin 118](#).)

## Transferred Answers

If a student records responses on scratch paper or assistive technology devices, the test administrator/scribe must transfer the student’s responses onto the online form exactly as the student wrote them. The test administrator must also write “*Transferred*” on the top of the material from which the responses were transferred. Student responses not transferred will not be scored. The school test coordinator must verify that all responses have been transferred. Any sheets of paper, photocopies, computer disks, or printouts created in transferring answers are secure test materials. These materials must be returned to the school test coordinator and maintained in the locked, secure area until any questions regarding the scores have been resolved.

## Individual / Small Group Administration

Tests may be administered to an individual or a small group of students (maximum of 8) who require more attention than can be provided in a larger classroom. If a student has other accommodations that affect the standard administration of the test (*Answers Recorded*), individual or small group administration **must** be used. The school test coordinator should plan for this while planning for all logistics of testing. Students testing in small groups must be seated an adequate distance apart to prevent copying. Students who have the accommodation *Individual Administration* must be tested one-on-one by a test administrator in a location separate from other students.

## Tests Read Aloud (Text-to-Speech)

The Text-to-Speech (TTS) function is available for students who have the *Tests Read Aloud* accommodation on an IEP, IAP, or EL checklist. TTS allows students testing online to listen via headphones or speakers to test information displayed on the screen. Words and numbers, including test directions, items, answer choices, and other information, will be read aloud and can be repeated as necessary.

If TTS is enabled for a student’s test, the student will see the ***Text-to-Speech*** tool bar (shown below) when starting the test.



**Students must select the following button to enable TTS:**



This allows students to click anywhere in the test item and for the TTS tool to begin reading from that point.

**NOTE:** All parts may be read aloud to students with the accommodation *Tests Read Aloud*.

## Other

Other approved accommodations may be used, but they must be determined by the IEP team or Section 504 committee and documented on the student's IEP, IAP, or EL plan and they must not breach test security or invalidate the meaning of the test score or the purpose of the test.

**NOTE:** Accessibility options (including options such as color scheme, font size, and zoom) are not accommodations. For example, all students may have directions repeated.

## Special Considerations for Deaf and Hard-of-Hearing Students

The following guidelines should be considered for students who are deaf or hard of hearing.

The signing modality routinely used in the students' classroom instruction should be considered when administering the tests. Both a test administrator and interpreter may be used to administer the test, but both must be trained in test security and administration.

### Physical Setting

- Students' auditory listening devices should be in good repair and used during the testing period.
- Students who depend primarily on lipreading should be seated no more than ten feet from the test administrator.
- The test is to be administered in a student's usual mode of communication.
- Be sure the room is well lit, with the source of light directed toward the test administrator; that is, the test administrator should avoid standing in front of windows or other sources of bright light.
- Be sure students are watching the test administrator during the delivery of all instructions.

### Use of Fingerspelling

If portions of the test are signed, as warranted by a student's IEP, then the test may be projected using a document camera or transparencies. The school test coordinator may request transparencies from the district test coordinator. All transparencies must be returned to the district test coordinator. The transparencies are secure documents; district test coordinators must shred them following testing.

Signs must **not** be used when the sign would reveal the answer to the item. These words are to be fingerspelled. Care should also be taken in the use of nonmanual markers (facial expression, body language, objects) that might reveal the answer to the question.

Test items must be signed exactly as written.

A test administrator and/or interpreter who is fluent in the signing or cueing modality routinely used by the student should be available to repeat or clarify directions and sign the tests.

### English Learners (ELs)

Refer to [Bulletin 118](#) for the definition of an English Learner (EL). All ELs are to be tested except those who participate in LEAP Connect.

All ELs may receive EL accommodations if they are used routinely in the students' classroom instruction and assessment and documented on the EL checklist.

ELs with an *Extended Time* accommodation must be given sufficient time to respond to every test item but must take Sections 1 and 2 on the same day and within the scheduled testing dates.

Have English/native-language word-to-word dictionaries (no definitions) available to ELs—but only if this accommodation is documented in a student’s EL Accommodations Checklist and has been routinely used in the student’s classroom instruction and assessment.

### **Exceptions for Test Accommodations**

A student with a disability or an English Learner may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student’s IEP, IAP, or EL plan.

### **Special Considerations for Testing**

With the support of the school administration, the school test coordinator also has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, school-level teams may determine that any student may require one or more of the following test administration considerations, regardless of the student’s status as a student with a disability or as an English Learner, as documented on a Personal Needs Profile (PNP) or accommodations plan:

- Frequent breaks
- Time of day
- Small-group or individual testing
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture
- Read aloud to self

## TEST MATERIALS

The following test materials are provided by the school test coordinator:

- ADAM test codes
- Student rosters

The test administrator must provide students the following:

- Blank or lined scratch paper
  - Students can request more scratch paper during the test, if needed. All scratch paper—used and unused—must be collected after testing.
- Pencils
- Testing devices that meet the minimum technology specifications set forth by LDOE (**NOTE:** Students should not supply their own device for testing.)
- Headphones (for students who require them)
- Materials necessary for accessibility features
- Timing devices such as a clock or watch, to keep track of time during testing (if one is not clearly visible in the testing room)

**The following is a list of materials to be provided by the school test coordinator, along with procedures to follow. Anything with test items or student responses is considered secure material:**

- **LEAP ELA Innovative Assessment Program Test Administration Manual—Grades 3 and 4 Field Test and Grade 5 Pilot**—This manual contains the procedures to be followed during the administration of the assessments. It is crucial that test administrators read all general instructions and directions for the tests they are going to administer—prior to testing. The manual is available at the school system’s SFTP site.
- **Student Login Tickets**—When students enter the ADAM test code to begin the test section, they will be asked to enter their Louisiana Secure ID (LASID) before they can begin the assessment. Login Tickets may be provided to students and should be treated as secure material.
- **Student Test Roster**—The roster identifies the students in the test session. Student test rosters are secure materials that must be accounted for each day.
- **Braille**—A braille kit (with transfer instructions) will be provided for the test.
- **Headphones**—Headphones are required for students who receive the *Text-to-Speech* accommodation. Volume controls can be accessed by selecting the Options button and then Audio Settings. The volume can be adjusted during the test.
  - Noise-reduction headphones (i.e., headphones not connected to a device) are an accessibility feature and used to minimize distractions during testing. Test administrators are responsible for ensuring that these headphones are not connected to any device.

**Test administrators must resolve all material shortages (e.g., headphones, scratch paper, pencils) with the school test coordinator *before* test administration.**

## ROLES AND RESPONSIBILITIES: QUICK REFERENCE

### District Test Coordinator

The following checklists were designed to assist in the administration of the LEAP ELA Guidebooks Grades 3 and 4 Field Tests and the IAP Grade 5 Pilot. They do not replace the detailed procedures in this manual. The district test coordinator's responsibilities include the following:

#### Before Testing

- Read this *Test Coordinator Manual* in its entirety. Feel free to mark in the manual.
- Attend the test coordinator training webinar.
- Schedule testing, make-up dates, and times of testing, based on the Key Dates.
- Complete the Online Tools Training (OTT), and review the **Pause, Flag, Review, Finish, and Submit** functions that will be available to the students.
- Work with school test coordinators and technology coordinators (or whomever prepares the computers for testing) to establish a testing plan.
- Become familiar with technology and technology documentation.
- Conduct school system training sessions and any additional training.
- Update the school system test security policy and submit the Statement of Assurance and an electronic version of the school system test system security policy to the LDOE annually.
- Verify that an appropriate locked, secure storage area has been designated at each school.
- Report immediately to the LDOE any damaged or missing secure materials.
- Return any missing secure materials to the LDOE when they are found.
- Verify you can log into ADAM as the district test coordinator ([www.adamexam.com](http://www.adamexam.com)).
- Set up school test coordinator accounts in ADAM.
  - ✓ Work with school test coordinators to create classes and proctor groups in ADAM.

#### During Testing

- Be readily available to answer questions about test security, administration, and return of materials.
- Be readily available to Reseat or Unsubmit student test sessions as necessary.
- Report immediately to the LDOE any breaches of test security.
- Document and track test accommodations for students who receive Section 504, special education, and EL services.

#### After Testing

- Collect materials from schools daily.
  - ✓ Ensure that all school test coordinators know the deadline for returning materials.
- Destroy secure materials (scratch paper; ADAM test codes; Student Login Tickets, if printed by schools, etc.).

## **Chief Technology Officer (or whomever prepares the computers for testing)**

The following checklists were designed to assist in the administration of the LEAP ELA Guidebooks Grades 3 and 4 Field Tests and the Grade 5 IAP Pilot. They do not replace the detailed procedures in this manual. The chief technology officer's responsibilities include the following:

### **Before Testing**

- Attend relevant trainings.
- Become familiar with ADAM Technology Guidelines.
- Ensure URLs are white-listed per ADAM Technology Guidelines.
- Install secure ADAM browser (<https://mzdevinc.com/lockdown>).
- Ensure computers are configured prior to testing.
- For both test security and device performance, unnecessary background processes and software should be removed, turned off, or disabled. Prior to testing, sites should review which processes and software are running in the background and have a procedure for disabling them before the assessment and enabling them after the assessment.
- Create a communication plan with the school test coordinator to support test administrators during testing.
  - ✓ Communicate that Chromebook users should set display size to 100%.
- Ensure back-up devices are available, configured, and fully charged.

### **During Testing**

- Be readily available to answer questions and troubleshoot.

## **School Test Coordinator**

The following checklists were designed to assist in the administration of the LEAP ELA Guidebooks Grades 3 and 4 Field Tests and the IAP Grade 5 Pilot. They do not replace the detailed procedures in this manual. The school test coordinator's responsibilities include the following:

### **Before Testing**

- Attend school test coordinator training.
- Review in their entirety the test coordinator and the test administration manuals.
- Distribute the test administration manual to test administrators before the training session.
- Become familiar with technology and technology documentation.
- Review the Online Tools Training (OTT).
- Schedule the OTT for students prior to testing.
- Conduct a training session on test security, test accommodations, and test administration for test administrators and all other persons who have access to secure materials before, during, and after test administration.
- Provide additional training as needed.
- Work with technology coordinators (or whomever prepares the computers for testing) to assess the school's capacity for online testing, ensure requirements have been met, and establish a testing plan.
- Verify testing dates and scheduling times with the district test coordinator.

- Establish a communication plan with test administrators and technology coordinators (or whomever prepares the computers for testing) to be used during testing.
- Arrange for makeup testing.
- Submit a Permission Form for Testing in Environments Different from the Usual Classroom Setting to the district test coordinator by the school system deadline if planning to test in any environment that differs from the usual classroom environment.
- Make arrangements for locations for students testing in small groups or individually, including students requiring *Extended Time* accommodations; verify that classrooms have been prepared for testing, including the covering or removal of all academic materials from the walls.
- Compile a list of students approved for accommodations, with the accommodations they are to receive, and provide the list of such students in a testing group to test administrators.
- Verify students receiving braille forms are properly coded in ADAM with a braille accommodation.
- Create proctor groups (if desired).
- Print and distribute Student Login Tickets (if desired) and rosters to test administrators.
- Distribute ADAM test codes and proctor passwords to test administrators immediately before testing.

### **During Testing**

- Manage Student Login Tickets (if printed).
- Ensure there is enough scratch paper (blank or lined) for each student.
- Be readily available to answer questions.
- Monitor testing.
- Be readily available to Reseat student test sessions if necessary.
- View testing status to ensure testing is complete.
- Collect and verify return of all secure test materials from test administrators at the end of each testing day, including Student Login Tickets (if printed), rosters, and accommodations lists.
- Ensure that test materials are locked in a secure storage area.
- Report any testing irregularities to the district test coordinator.
- Monitor makeup testing.

### **After Testing**

- Ensure all student sections are submitted if students have completed their tests.
- Collect and destroy all used scratch paper.
- Collect ADAM test codes, Student Login Tickets (if printed), rosters, accommodations lists, and any secure materials from test administrators.
  - ✓ Return materials to the district test coordinator.
- Ensure all test administrators and any paraprofessionals who assisted during testing complete and return the Oath of Security and Confidentiality Statements to maintain at the school for three years.

## Test Administrator

The following checklists were designed to assist in the administration of the LEAP ELA Guidebooks Grades 3 and 4 Field Tests and the IAP Grade 5 Pilot. They do not replace the detailed procedures in the manual. The test administrator’s responsibilities include the following:

### Before Testing

- Read the *LEAP ELA Innovative Assessment Program Test Administration Manual—Grades 3 and 4 Field Test and Grade 5 Pilot* in its entirety. Feel free to mark in the manual. If you have questions, ask the school test coordinator.
- Attend the required training session(s) on test security and administration.
- Complete, sign, and submit the Test Administrator Pre-Administration Oath of Security and Confidentiality Statement ([page iv](#)) to the school test coordinator.
- Complete the Online Tools Training (OTT), and review the ***Pause, Flag, Review, Finish, and Submit*** functions.
- If you are testing students with accommodations, discuss with the school test coordinator arrangements that need to be made. Make sure you have a list of those students and the accommodations they are to receive.
- Plan seating arrangements that will ensure independent work during testing.
- Make sure pencils are sharpened and have good erasers.
- Remove or cover all materials in the room that are related to the content of the test. This includes maps, charts, diagrams, and other educational aids.
- Make sure the testing environment has adequate lighting, ventilation, and minimal distractions.
- Make sure testing devices, especially Chromebooks, are fully charged.
- Pick up test materials from the school test coordinator, following established security procedures, and verify that you have the correct and sufficient quantity of materials for your testing group.

### During Testing

- Administer all tests in strict accordance with the procedures detailed in this manual and with [Bulletin 118](#).
  - ✓ It is required that the assessment be administered in the order outlined in the administration table (i.e., Section 1 is administered first; Section 2 is administered second).
- Place a “Testing—Do Not Disturb” sign on the testing room door.
- Distribute test materials including Student Login Tickets (if printed), pencils, and scratch paper.
- Read the directions to students verbatim from the appropriate test administration manual. The boldface text inside boxes is to be read aloud.

**NOTE:** At any time during a test, a test administrator may repeat a portion of test administration directions, if necessary, for clarification.

- Make sure students work only on the test section being administered.
- Troubleshoot computer-based testing issues as needed.
- Ensure that students receive their approved accommodations. Ensure that students with a PNP receive their accessibility feature(s). If a student has the TTS accommodation, make sure the TTS player is visible on the student’s computer screen.
- Keep track of test time to ensure students are provided the full amount of time per test section.

- Maintain a calm testing environment. Disruptive students may be removed from the room; they may continue for the remainder of the testing time in a separate testing group or during makeup testing.
- Focus full attention on the testing environment at all times.
  - ✓ Continually monitor the testing process by moving unobtrusively about the room.
  - ✓ Ensure that students are supervised during testing, including during breaks.
- Ensure that students do not participate in any form of cheating, such as using notes, textbooks, or other teaching materials during testing; sharing test items with other students; or soliciting help in answering test items from other students, school personnel, or anyone else.
- Prevent the use of prohibited materials during testing sections.
- Do not provide assistance that could impact a student’s test results. Examples include, but are not limited to:
  - ✓ Providing answers to students
  - ✓ Indicating that a student has answered incorrectly or left an item blank
  - ✓ Defining words, spelling words, or providing synonyms
  - ✓ Influencing a student’s response by offering hints, clues, cues, facial expressions, nods, or changes in voice inflection
  - ✓ Altering, explaining, or paraphrasing any part of a test item, reading passage, or writing prompt
  - ✓ Suggesting that students write more on an item, check their work, or review or reconsider an answer
- Use the proctor dashboard to monitor student progress and release students to Section 2 of the assessment.
- Allow a short break between sections as instructed in this manual. Maintain test security during the break.
- Complete any documentation necessary for reporting any testing irregularity or security breach.
- Collect all test materials as directed and verify that all test materials have been returned **before** dismissing students.

### **After Testing**

The following materials must be returned to the school test coordinator daily:

- ADAM test codes
- Student rosters
- Lists of students with accommodations
- Student Login Tickets (if printed)
- Used and unused scratch paper
  - ✓ All used scratch paper must be securely destroyed. Schools may only reuse scratch paper if the paper is completely blank.

When returning test materials to the school test coordinator, **separate** the test materials for those students who need to make up a test section from those who have completed testing. Inform the school test coordinator of students who require makeup testing.

**NOTE:** All materials containing student responses must be returned to the school test coordinator. Any sheets of paper, photocopies, or printouts created in transferring answers are secure test materials. These materials must be returned to the school test coordinator and maintained in the locked, secure area until any questions regarding the scores have been resolved.

- Submit written reports and documentation for any testing irregularities or suspected incidents of cheating to the school test coordinator.
- Complete the Test Administrator Post-Administration Oath of Security and Confidentiality Statement ([page v](#)).
  - ✓ By signing this form, test administrators are stating that they maintained the security and confidentiality of all secure materials and participated in professional development on test security and administration. If both test administrators and scribes participate in test administration, then each should complete a form. Interpreters should also sign the form and write “Interpreter” next to their names. Return this form to the school test coordinator, who will maintain the forms on file at the school for three years.
- Write your name (as test administrator) on the cover of the *LEAP ELA Innovative Assessment Program Test Administration Manual—Grades 3 and 4 Field Test and Grade 5 Pilot* and return the manual to the school test coordinator. If other paraprofessionals used the *LEAP ELA Innovative Assessment Program Test Administration Manual—Grades 3 and 4 Field Test and Grade 5 Pilot*, have those individuals also write their names on the cover of the manuals and return those to the school test coordinator.

## TESTING ISSUES

### Student Changes (Transfers/Additions/Etc.)

Students who change classrooms or enter/exit/move within the school system:

<i>If...</i>	<i>Then...</i>
A student moves from one classroom to another classroom:	The school test coordinator has the ability to update the Class Roster through ADAM. ADAM automatically rescans classes every 30 minutes to update Administrations. This removes the student from the previous roster and places them on the roster for the new classroom.
A new student moves into the school system <i>prior</i> to or <i>during</i> the school system test window:	The district test coordinator and school test coordinator have the ability to manually add new students or move students who have transferred to a new school within the same school system.
A student moves from one school to another school within the participating school system <i>prior</i> to testing:	
A student moves into the school system or out of the school system to another system that is also participating in the assessment:	Please contact the Help Desk for assistance by calling 855-866-5778.

### Locked Test Codes / Student Login Tickets

Student Test Code/Student Login Ticket locks before testing is completed:

<i>If...</i>	<i>Then...</i>
<p>Test is <b>closed by the student</b> by unintentionally exiting the testing window.</p> <p>Or</p> <p>Test is <b>closed by the system</b> because the student has been paused or inactive for too long (timed out) or disrupted by a technical failure such as a computer crash or Internet outage.</p> <p>Or</p> <p>Test is <b>closed by the proctor</b> even though the student did not complete the test. (For example, in cases of student illness during the test session, or when class testing is paused due to a fire drill.)</p>	<p>The student session status in the proctor dashboard will show as <i>In Progress</i> or <i>Reseat</i>.</p> <p><b>During a Test Session:</b> The Proctor can <b>Reseat</b> the student using the <i>Reseat</i> button in the proctor dashboard. The student will need to re-enter their test code and ID to reopen the test and resume testing. The system will reseat the student to the question they were on when the test was previously exited.</p> <p><b>On the Same Day as a Test Session:</b> A proctor can <b>Reseat</b> the student using the <i>Reseat</i> button in the proctor dashboard. The student will need to re-enter their test code and ID to reopen the test and resume testing. The system will reseat the student to the question they were on when the test was previously exited.</p> <p><b>On Another Day After the Test Session:</b> The student’s incomplete session will be autosubmitted by the system at the end of the day of the test session. Reopening a test on another day requires approval by LDOE. District Test</p>

<i>If...</i>	<i>Then...</i>
	<p>Coordinators should contact LDOE for this approval.</p>
<p>Test is <b>Submitted</b> by the student unintentionally by using the <i>Finish</i> button or other <i>Submit</i> function before completing the test, and the student needs to log back in to complete the test.</p> <p>Or</p> <p>Test was paused or interrupted during the original test session and then autosubmitted and locked by the system at the end of the day before the student could complete the test.</p>	<p>The student session status in the proctor dashboard will show as <i>Submitted</i>.</p> <p><b><u>During a Test Session:</u></b>  An authorized District Test Coordinator can <b>Unsubmit</b> the student session using the <i>Unsubmit</i> button in the proctor dashboard. The Coordinator or Proctor will then need to <i>Reseat</i> the student to the unsubmitted test. The student will need to re-enter their test code and ID to reopen the test and resume testing.</p> <ul style="list-style-type: none"> <li>• If the student was on Section 1, then they will be returned to Section 1 when the test resumes.</li> <li>• If the student was on Section 2, they will still be returned to Section 1 when the test resumes. The student will need to resubmit Section 1 and the proctor will need to release the student to Section 2.</li> </ul> <p>Students may not go back to previously answered items. <b>Test administrators must closely monitor reopened testing to ensure students do not alter any previously entered responses.</b></p> <p>District Test Coordinators must submit a testing irregularity form for all unsubmitted tests.</p> <p><b><u>On the Same Day as a Test Session:</u></b>  An authorized District Test Coordinator can <b>Unsubmit</b> the student session using the <i>Unsubmit</i> button in the proctor dashboard. The Coordinator or Proctor will then need to <i>Reseat</i> the student to the unsubmitted test. The student will need to re-enter their test code and ID to reopen the test and resume testing.</p> <ul style="list-style-type: none"> <li>• If the student was on Section 1, then they will be returned to Section 1 when the test resumes.</li> </ul>

<i>If...</i>	<i>Then...</i>
	<ul style="list-style-type: none"> <li>If the student was on Section 2, they will still be returned to Section 1 when the test resumes. The student will need to resubmit Section 1 and the proctor will need to release the student to Section 2.</li> </ul> <p>Students may not go back to previously answered items. Test administrators must closely monitor reopened testing to ensure students do not alter any previously entered responses.</p> <p>District Test Coordinators must submit a testing irregularity form for all unsubmitted tests.</p> <p><b><u>On Another Day After the Test Session:</u></b> The student’s incomplete session will be autosubmitted by the system at the end of the day of the test session. Unsubmitting and reopening a test on another day requires approval by LDOE. District Test Coordinators should contact LDOE for this approval.</p>
A testing irregularity is detected (For example, student exits the section in a way that the secure browser detects an irregularity):	<p>Test administrator/proctor must reseal the student using the <i>Reseat</i> action in the proctor dashboard. Once the student has been reseated, the original test code may be used to resume the test. If a testing irregularity is detected, it is important for a test administrator/proctor to document what occurred with the student section that caused the testing irregularity.</p>

### Invalidating a Student’s Test

A student’s test needs to be voided due to a testing irregularity:

<i>If...</i>	<i>Then...</i>
A testing irregularity occurs while a student is testing, and the student’s score is no longer valid:	Contact <a href="mailto:assessment@la.gov">assessment@la.gov</a> .

### Technical Issues

Student experiences technical issues while testing:

<i>If...</i>	<i>Then...</i>
A student experiences technical issues (e.g., cannot log in, cannot advance to the next screen, cannot submit answers) while testing:	Contact your school test coordinator.

## Unsubmit Button

When a student’s test has a status of Submitted in the proctor dashboard, but the test needs to be reopened, an authorized District Test Coordinator can Unsubmit the student session using the Unsubmit button in the proctor dashboard in the following cases:

### During a Test Session

In the case of accidental test submission by a student, an authorized District Test Coordinator can Unsubmit a student session, if allowable per LDOE assessment policies, using the Unsubmit button in the proctor dashboard. The Coordinator or Proctor will then need to Reseat the student to the unsubmitted test. The student will need to re-enter their test code and ID to reopen the test and resume testing.

- If the student was on Section 1, they will be returned to Section 1 when the test resumes.
- If the student was on Section 2, they will still be returned to Section 1 when the test resumes. The student will need to resubmit Section 1 and the proctor will need to release the student to Section 2.

**Students may not go back to previously answered items.** Test administrators must closely monitor reopened tests to ensure students do not alter any previously entered responses.

District Test Coordinators should log all test that were unsubmitted after the original Test Session, along with the reason for unsubmital.

### On the Same Day as a Test Session

An authorized School Test Coordinator or District Test Coordinator can Unsubmit a student session, if allowable per LDOE assessment policies, using the Unsubmit button in the proctor dashboard. The Coordinator or Proctor will then need to Reseat the student to the unsubmitted test. The student will need to re-enter their test code and ID to reopen the test and resume testing.

- If the student was on Section 1, then they will be returned to Section 1 when the test resumes.
- If the student was on Section 2, they will still be returned to Section 1 when the test resumes. The student will need to resubmit Section 1 and the proctor will need to release the student to Section 2.

Students may not go back to previously answered items. Test administrators must closely monitor reopened testing to ensure students do not alter any previously entered responses.

District Test Coordinators should log all test that were unsubmitted after the original Test Session, along with the reason for unsubmital.

### On Another Day After the Test Session

Unsubmitting and reopening a test on another day after the original test session requires approval of LDOE. District Test Coordinators should communicate with LDOE to request that a test be unsubmitted. Such requests should be submitted to LDOE in advance of when the student is scheduled to resume testing to allow time for the approval process.

District Test Coordinators must submit a testing irregularity form for all unsubmitted tests.

Item	TTS	Accom	Code	Actions
100% Attempted	<input type="checkbox"/>			⋮
100% Attempted	<input type="checkbox"/>			<div style="border: 2px solid red; padding: 5px;">           Actions            ⏪ Unsubmit Session         </div>
None	<input type="checkbox"/>			
0% Attempted	<input type="checkbox"/>			⋮
100% Attempted	<input type="checkbox"/>			⋮