

Standard Operating Procedures: Viewing the North Dakota State Assessment for ELA and Mathematics –2018-2019

Purpose

The purpose of this document is to provide a Standard Operating Procedures (SOP) for districts and schools that receive requests for the viewing the North Dakota State Assessment (NDSA) 2018-2019 for ELA and Mathematics.

State law (NDCC 15.1-21-14) requires that a school district provide the opportunity for individuals over the age of 20 to view the NDSA as soon as the test is ready to be administered.

The NDSA 2018-2019 will be administered for grades 3-8, 10 for ELA and Mathematics. The procedure in this document does not provide information to view the Alternative Assessment. Please contact the school district Special Education Director with any questions about the Alternative Assessment.

Requirements:

Who can administer the viewing of the NDSA?	Who can view the NDSA for ELA and Math?
<p>User Roles: State, District Administrator (DA), District Test Coordinator (DTC), School Test Coordinator (SC), Test Administrator (TA).</p> <p>*All those administering the viewing MUST have completed the TA Certification on the NDSA portal.</p>	<p>Individuals over age 20</p>

- The NDSA can only be viewed at a testing location.
- The individual must schedule the viewing in advance by contacting the school for an appointment.
- The school will work with ND DPI and AIR Program Team to generate a demo student to use for viewing.

Procedure

Before the Viewing:

1. The Individual will contact their school to schedule an appointment to view the test.
2. The **School Test Coordinator** will schedule a time with the individual to view the NDSA.
3. The **School Test Coordinator** will inform the individual of the following:
 - a. The viewing of the NDSA will be supervised by the person administering the viewing.
 - b. The viewed test will be in the same online format as it will be administered.
 - c. For security purposes, please note the following:
 - i. No photos will be allowed to be taken
 - ii. Cell phones cannot be brought into the viewing area
 - iii. Notetaking is not allowed.
4. The **Test Administrator** will contact ND DPI for a demo student login information.

5. ND DPI will work with AIR Program Team, as needed.

During the Viewing:

1. **Test Administrator** will inform the individual that no photos can be taken, cell phones cannot be brought in, and notetaking is not allowed.

Administering the Test:

1. **Test Administrator** will log into TA interface using their personal login information.
2. **Test Administrator** will assist the individual with logging into the student interface with the demo student, using Secure Browser on a device at the testing location.
3. The individual will view the NDSA, as provisioned by the State law (NDCC 15.1-21-14).

Format

- The test will be administered for viewing in the same format as it will be administered to students.
- The individual will take the test online in a secure browser.
- Individuals will need to select an answer before proceeding to the next question. Any answer will allow the individual to proceed to the next question.