Examiner's Manual

Science & Social Studies

Spring 2014

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Contact Us

Telephone Assistance	
For questions about	**Contact**
• Colorado assessment policies • accommodation requests • test incidents and security violations • general testing questions	**Colorado Department of Education's Assessment Unit** Telephone: 1-303-866-6929 Fax: 1-303-866-6680 Email: monroe_m@cde.state.co.us Website: http://www.cde.state.co.us/assessment
• shipment status • missing shipments • additional orders • student information updates or changes • PearsonAccess	**Pearson Customer Service** Telephone: 1-888-687-4759 (Monday through Friday, 7:00 a.m. to 6:00 p.m. MT) Live Chat: http://www.pearsonaccess.com/co Email: COHelp@support.pearson.com Website: http://www.pearsonaccess.com/co

For technology issues during test administration, please **call** Pearson at 1-888-687-4759.

Resources Available Online	
Reference materials available online	**Located at**
Recorded Trainings	http://www.pearsonaccess.com/co > Support > Resources > Training
Important Dates	http://www.pearsonaccess.com/co > Support > Resources > Important Dates
CoAlt Examiner's Manual	http://www.pearsonaccess.com/co > Support > Resources > Manuals and Documents
Memos	http://www.pearsonaccess.com/co > Support > Resources > Memos
PearsonAccess User's Guide	http://www.pearsonaccess.com/co > Support > Resources > Reference Guides
Sample Items	http://www.cde.state.co.us/assessment/CoAlt-Items.asp
CDE Procedures Manual	http://www.cde.state.co.us/assessment/newassess-sum

Purpose of the CoAlt: Science and Social Studies

The Colorado Alternate Assessment (CoAlt) is a standards-based assessment designed specifically for eligible students with significant cognitive disabilities. The primary purpose of the assessment program is to determine the level at which Colorado students with significant cognitive disabilities meet the Extended Evidence Outcomes (EEOs) of the Colorado Academic Standards in the content areas of science and social studies.

Changes from Previous Years

The CoAlt: Science and Social Studies has several changes from the CoAlt: Reading, Writing and Mathematics assessments.

- The student is presented with three answer options rather than four.

- The student will work with the test item until he or she provides the correct answer or the maximum number of attempts is reached.

- The scoring rubric incorporates the level of independence and answer, which will no longer be collected as two separate score points.

- CoAlt Test Examiners may not reword prompts, but must follow the script exactly as written.

- A cue for the student to engage is included as the additional prompt, and will no longer need to be created by the CoAlt Test Examiner.

- CoAlt Test Examiners may mark student scores on the score recording form or in the test book, but final student scores must be entered online via PearsonAccess.

Test Books

The pages of the CoAlt: Science and Social Studies test books are oriented so that the CoAlt Test Examiner administers the test while facing the student. The test book includes scripted text for the CoAlt Test Examiner to read test questions and answer choices to the student.

Item Types

Selected Response items present three answer options from which the student selects an answer to the question presented.

Supported Performance Tasks require the student to manipulate option cards in order to respond to three related prompts for each item. Students use the option cards to complete a chart or graphic. This item type allows students to demonstrate their knowledge and skills through a series of prompts, during which students are guided to create a product that reveals their understanding of specific concepts and skills.

All CoAlt Test Examiners must thoroughly read the *CoAlt Examiner's Manual* prior to test administration. Following the guidelines and test administration instructions within this manual will ensure that every student taking the assessment receives the same standard directions and administration conditions during the assessment.

Responsibilities of the CoAlt Test Examiner

The primary responsibility of the CoAlt Test Examiner is to provide a standardized, ethical administration of the CoAlt. This will ensure that every student has an equal opportunity to demonstrate what he or she knows within standard conditions provided to all students taking the test.

CoAlt Test Examiners must perform the following tasks:

During All Stages

- Ensure that all materials are secured at all times according to state policy and the chain of custody requirements on page 5 of this manual.
- Follow the schedule for test administration as communicated by the School Assessment Coordinator (SAC).
- Follow the communication protocol for the school and, if a problem occurs, immediately notify the SAC.

Before Testing

- Read this manual, the *CoAlt Examiner's Manual* (also available on PearsonAccess).
- View the CoAlt Scorer Entry and Administration training.
- Participate in district and/or school CoAlt administration training.
- Sign the Certification Form and deliver the signed form to the SAC.
- Receive CoAlt test books and task manipulatives from SACs and review them at least one week before the test window.
- Prepare task manipulatives as described on page 6.
- Determine if any accommodations are needed for students. If adaptations need to be prepared, CoAlt Test Examiners must notify their SACs. Accommodations for students must be indicated by Test Examiners in PearsonAccess.
- Administer available sample items to students to prepare them for testing.
- Prepare the testing environment as described on page 6.

During Testing

■ Administer the assessment according to instructions included in this manual and trainings.

■ Track each student's time on test to be entered into PearsonAccess

After Testing

■ Enter student scores, accommodations on Individualized Education Programs (IEPs), and accommodations used during testing into PearsonAccess.

■ Answer test validation questions in PearsonAccess, including time on test.

■ Sign the Secure Return Form. The form must be inserted (but not sealed) into the secure return envelope with all task manipulatives.

■ Organize test materials for return to the SAC after each individual administration.

Test Materials

The following table lists the test materials for CoAlt science and social studies assessments.

Resources Provided by Pearson	Materials to Prepare

• **PACKET, COALT** (includes the following shrink-wrapped materials)
  • TB, COALT (*Examiner's Manual*, test book)
  • COALT ENVELOPE, SEC (secure return envelope)
  • TASK MANIPULATIVES (includes the following shrink-wrapped materials)
    ▪ Secure Return Form
    ▪ Score Recording Form
    ▪ Task Manipulatives
	• Pencil/Pen
	• Individualized CoAlt Accommodations (as needed)
	• Black marker
	• Clock or stopwatch to record time on test
	• Clear plastic zip-top bag or alternate storage container (optional)

Test Security

Reproducing Test Materials

Reproduction or redistribution of the test books, task manipulatives, and score recording forms is not permitted in any way, except for allowable CoAlt accommodations using procedures detailed in section "CoAlt Test Accommodations" on pages 11 and 12. Reproduction or redistribution includes discussing, memorizing, photocopying, photographing, scanning, encoding, emailing, Morse code, note taking, text messaging, blogging and other forms of social networking, or any other reproduction methodology that would violate the security of the test.

Student materials may be reproduced for individualized accommodations but must be treated as secure and not stored in the classroom. Any individualized accommodations made to the student materials must be returned to the SAC for secure destruction by the District Assessment Coordinator (DAC).

Chain of Custody

A documented chain of custody must be maintained for all test materials before, during, and after test administration. The following are chain of custody requirements for CoAlt test administration.

- Anyone with access to CoAlt materials must be trained on Test Security and Ethics prior to being provided with access to assessment materials.

- All secure CoAlt materials must be accounted for and stored in a secure and locked location before and after testing.

- The SAC is responsible for the distribution and collection of CoAlt materials to and from Test Examiners immediately before and after test sessions. CDE recommends that the assessments be distributed no more than 15 minutes prior to the test section and be collected within 15 minutes after the test section.
  - Due to the unique nature of the CoAlt assessments, Test Examiners will need access to the student's materials in advance of administration in order to prepare any necessary accommodations, and to organize the provided student materials and manipulatives.
  - If test administration for a student extends over multiple days, materials will need to be checked in and out after each testing session.

- All CoAlt: Science and Social Studies assessment materials must be secured while in the Test Examiner's possession and test materials must not be stored in classrooms in advance of, or following the administration.

- Students may not have access to any test content or test materials except during testing sections.

- After testing for a student is completed, the Test Examiners must return task manipulatives, score recording forms and security forms to the SAC in the unsealed secure return envelope. Accommodated task manipulates are returned to the SAC.

- All secure test materials, both used and unused, must be returned.

- Missing test books or any test irregularities must be reported to the SAC/DAC.

Ethics

It is a breach of professional ethics for school personnel to provide verbal or nonverbal clues or answers; teach items on the test; share writing prompts; or coach, hint, or in any way influence a student's performance during the test administration. A breach of ethics may result in invalidation of test results and school, district, or disciplinary action by the Colorado Department of Education.

Standard Conditions for the CoAlt Test Administration

The CoAlt must be administered in a standardized manner. CoAlt Test Examiners must provide a testing environment with equitable testing conditions for all students taking the CoAlt.

Preparing the Testing Environment

The testing environment must be prepared before CoAlt test administration to ensure that standard conditions are provided for each student being assessed.

- Remove or cover all reference materials, including, but not limited to, wall charts, visual aids, posters, graphic organizers, and instructional materials that may be perceived as offering assistance in answering test questions.

- Check that the lighting in the room is adequate.

- Ensure that work space is adequate for test materials.

- Eliminate distracting sounds or visuals that may divert student attention.

Preparing Materials and Students for Testing

CoAlt Test Examiners must prepare the test materials and task manipulatives once they have been received:

- Ensure that every student has his or her own test book and write the student's name on the front of the test book.

- Check that each student has his or her own task manipulatives, score recording form, and secure return envelope.

- Write the student's name with a black marker on the secure return envelope, which may be used to store the task manipulatives associated with that form.

- The task manipulatives are provided in a shrink-wrapped package. The option cards for each performance task must be cut apart in preparation for test administration.

- It is recommended that the cut-apart option cards be paper-clipped to the corresponding student response. These materials may then be stored in either the secure return envelope provided by Pearson or an alternate container, such as a large clear plastic zip-top bag, to ensure that each student's materials are kept together.

The CoAlt Test Examiner must then review the materials and plan ahead:

- Read through the items and think about the specific needs of the student being assessed. Be sure to consider the student's best communication mode (e.g., verbal, communication board, picture cards, braille, eye gaze).

- Administer available sample items to students to prepare them for testing. For more information on sample items, see section "CoAlt Test Items" on pages 9 and 10 of this manual.

- Review the EEOs being assessed.

- Identify and secure any individualized accommodations that the student may need to complete the assessment successfully.

The CoAlt Test Examiner must prepare students for testing:

- Help students approach testing in a relaxed, positive way.

- Encourage students to put forth their best efforts.

- Ask the student whether he or she has other needs prior to the beginning of testing.

- Discuss with the student through verbal interaction, picture cues, signing, etc., what the student will be asked to do, as related to each section.

Procedures for CoAlt Test Administration

Test Materials and Task Manipulatives

Grades 4 and 7 Social Studies and Grade 5 Science have one form of the test book. Grade 8 Science test books have two unique forms. Each form is identified by either form number 014 or 024 on the cover of the test book. Each Grade 8 Science student must be assessed with the same form number throughout the test administration.

Test books are packaged in kits with task manipulatives that match only the test book with which they are packaged. **Test materials that were shrink-wrapped together must be kept together throughout the test administration.** Reusing materials or mixing materials from different kits may negatively affect scores and data for the CoAlt assessment.

In between testing sessions, task manipulatives may be stored in the secure return envelope provided by Pearson. Insert the secure return envelope into the test book to keep the materials together throughout the test administration. Another option is to store the task manipulatives in an alternate container, such as a clear plastic zip-top bag. Alternate storage containers are not included in the test materials provided by Pearson.

The task manipulatives correspond to the student-facing pages within the test book for easy identification during test administration. The supported performance task examiner-facing pages within the test book are identified as "Task ##" with the phrase "This task requires the use of specific manipulatives" preceding the Task number. In addition, the student-facing pages within the test book have a watermark across the page stating, "Use Task Manipulatives Provided," as a reminder for the CoAlt Test Examiner to use the student response page and option cards provided within the task manipulatives for that item.

Test Layout

A test layout is provided at the beginning of each test showing the item and task sequence numbers of each form. This information can be used to plan the number of sessions required for each student based on the number of questions to be administered. It also serves to alert CoAlt Test Examiners to the placement of Supported Performance Task items within the test book in order to have the associated task manipulatives ready. In the sample test layout below, items 3, 10, 17, and 21 are Supported Performance Tasks.

SAMPLE TEST LAYOUT	
Item 1	
Item 2	
Task 3	Prepare manipulatives for this task.
Item 4	
Item 5	
Item 6	
Item 7	
Task 8	
Item 9	
Task 10	Prepare manipulatives for this task.
Item 11	
Item 12	
Item 13	
Item 14	
Item 15	
Item 16	
Task 17	Prepare manipulatives for this task.
Item 18	
Item 19	
Item 20	
Task 21	Prepare manipulatives for this task.
Item 22	
Item 23	

CoAlt Test Items

In the test books, only text that is in **bold font, shaded gray** may be read aloud to the student. CoAlt Test Examiners may not adapt or add to this scripted text when administering the test. Additional instructions for the CoAlt Test Examiner, including the rubric for scoring the student's response, are in regular font.

Sample items are available at http://www.cde.state.co.us/assessment/ CoAlt-Items.asp. CoAlt Test Examiners are encouraged to administer the sample item(s) available to students to prepare them for testing.

Note: Maps depicted in the CoAlt: Social Studies tests are not drawn to scale. Maps are enlarged and otherwise modified to best meet the needs of the students taking CoAlt assessments.

Selected Response Items

Selected Response items are identified as "Item ##" within the test book and contain both a primary prompt and additional prompt.

The primary prompt presents the student with a question and three answer options from which the student selects an answer. There is flexibility for presentation and response (in the student's mode of communication). However, the scripted text and the order of the answer options must be presented exactly as they appear in the test book.

If the student responds incorrectly or does not respond to the primary prompt after repeating it once, an additional prompt is included in order to provide the student with an example related to the primary prompt and answer options.

CoAlt Test Examiners score the student's performance on each selected response item using a four-point scoring rubric that incorporates both the student's response and level of independence. The scoring rubric, reproduced below, is included within the instructions and script on the examiner-facing pages of the test book.

Score Point Selected Response Scoring Rubric	
4	Student responds correctly, independently
3	Student responds correctly after being presented with an additional prompt
2	Student responds correctly after being presented with the correct response
1	Student responds incorrectly
NR	Student does not respond

Supported Performance Tasks

Supported Performance Tasks are identified as "Task ##" within the test book and are made up of three prompts related to an overall task. These items require the student to manipulate option cards by placing them on the student response page (e.g., placing option cards in designated boxes within a chart or diagram).

As with Selected Response items, there is flexibility for presentation and response (in the student's mode of communication). However, the scripted text and the order of the answer options and prompts within each item must be presented exactly as they appear in the test book.

CoAlt Test Examiners score the student's performance on each of the three prompts using a two-point scoring rubric found on the examiner-facing pages. There are six total points possible for each Supported Performance Task.

Score Point Supported Performance Task Scoring Rubric (utilized for each of three prompts within each task)	
2	Student responds correctly
1	Student responds incorrectly
NR	Student does not respond

Each task requires the use of specific manipulatives—a student response page and option cards that must be prepared prior to test administration. See "Test Materials and Task Manipulatives" on page 7 for additional information.

Record Time

Using a clock or a stopwatch, record the amount of time the student takes to complete the assessment. This recorded time will need to be entered into PearsonAccess as an answer to a test validation question after testing is complete.

Record only the time on assessment. Do not include the time it takes you to prepare test materials, or any extended breaks from testing.

CoAlt Test Accommodations

Making the CoAlt Accessible to Students

The CoAlt is intended to be accessible for students with significant cognitive disabilities. For this reason, all questions and answer choices are read aloud to students, and all students are assessed individually and in a separate setting. Because each student taking this assessment requires individualized support to meet his or her unique learning needs, **educators may need to adapt materials and presentation methods based on each student's needs**. Accommodations may enhance a teacher's ability to present the materials and/or enhance a student's ability to respond to task requirements.

In order to provide greater accessibility, the student-facing pages of test items may be adapted (e.g., enlarged or colored) based on the student's IEP. CoAlt Test Examiners should inform their SAC and prepare these materials prior to the test administration. A PDF of student-facing pages is available from the DAC for use in electronic adaptations, as appropriate. These electronic materials are secure and may not be emailed or posted. Districts will have a process in place to ensure that all secure electronic materials have been removed from devices.

Accommodations or adaptations must be documented in the student's IEP, and used regularly during instruction and classroom assessments for at least three months

prior to the assessment window to ensure that the student can successfully use the accommodations. Any adaptation of the CoAlt test materials should be done in a way that allows the individual student to access the test questions without changing the construct being assessed. The content of an item must not be changed by the use of an accommodation, as that would be considered a modification of the item and would invalidate the assessment.

Adaptations of materials by size or contrast levels, use of concrete rather than two-dimensional testing materials, and assistive technology devices are types of CoAlt Test Accommodations that make test materials accessible to the student and/or allow the student to respond to the test materials. CoAlt Test Examiners should use the picture symbols in the CoAlt test materials provided, **except** in the following circumstances:

- The student needs to use objects rather than pictures.

- The student needs pictures of real objects rather than drawings.

- The student has a personal lexicon with a specific representation for the concept or words in the student answer choices. In this case, all answer choices must be from the student's personal lexicon.

For students with visual impairments including blindness, additional information related to materials adaptations, including standardized picture descriptions, is available through the DAC.

List of Accommodations

CoAlt Test Accommodations for each student must be indicated in PearsonAccess. Both the accommodations listed in the student's IEP and those used during the assessment must be entered. If the student did not use any accommodations during testing, please select "None."

The accommodation types recorded in PearsonAccess are:

- Assistive technology (including high technology and low technology devices, such as DynaVox, switches, E-tran board, and Velcro boards)

- Braille

- Eye gaze

- Modified picture symbols (e.g., any adaptations of the student materials such as enlarged pictures and/or pictures of real objects)

- Objects (any materials presented as three-dimensional objects or representative objects)

- Translation into student's native language

- Other

- None

Transferring Information to PearsonAccess Online Score Entry System

As you assess the student, you will need to record the student's scores within the test book or on the score recording form that is included with the task manipulatives for each student. Student scores must ultimately be transferred from the test book or score recording form into PearsonAccess.

Information about the student's accommodations must also be entered into PearsonAccess. There are two columns under the Accommodations section of the student's score entry page in PearsonAccess. In the left column, indicate all state assessment accommodations from the IEP. In the right column, record only those accommodations used during this administration of the CoAlt.

The CoAlt Test Examiner must answer the following test validation questions in PearsonAccess.

- How familiar are you with this student? (Very Familiar, Somewhat Familiar, Familiar, Somewhat Unfamiliar, Unfamiliar)

- How many hours per week does this student spend in instruction on this content area? (less than 1 hour, 1 to 2 hours, 2 to 3 hours, 3 to 4 hours, 4 to 5 hours, more than 5 hours)

- Approximately how much instructional time for this content area is in the general education classroom? (25%, 50%, 75%, 100%, None)

- This student's primary receptive communication is: (Oral Language, Reading, Picture Communication, Tactile, Other, Do Not Know)

- This student's primary expressive communication is: (Oral Language, Writing, Picture Communication, Tactile, Other, Do Not Know)

- I feel that the student's responses accurately reflect their understanding of the material. (Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree, Do Not Know)

- How much time did this student take on the assessment?

Note: The last test validation question requires that you record the amount of time it took for the student to complete the assessment. Please plan in advance of test administration so that you may accurately answer this question.

It is very important that each field in the Online Score Entry system is filled in completely and correctly. For information on how to enter and submit scores and information into PearsonAccess, please see the *PearsonAccess User's Guide* located on the **Support** tab at http://www.pearsonaccess.com/co.

Preparing Test Materials for Return to the SAC

After testing is complete, the CoAlt Test Examiner must ensure the following:

- The student's name is written on the cover of the test book.
- The student's name, the teacher's name, and the school and district names are written in black marker on the secure return envelope.
- Place the following materials in the secure return envelope:
  - All pieces of task manipulatives,
  - All used score recording forms, and
  - A signed and dated Security Form.
- Do NOT seal the secure return envelope. The SAC or DAC (as determined by the DAC) will verify the materials and seal the envelope.
- All accommodations to the student materials are returned to the SAC as secure test materials.

Once these requirements have been fulfilled, the CoAlt Test Examiner must return all test materials and any unused materials to the SAC.