**SCHOLARSHIP ASSESSMENT OVERVIEW:**

1. **What are the testing requirements for scholarship schools?**

Participating nonpublic schools are required to administer all state assessments that are subject to the Louisiana School and District Accountability System to their eligible students with nonpublic school staff in the school setting.

1. **How do scholarship test results impact school participation?**

Student achievement on these assessments is used to determine the status of a school's continued participation in the program.  Accountability criteria exist to serve the goal of ensuring the public trust- that all participating schools promote student achievement.

1. **What assessments do scholarship students need to take?**

Scholarship students must take all of the following assessments in the applicable grade or course:

|  |  |
| --- | --- |
| **Assessment** | **Grade Level/Courses** |
| iLEAP | 3,5,6 and 7 |
| LEAP | 4 and 8 |
| End-Of-Course (EOC) Testing | 8 through 12 if student is taking an EOC Course: Algebra I, Applied Algebra I, English II, Geometry, Biology, English III, or U.S. History |
| EXPLORE | 8 and 9 |
| PLAN | 10 |
| ACT | 11 |
| LAA 1 | 3-8, 10, 11See question 25 for more information |
| LAA 2 | 4, 5, 6, 7, 8, 10 and 11See question 25 for more information |

**TEST SECURITY:**

1. **Do scholarship schools have a District Test Coordinator?**

A District Test Coordinator is one who is authorized to procure test materials that are utilized in testing programs administered by or through the State Board of Elementary and Secondary Education of the Louisiana Department of Education. Scholarship schools that are a part of a diocese have a designated District Test Coordinator that is responsible for testing at their applicable diocesan schools. Each of the diocesan schools also has a designated School Test Coordinator. Scholarship schools that are not affiliated with a diocese must designate a staff member to serve as School Test Coordinator for their school.

1. **What is the role of the District Test Coordinator at applicable scholarship schools?**

A District Test Coordinator's responsibilities fall into three categories:

1. Making arrangements for testing.
2. Handling and maintaining the security of test materials.
3. Training school test coordinators, district special education directors/supervisors, district Section 504 coordinators, district student information system coordinators, and principals.
4. **What is the role of the School Test Coordinator at scholarship schools?**

At scholarship schools without a District Test Coordinator, the School Test Coordinator assumes the responsibilities outlined in question 5. In addition, their responsibilities include:

1. The school test coordinator for the participating nonpublic school shall attend the pretest workshop designed for the participating nonpublic schools as well as any additional training required to administer the state tests.
2. All designated school test coordinators are required to provide the department with a valid work email address. Personal email addresses (Yahoo!, Hotmail, Google, etc.) will not be accepted. Contact information must be provided to the department.
3. When the school test coordinator changes, the participating nonpublic school shall provide the name and contact information of the new school test coordinator to the department on school letterhead within 15 days of the change in appointment.
4. The school testing coordinator shall be responsible for all required accountability and demographic coding of testing documents.
5. The participating nonpublic school shall investigate and report any testing irregularities and/or violations of test security to the department. In addition, the department has the authority to conduct an investigation and void any scores deemed to be invalid.
6. **Do schools participating in the Louisiana Scholarship Program need a Test Security Policy?**

The participating nonpublic school is required to develop and submit to the department annually a [Statement of Assurance](http://www.louisianabelieves.com/docs/assessment/lea-statement-of-assurance-for-test-security.pdf?sfvrsn=4%20) and a test security policy that follows BESE’s policy stated in [Bulletin 118](http://doa.louisiana.gov/osr/lac/28v111/28v111.doc) , Chapter 3. After review of the test security policy by the department, the participating nonpublic school may be required to make revisions and resubmit. Failure to submit this documentation by January 31, 2014 could jeopardize a school’s continued participation in the Scholarship Program. Fax the completed form to and 318.703.3605 and mail a hard copy to:

Louisiana Department of Education

Office of Assessments

Attn: Test Security

Claiborne Building

1201 North Third Street

Baton Rouge, LA 70802

1. **What are the LEAPweb, LEAPdata, PearsonAccess, and the EOC Tests systems used for?**

The Louisiana Department of Education’s Assessments and Reporting Systems are designed for authorized state, district, and school users and contain confidential data including state test scores, names of teachers and test administrators, students’ names, identification numbers, and other information. These systems are password protected and require a user ID and an assigned password for access.

1. **How does a test coordinator gain access to the LEAPweb, LEAPdata, PearsonAccess, and the EOC Tests systems?**
2. District Test Coordinators receive access from the Louisiana Department of Education, Office of Assessments, upon submission of the Oath of Security and Confidentiality to the LDOE Office of Assessments. The Oath of Security and Confidentiality can be found here: <https://www.leapweb.org/LEAPweb_system_oath_form.pdf>.
3. School Test Coordinators receive access from the District Test Coordinator upon submission of the Oath of Security and Confidentiality to the District Test Coordinator.
4. Contact assessment@la.gov for log-on information, if it has not already been provided for you.
5. **How are Test Administrator (TA) numbers assigned for LEAP testing?**
* Before testing, School Test Coordinators must assign a three-digit TA number to each test administrator via the Test Administration System on [www.LEAPweb.org](http://www.LEAPweb.org). Each test administrator will use this assigned a 3-digit number for any test that they administer (LEAP, GEE, iLEAP, etc.). Once test administrators have been assigned a number, they will instruct their students to bubble that number on the answer document for the test(s) that they are taking.
* To assign TA numbers in the LEAPweb reporting system, the user must be signed in as the School Test Coordinator using the access information received from the DTC or LDOE. Please email assessment@la.gov if you need log-on information.

**LOGISTICS:**

1. **How are testing materials for scholarship students ordered and paid for?**

The Department of Education will order and pay for all required tests for Scholarship students. The orders are based upon the Quarter 1 enrollment rosters provided by Scholarship schools. Testing materials will be directly mailed to participating schools from the following assessment vendors:

1. Data Recognition Corporation (DRC) – LEAP, iLEAP
	* LAA1 and LAA2 – For Special Education Students – see question 25 for more information.
2. ACT – ACT, Plan, Explore
3. If a school needs to order additional materials, please contact DRC or ACT directly. Vendor contact information and additional guidance can be found in the District Test Coordinator Manual.
4. EOC tests are delivered online from the Louisiana Department of Education. Please visit <https://www.louisianaeoc.org/> for more information.
5. **How should a school order assessments for a student if a student transfers to their school after Quarter 1**

**enrollment is submitted?**

District test coordinators should order materials for this student directly through the appropriate vendor if they do not receive an appropriate assessment for this student. Vendor contact information and ordering forms can be found in the District Test Coordinator Manual.

1. **What should a school do if they do not receive a precoded label for a students’ LEAP, iLEAP, LAA1 or LAA2**

**assessment?**

Answer documents without preprinted student information require bar-code labels to be affixed before testing begins. The top of the label should be aligned with the edge of the box on the answer document on the lower left side of page 1. Please reference the [Test Administration Webinar](http://www.louisianabelieves.com/docs/default-source/assessment/leap-ileap-laa2-test-administration-webinar-2013-2014.pptx?sfvrsn=2) or follow the instructions for hand-coding documents on page 48 of the Test Coordinator’s Manual.

1. **What if the precoded document for LEAP, iLEAP, GEE , LAA1 or LAA2 reflects the incorrect grade for the student?**
2. Apply the appropriate accountability code to the precoded document received: [Full list of accountability codes](http://www.doe.state.la.us/lde/uploads/6651.pdf). Hand-code a new answer document and plave the appropriate bar code label in the space described in the Test Administration Manual.
3. If you have the incorrect assessment for the student, apply the appropriate accountability code to the precoded document received: [Full list of accountability codes](http://www.doe.state.la.us/lde/uploads/6651.pdf). Contact the vendor directly to order the correct assessment. Contact information and additional guidance can be found in the District Test Coordinator Manual.
4. **Can schools have their scholarship students take state assessments at their local public school?**

The local school district shall not test any students enrolled in participating nonpublic schools unless there is a written agreement between the local school district and the participating nonpublic school to this effect. No local school district shall ever be required to test students attending the participating nonpublic schools under the Louisiana Scholarship Program.

1. **Where can schools find test dates for the 2013-14 school year? For the 2014-2015 school year?**

Testing schedules for the 2013-14 and 14-15 school years may be found on the LDE’s website:

* [2013-14 Testing Schedule](http://www.louisianabelieves.com/docs/assessment/2013-2014-testing-scheduleD70CC272832F.pdf?sfvrsn=4)
* [2014-15 Louisiana Statewide Assessment Schedule](http://www.louisianabelieves.com/docs/assessment/louisiana-statewide-assessment-schedule-2014-2015.pdf?sfvrsn=4)
1. **Under what conditions can schools administer state tests to scholarship students on the makeup dates instead of the actual testing dates?**
* Makeup test dates are only scheduled for students who are unable to test on the regularly scheduled test dates due to absence, illness or emergency.
* Test sessions should not be scheduled on makeup dates due to school scheduling conflicts.
1. **Do schools have the flexibility with Explore and Plan to choose a day or two within actual test dates to test?**

Yes, scholarship schools may choose which day(s) they want to test as long as they fall within the state mandated test dates.

1. **Will scholarship students need to take the PARCC assessment in 2014-15?**

Yes, students in grades 3- 8 will take the PARCC test beginning in the 2014-15 school year. There will be no changes to the required tests for students in grades 9-12. Further information and resources for the PARCC assessment can be found at: <http://www.louisianabelieves.com/assessment/parcc>.

1. **What are the technology requirements for EOC and PARCC testing?**

**Window Requirements:**

|  |  |  |
| --- | --- | --- |
| **Technology Component** | **End of Course (EOC)** | **PARCC Field Test Minimum Specifications** |
| Processor | N/A | 1.6 GHz x86-compatible (recommended) |
| RAM | N/A | 512 MB |
| Operating System | Windows Vista, Windows 7, and Windows 8 | Windows XP and Windows Vista |
| Browser | Internet Explorer 8, Internet Explorer 9, Internet Explorer 10 | Internet Explorer 9\*, Firefox 14 or higher, Chrome 20 or higher |
| Network Speed | At least 2.58 Kbps/tester | At least 5 Kbps/tester with proctor caching |
| Java | Installed | Runtime 1.5 or higher |
| Adobe Flash Player | Version 8.0 or higher | N/A |
| Adobe Scalable Vector | Version 3.03 | N/A |

**Macintosh Requirements:**

|  |  |  |
| --- | --- | --- |
| **Technology Component** | **End of Course (EOC)** | **PARCC Field Test Minimum Specifications** |
| Processor | N/A | Intel Core Duo 1.83 GHz (Intel Macs only) |
| RAM | N/A | 1 GB |
| Operating System | Windows Vista, Windows 7, and Windows 8 | Mac OSX 10.6 or higher |
| Browser | Internet Explorer 8, Internet Explorer 9, Internet Explorer 10 | Safari 5.1, Safari 6\*\*, and Firefox 14 or higher |
| Network Speed | At least 2.58 Kbps/tester | At least 5 Kbps/tester with proctor caching |
| Java | Installed | Runtime 1.5 or higher |
| Adobe Flash Player | Version 8.0 or higher | N/A |

**TESTING NON-SCHOLARSHIP STUDENTS:**

1. **What is the ordering and payment process for ordering state assessments for non-scholarship students?**

Schools interested in testing non-scholarship students should contact DRC or ACT directly to discuss the ordering and payment details. Please note that the LDE will not pay for testing non-scholarship students at a participating scholarship school.

1. **If non-scholarship students at a participating scholarship school take state assessments, are these test results publicly reported?**

No, the test results for non-scholarship students will not be publicly reported.

**SPECIAL EDUCATION:**

1. **Are scholarship schools required to abide by the accommodations listed on a students’ IEP/IAP/504/LEP Accommodation Plan?**

Scholarship students who have been evaluated by a public school and identified as eligible to receive special education and related services may receive testing accommodations. If an accommodation is not provided in regular instruction or assessment, even though it is an indicated accommodation, it would be inappropriate to provide that accommodation during testing.

1. **How should schools code accommodations on the test or indicate that an accommodation was provided?**

 Only accommodations that were actually provided during testing should be indicated on the assessment. Guidelines for selecting test accommodations for students with disabilities can be viewed [here](http://www.doe.state.la.us/lde/uploads/1615.pdf).

1. **What students are eligible to take the LAA1 and LAA2 assessments?**

 Louisiana offers two alternate assessments – LAA 1 and LAA 2 – for students who have Individualized Education Plans and meet specific criteria. The LDE will pre-identify students meeting these requirements and order the appropriate tests on their behalf.

* The LAA 2 policy allows students with persistent academic disabilities who are served under the Individuals with Disabilities Education Improvement Act (IDEA) to participate in academic assessments that are designed to measure student learning. For specific qualification criteria, please visit: <http://www.louisianaschools.net/lde/uploads/7992.pdf>.
* LAA 1 is designed to evaluate students whose Individualized Education Programs (IEPs), reflect significant modifications of the general education curriculum, yet emphasize academic standards as well as functional and life skills. For specific qualification criteria, please visit: <http://www.louisianaschools.net/lde/uploads/4797.pdf>

**HELPFUL RESOURCES:**

|  |  |  |
| --- | --- | --- |
| **Resource** | **Link** | **Description** |
| Assessment Library | <http://www.louisianabelieves.com/resources/library/assessment> | Assessment structure and guidance, schedules, webinars, and test security resources |
| ACT Test Series | <http://act.org/aap/louisiana/> | Resources specific to the ACT/PLAN/EXPLORE assessments |
| End of Course (EOC) Test System | [www.louisianaeoc.org](http://www.louisianaeoc.org) | Resources specific to EOC assessments |
| Data Recognition Group (DRC) | <https://la.drcedirect.com/> | Links to LEAPweb and LEAPdata, assessment information for LEAP, iLEAP, LAA1, and LAA2 |
| Eagle | <http://www.louisianabelieves.com/assessment/eagle> | The system provides Louisiana teachers the ability to build online tests, assign them to students, and receive student and class performance reports on items aligned to state adopted standards. |

**If you have any questions regarding assessments at participating scholarship schools, please contact**

***diana.noble@la.gov******.***