

State Assessment Training Requirements 2019-2020



All school personnel involved in the administration of Colorado's state assessments must be familiar with test security protocols and with their individual responsibilities. Training for all school personnel involved in any aspect of Colorado's state assessments is required on an annual basis.

Thorough training is one of the best ways that districts can ensure successful assessment administrations and prevent misadministrations from occurring. District Assessment Coordinators (DACs) must meet with School Assessment Coordinators (SACs) to ensure that a training plan is in place for training Test Administrators, Test Examiners, Technology Coordinators, and any other school staff handling secure materials.

Districts are required to collect, from all personnel who have completed training, signed documentation that demonstrates an understanding of the policies and procedures set forth by the State of Colorado and the district.

District-developed trainings must be based on the live trainings, webinars, and PowerPoint slides provided by CDE and/or the assessment contractor. Additional information should be included to provide district-specific policy information. CDE recommends that training be provided in a format that allows participants to receive immediate feedback.

Annual Trainings

Annual training of district and school level personnel involved in assessment administration is required for the following state assessments:

- WIDA | ACCESS for ELLs®
- CMAS (all content areas including CSLA)
- CoAlt (Science/Social Studies and ELA/Math (DLM))
- CO PSAT and SAT



WIDA | ACCESS for ELLs®

Which assessments are included in ACCESS for ELLs?

- ACCESS for ELLs – Grades 1-12
- Kindergarten ACCESS for ELLs
- Alternate ACCESS for ELLs

Who can administer ACCESS?

- Test Administrators must be employed by the school or district.
- Preferably, Test Administrators will be licensed teachers, licensed administrators, instructional support paraprofessionals, substitute teachers who hold a teaching certificate, school psychologists, school social workers, school librarians, school counselors, or speech pathologists.
- School/district employees may administer the assessments at the grade levels of their children, but they may not administer the test to their own children, nor be in the testing environment during testing.
- For Kindergarten ACCESS or Alternate ACCESS, the Test Administrator needs to be a proficient English speaker who is able to model clear standard pronunciation of the English phonemes that will impact student responses.
- Test Administrators must hold a State of Colorado educator license to administer the Alternate ACCESS.

What are the training requirements for ACCESS Test Administrators?

DACs must be trained annually on ACCESS administration.

Test Administrators must:

- Be trained annually.
- Complete the requirements of the district or school's annual ACCESS training.
- Participate in WIDA's online training modules must pass the appropriate quiz(zes) with an 80% (complete the checklist if applicable).
- Read instructions in the Test Administrator Manual and familiarize themselves with test administration procedures prior to administering the test to students.
- Be trained on specific accommodations if administering assessments in which students are provided accommodations.

Note: Student teachers may not serve as Test Administrators who are in charge of administering any of the ACCESS assessments. However, they may serve as proctors who assist the Test Administrators.



Colorado Measures of Academic Success (CMAS)

Which assessments are included in CMAS?

- Mathematics – Grades 3-8
- English Language Arts/Literacy (ELA) – Grades 3-8
 - Colorado Spanish Language Arts (CSLA) – Grades 3-4 Eligible Students Only
- Science – Grades 5, 8, 11
- Social Studies – Grades 4, 7, 11

Who can administer the CMAS assessments?

- Test Administrators must be employed by the school or district.
- Preferably, Test Administrators will be licensed teachers, licensed administrators, instructional support paraprofessionals, substitute teachers who hold a teaching certificate, school psychologists, school social workers, school librarians, school counselors, or speech pathologists.
- School/district employees may administer the assessments at the grade levels of their children, but they may not administer the test to their own children, nor be in the testing environment during testing.

What are the training requirements?

DACs must be trained annually on CMAS administration procedures.

Test Administrators must:

- Be trained annually on the current CMAS administration procedures.
- Be familiar with test administration procedures prior to administering the test to students.
- Read instructions in the *Test Administrator Manual* and familiarize themselves with test administration procedures prior to administering the test to students.
- Be trained on specific accommodations if administering assessments for which students are provided accommodations.

Note: Student teachers may not serve as Test Administrators who are in charge of administering CMAS assessments. However, they may serve as proctors who assist the Test Administrators.



Colorado Alternate Assessment (CoAlt)

Which assessments are included in the Colorado Alternate Assessment (CoAlt) program?

- Mathematics and English Language Arts (DLM) – Grades 3-11
- Science – Grades 5, 8, 11
- Social Studies – Grades 4, 7, 11

Who can administer the CoAlt assessments?

- Test Administrators/Examiners must be employed by either the school or the district and hold a current teaching license. Note: A substitute teaching license is **not** a sufficient license for administration of CoAlt and substitutes may not be hired to administer the assessment.
- A Speech Language Pathologist, School Psychologist, or an Occupational/Physical Therapist who does not hold a teaching license, but who holds a professional license may administer the assessment as long as the individual interacts with the student on a regular basis.
- The Test Administrator/Examiner should be familiar with the student, and with the student's mode of expressive and receptive communication.
- Additional staff, including paraprofessionals, may assist in the administration of the assessment as needed (i.e., behavior or medical support). Anyone in the testing environment must be trained on CoAlt administration and test security procedures.
- Volunteers may **not** be used to administer assessments.
- Test Administrators/Examiners may not administer the assessment to a relative.

What are the training requirements for DACs and CoAlt Test Administrators/Examiners?

- DACs must be trained annually on all CoAlt assessments.
- Test Administrator/Examiners must participate in training every year even if they have administered the CoAlt in previous years.
- Test Administrator/Examiners must be trained to administer **all parts** of the CoAlt Assessments (ELA/Math **AND** Science/Social Studies).
- Test Administrator/Examiners must view modules and complete the quizzes posted on DLM's Moodle site.
- Test Examiners must be trained in a manner that provides direct feedback during administration practice.



Colorado PSAT and SAT

Which assessments are included in the CO PSAT and SAT?

- PSAT™ 8/9 – Grade 9
- PSAT™ 10 – Grade 10
- SAT® – Grade 11

Who can administer the CO PSAT and SAT assessments?

- School Assessment Coordinators (called “Test Coordinators”), Test Administrators (called “Proctors”) and Room and Hall Monitors must be employed by the school or district. Note: Proctors assume responsibility for test materials and examinees in an assigned room and Monitors provide additional supervision and support to the Proctor.
- Preferably, Test Coordinators, Proctors, and Monitors will be licensed teachers, licensed administrators, instructional support paraprofessionals, substitute teachers who hold a teaching license, school psychologists, school social workers, school librarians, school counselors, or speech pathologists. Note: Student teachers may not serve as the Test Coordinator or a Proctor but may serve as a Monitor.
- Neither the Test Coordinator, any Proctor, or Monitor may be a member of the household nor immediate family of a student taking the test on the same date or during the same test window, even if the student is testing at a different school. In such instances, the related student’s scores are subject to cancellation. School staff members who are relatives of students taking the CO PSAT or SAT must not have access to testing materials at any time before or during the school day testing window.
- Any staff member who is engaged in providing private PSAT or SAT test preparation that is conducted outside the auspices of their school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee within the school or district may not serve as the Test Coordinator, or as a proctor or monitor. The teaching and normal review of course content, including test familiarization that is part of regularly scheduled school course work is acceptable.
- Any staff member who has taken any SAT Program test within 180 days of test day is ineligible to serve as a Test Coordinator, Proctor, or Monitor.

What are the training requirements?

DACs and Test Coordinators must be trained on the CO PSAT and SAT assessments annually.

Proctors must:

- Be trained annually on the current CO PSAT and/or CO SAT administration procedures.
- Be familiar with test administration and test security procedures prior to administering the test to students.
- Read instructions in the Coordinator’s Manual prior to administering the test to students.
- Be trained on specific accommodations if administering assessments for which students are provided accommodations.

Where can I learn more?

- For more state assessment information, visit www.cde.state.co.us/assessment.