

# **Standards of Learning Test Administration**

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# Agenda

- Testing Policy and Procedures
- Testing Information
- Test Materials
- Coding Answer Documents
- Test Irregularities
- Future of Testing



# Testing Policy and Procedures

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## STANDARDS OF LEARNING (SOL) & TESTING

### SOL TEST ADMINISTRATION & DEVELOPMENT

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#### Assessment Administration

The administration of Standards of Learning (SOL) assessments is a cooperative effort involving the VDOE and educators and administrators in the commonwealth's 132 school divisions. Key division-level and school-level personnel include:

- **Division Director of Testing** – The Division Director of Testing (DDOT) serves as the point of contact between the school division and VDOE. The DDOT has division-wide responsibility for implementation of SOL test procedures.
- **School Test Coordinator** – The School Test Coordinator (STC) serves as the point of contact between the DDOT and the school. The STC is also responsible for ensuring that all procedures required for the SOL tests are implemented within the school and for maintaining the security of test materials.
- **Test Examiner** – Test examiners are responsible for administering the SOL tests according to procedures and for maintaining the security of SOL test materials.

# Testing Policy and Procedures

## SOL Test Implementation Manuals

Test implementation manuals describe procedures that the DDOT and STC should follow before, during and after SOL test administration.

- [Spring 2014 Writing Test Implementation Manual](#) (PDF)
- [Spring 2014 Non-Writing Test Implementation Manual](#) (PDF)
- [Summer 2013 Writing Test Implementation Manual](#) (PDF)
- [Summer 2013 Non-Writing Test Implementation Manual](#) (PDF)
- [Fall 2013 Writing Test Implementation Manual](#) (PDF)
- [Fall 2013 Non-Writing Test Implementation Manual](#) (PDF)

## Supplement to the Writing and Non-Writing Test Implementation Manuals

The Supplement to the Test Implementation Manuals provides the information, guidance, procedures, and responsibilities the DDOT and STC must use for the management of paper/pencil testing for both the Writing and Non-Writing Standards of Learning test administrations.

- [Supplement to the Writing and Non-Writing Test Implementation Manuals](#) (PDF)

# Testing Policy and Procedures

- Test Implementation Manual
  - Issued for each test administration, 6 per year: 3 writing and 3 non-writing (Fall, Spring, Summer)
  - Read for each administration as some information changes due to legislation, memos, clarifications, revised standards, etc.
- Supplement to the TIM
  - The Supplement to the Test Implementation Manual provides the information, guidance, procedures, and responsibilities the DDOT and STC must use for the management of paper/pencil testing for both the Writing and Non-Writing Standards of Learning (SOL) test administrations held during the fall, spring, and summer.

# Testing Policy and Procedures

## Examiner's Manuals

The Examiner's Manuals contain the information, guidance, procedures, and responsibilities that the Test Examiners and Proctors are required to follow in order to administer the SOL tests.

These manuals also contain the testing directions for online format tests. Paper/pencil format testing directions are found in the Supplements to the Examiner's Manuals.

## Non-Writing Examiner's Manuals

### 2013-2014

- [Grade 3](#) (PDF)
- [Grades 4 & 5](#) (PDF)
- [Grades 6, 7 & 8](#) (PDF)
- [Content Specific History](#) (PDF)
- [End-of-Course Reading](#) (PDF)
- [End-of-Course History/Social Sciences](#) (PDF)
- [End-of-Course Mathematics](#) (PDF)
- [End-of-Course Science](#) (PDF)

## Supplements to the Writing and Non-Writing Examiner's Manuals

The Supplements to the Examiner's Manuals provide the testing directions that Test Examiners and Proctors must use for the administration of the paper/pencil Standards of Learning (SOL) assessments.

- [Supplement to the Writing Examiner's Manual](#) (PDF)
- [Supplement to the Grade 3 Examiner's Manual](#) (PDF)
- [Supplement to the Grades 4 & 5 Examiner's Manual](#) (PDF)
- [Supplement to the Grades 6, 7, & 8 Examiner's Manual](#) (PDF)
- [Supplement to the Content Specific History Examiner's Manual](#) (PDF)
- [Supplement to the End-of-Course Reading Examiner's Manual](#) (PDF)
- [Supplement to the End-of-Course History/Social Sciences Examiner's Manual](#) (PDF)
- [Supplement to the End-of-Course Mathematics Examiner's Manual](#) (PDF)
- [Supplement to the End-of-Course Science Examiner's Manual](#) (PDF)

# Testing Policy and Procedures

- Examiner's Manuals—contains the directions to the examiners and proctors to use to test students.
  - Information about testing online and with paper.
  - Contains the script examiners read to the students verbatim for online.
  - Examiner's manuals are “annual manuals,” can be used for Fall, Spring and Summer.
- Supplement to the Examiner's Manuals
  - Contains the script the examiners read to the students verbatim for paper/pencil.
  - The *Supplements* must be used in conjunction with the *Examiner's Manuals* for the subject area. The EM contains additional information, guidance, procedures, and responsibilities that the Test Examiner and Proctor are required to follow in order to administer the SOL tests.



# Testing Information

<a href="#">Home</a> » <a href="#">For Public Education Administrators</a>		<input type="text"/>	<input type="button" value="Search"/>
<a href="#">VDOE Home</a>	<h2>FOR PUBLIC EDUCATION ADMINISTRATORS</h2> <p>Weekly memoranda from Superintendent of Public Instruction Patricia I. Wright are the means by which the Virginia Department of Education communicates official information to the commonwealth's school divisions. Superintendent's memoranda are posted on Fridays.</p> <h3>This Week's SUPERINTENDENT'S MEMOS</h3>	<b>FOR PUBLIC EDUCATION ADMINISTRATORS</b>	
<a href="#">About VDOE</a>		<b>MAIN MENU</b>	
<a href="#">Board of Education</a>		<a href="#">Superintendent's Memos</a>	
<a href="#">News</a>		<a href="#">Principals' Memos</a>	
<a href="#">For Public Education Administrators</a>		<i>You May Also Be Interested In:</i>	



# Testing Information

- Superintendent's Memos
  - Posted on Friday
  - Available on the VDOE Web page
- Testing Memos
  - Sent via email to DDOTs
  - Posted to secure DDOT Page in SSWS

# Test Materials

- Receiving materials
  - Test Booklets
    - Write division and student name on front of test booklets as you receive them (may already have been done by the division)
  - Answer Documents
- Returning materials
  - All materials should be returned to the division responsible for the student
  - Non-secure materials for paper testing include:
    - Examiner's Manuals and TIM, formula sheets, blank answer documents
  - Secure materials for paper testing include:
    - Test booklets, prompts, kits (large-print, Braille, audio), CDs, examiner's copies of the test



# Test Materials

- Appropriate materials for each student
    - Proper test
      - Content area and Subject
        - Plain English Mathematics or regular Mathematics
      - Audio or Read Aloud
    - Correct standards year
      - Reading – 2002 or 2010 standards
      - Science – 2003 or 2010 standards
      - Mathematics – 2001 or 2009 standards
      - History – 2001 or 2008 standards
      - Writing – 2002 or 2010 standards
- (prompt and multiple choice MUST be from the same standards)



# Test Materials

- Appropriate materials for each student
  - Correct manipulatives (i.e. calculator, highlighter, scratch paper, etc.)
    - Refer to the Test Implementation Manual and/or Examiner's Manual
    - Utilize resources on the VDOE Web page

The screenshot shows the Virginia Department of Education (VDOE) website. At the top, a breadcrumb trail reads: Home » Standards of Learning (SOL) & Testing » SOL Test Administration & Development. On the left is a navigation menu with links: VDOE Home, About VDOE, and Board of Education. The main content area is titled 'STANDARDS OF LEARNING (SOL) & TESTING' and 'SOL TEST ADMINISTRATION & DEVELOPMENT'. Under this, there are two sections: 'Ancillary Test Materials' with a link to 'Ancillary Test Materials', and 'VDOE Guidelines' with a link to 'State Approved Calculators (PDF)'.

Home » Standards of Learning (SOL) & Testing » SOL Test Administration & Development

VDOE Home  
About VDOE  
Board of Education

STANDARDS OF LEARNING (SOL) & TESTING  
SOL TEST ADMINISTRATION & DEVELOPMENT

Ancillary Test Materials

- [Ancillary Test Materials](#)

VDOE Guidelines

- [State Approved Calculators](#) (PDF)

- Student Demographic Information
  - If available, Pre-ID labels are recommended

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# Coding Answer Documents

- Test Form
  - Be sure the test form is properly coded onto the students answer document

**Section 2:** Fields F and G must be completed. Fields H and I should be completed as needed.

F	FORM			
M				
	0	0		0
	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7		7
	8	8		8
	9	9		9

G	TEST DATE			
	MONTH	DAY	YEAR	
<input type="radio"/> Jan			20	
<input type="radio"/> Feb				
<input type="radio"/> Mar	0	0		0 0
<input type="radio"/> Apr	1	1		1 1
<input type="radio"/> May	2	2		2 2
<input type="radio"/> Jun	3	3		3 3
<input type="radio"/> Jul		4		4 4
<input type="radio"/> Aug		5		5 5
<input type="radio"/> Sep		6		6 6
<input type="radio"/> Oct		7		7 7
<input type="radio"/> Nov		8		8 8
<input type="radio"/> Dec		9		9 9

# Coding Answer Documents

- Special Test Accommodations
  - Be sure that accommodations are coded in the correct location on the answer document

The image shows a sample answer document form. At the top, there is a section labeled 'H' with the text 'Only One' below it. This section is circled in red. Below this, there is a section labeled 'I' with the text 'SPECIAL TEST ACCOMMODATIONS' in a green box. At the bottom of the form, there is a row of numbered circles (1, 4, 5, 6, 8, 9, 10, 11, 12, 13, 17, 18, 19, 21, 22, 23, 27, 29) and two circles labeled 'A' and 'B'.

# Test Irregularities

- What is an irregularity
  - any occurrence that may inappropriately influence a student's performance on a test or the reporting of a student's performance;
  - any occurrence that constitutes a breach in test security;
  - improper administration of mandatory student testing.
- If in doubt, contact the DDOT. If unavailable, contact VDOE for guidance.



# Test Irregularities

- Reporting irregularities
  - Test Examiners are directed to report any testing irregularity to the designated School Test Coordinator (STC) immediately.
  - STCs are directed to report testing irregularities to the Division Director of Testing (DDOT) within 24 hours of their occurrence.
  - All situations that involve the retesting of students, compromised testing procedures or policies, or student test record exclusions must be reported to the VDOE.

*This information is conveyed in Informational Supts. Memo No. 118, dated May 9, 2008 and Testing Memo No. 713, dated May 14, 2008.*

# Test Irregularities

- Resolving irregularities
  - While some irregularities may be resolved locally by the DDOT, most irregularities are forwarded within 24 hours by the DDOT to the Virginia Department of Education (VDOE) for review and guidance.
- Spring 2013, Summer 2013, and Fall 2013 Irregularities
  - 55 paper pencil irregularities
    - 8 Incorrect Test Administered
    - 5 Inappropriate Accommodation/Manipulative or Accommodation not provided
    - 4 Inappropriate coding

# Future of Testing

- Reduction of Standards of Learning tests
  - Grade 5 Writing
  - United States History I
  - United States History II
  - Grade 3 History and Social Science
  - Grade 3 Science
- Online
  - Current Forms
  - Computer Adaptive Testing (CAT)
- Online Capabilities for Special Situation Schools

# VDOE can...

- Assist with communication among local school divisions.
- Provide technical support via phone and email.

# Thank you for attending today's session!

If you have any questions, contact assessment staff at the following:

Email: **[student\\_assessment@doe.virginia.gov](mailto:student_assessment@doe.virginia.gov)**

Phone: **804-225-2102**