



**WEST VIRGINIA
SECRETARY OF STATE**

NATALIE E. TENNANT

ADMINISTRATIVE LAW DIVISION

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OFFICE OF
WEST VIRGINIA SECRETARY OF STATE

**FORM 5 -- NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE OR
A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY Education

RULE TYPE Legislative Exempt AMENDMENT TO EXISTING RULE Yes **TITLE-SERIES** 126-

RULE NAME West Virginia Measures of Academic Progress (2340) **014**

CITE AUTHORITY W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451; 376 S.E.2d 839 (1988)

RULE IS LEGISLATIVE EXEMPT

Yes

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451; 376 S.E.2d 839 (1988)

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE, THE
EFFECTIVE DATE OF THIS RULE IS

Tuesday, November 12, 2013

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

**Charles K Heinlein -- By my signature, I certify that I am the person authorized to file legislative rules, in
accordance with West Virginia Code §29A-3-11 and §39A-3-2.**



Title-Series: 126-014



Rule Id: 9234



Document: 25356

TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION

SERIES 14
WEST VIRGINIA MEASURES OF ACADEMIC PROGRESS (2340)

§126-14-1. General.

1.1. Scope. -- This policy establishes rules governing the administration and operation of the West Virginia Measures of Academic Progress.

1.2. Authority. -- West Virginia Constitution, Article XII, §2; W. Va. Code §§18-2E-1, 18-2E-1a, 18-2E-2, 18-2-5, 18-2E-8(c)(1), 18A-3-6, and Public Law 107-110, Elementary and Secondary Education Act (hereinafter ESEA).

1.3. Filing Date. -- October 10, 2013.

1.4. Effective Date. -- November 12, 2013.

1.4.a. Unless specified otherwise within the policy.

1.5. Repeal and Replace. -- This rule amends W. Va. 126CSR14 West Virginia Board of Education (hereinafter WVBE) Policy 2340, West Virginia Measures of Academic Progress (hereinafter WV-MAP), filed September 9, 2011, and effective October 11, 2011.

§126-14-2. Purpose.

2.1. The purpose of this policy is to provide an operational framework to administer an effective and efficient statewide assessment program, provide procedures to protect the integrity of test data, and support the use of assessment data to improve instruction.

§126-14-3. Definitions.

3.1. Accommodations. Accommodations refer to changes in the administration of an assessment that do not change what is intended to be measured by the assessment or the meaning of the resulting scores. Types of accommodations include scheduling, timing, presentation format, response mode, or others, including any combination of these. Allowable accommodations are defined in the West Virginia Department of Education's (hereinafter WVDE) *West Virginia Guidelines for Participation in State Assessments* and applicable examiner's or administration manuals.

3.2 ACT COMPASS®. ACT COMPASS is a computer-adaptive test to measure academic readiness for college-level mathematics and English courses.

3.3. ACT EXPLORE®. ACT EXPLORE is a norm-referenced test that generates English, mathematics, reading, and science scores for West Virginia 8th graders. In addition, information is collected about students' educational and career plans, interests, high school course work plans, and self-identified needs for assistance.

3.4. ACT PLAN®. ACT PLAN is a norm-referenced test that generates English, mathematics, reading, and science scores for West Virginia 10th graders. In addition, information is collected about

3.12. West Virginia Next Generation Content Standards and Objectives (hereinafter CSOs). Content standards and objectives are statements of the knowledge and skills that students are expected to learn. CSOs indicate what students should know and be able to demonstrate as a function of schooling.

3.13. Copyright Infringement. For the purpose of this policy, copyright infringement consists of the retention, reproduction, or paraphrasing in any manner of secure test material in paper or electronic format, including test booklets, answer sheets or online submissions. Copyright infringement may result in a loss of licensure/certification as per §126CSR14-8.7.

3.14. County Personnel. County personnel includes any person employed in any manner by a county.

3.15. Criterion-Referenced Test (CRT). A CRT is an assessment that measures a student's achievement of a specified set of criteria.

3.16. Eligible Students with Disabilities. Students who are eligible, in accordance with the definitions, eligibility criteria, procedures and safeguards contained in W. Va. 126CSR16, WVBE Policy 2419, Regulations for the Education of Exceptional Students (hereinafter Policy 2419).

3.17. Examiner. An examiner:

3.17.a. must be a currently employed educator and/or an approved employee of the state, county or RESA, or a currently employed educator of a nonpublic school;

3.17.b. must hold a valid West Virginia teaching license or certification granted by the Office of Professional Preparation;

3.17.c. must have been trained and must have on file a signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* for the purpose of administering or assisting with the administration of an assessment included in the WV-MAP and pilot tests and field tests sanctioned by WVDE;

3.17.d. may be a substitute teacher or an aide serving as an examiner for special needs students when instructionally assigned;

3.17.d.1. all aides and nonpublic school educators must be approved by WVDE;

3.17.e. may not be a student teacher;

3.17.f. may not administer WV-MAP assessments to his/her child/ren.

3.18. Family Education Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR Part 99) (hereinafter FERPA). FERPA is a federal law that protects the privacy of student education records. It is implemented by W. Va. 126CSR94, WVBE Policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data (hereinafter Policy 4350).

3.19. Grade Level. Grade level is the class designation, Pre-K through 12, in which the student is enrolled as indicated on the student West Virginia Education Information System (WVEIS) record for public school students. Grade level for nonpublic school students is the class designation, Pre-K through 12, in which the student is enrolled in the nonpublic school.

3.20. Home-Instructed (Home-Schooled) Students. Home-instructed students are those students defined under W. Va. Code §18-8-1, Exemption C, who are not enrolled in a public school within the

Local Education Agency and who are instructed by a person or persons providing home instruction. Home-instructed students may be enrolled in a course(s) in the public school system.

3.21. Homebound Students. Homebound students are those students enrolled in a public school who, for any reason as certified in writing by a licensed physician or other licensed health care provider, are temporarily confined to home or hospital for a period that has lasted or will last more than three consecutive weeks and who meet the eligibility criteria in W. Va. 126CSR42, WVBE Policy 2510, Assuring the Quality of Education: Regulations for Education Programs (hereinafter Policy 2510) for home/hospital instruction.

3.22. Individualized Education Program (hereinafter IEP). An IEP is a written plan, developed by a team as defined in Policy 2419 describing the specially designed instruction and appropriate accommodations, if any, needed for an eligible exceptional student to master the CSOs and/or be prepared for the workplace.

3.23. Limited English Proficient (hereinafter LEP) Student. A limited English proficient student is classified according to the federal government definition as described in ESEA and in W.Va. 126CSR15, WVBE Policy 2417, Programs of Study for Limited English Proficient Students.

3.24. LEP Committee. The LEP Committee is a school level committee that includes English as a Second Language (hereinafter ESL) and/or regular classroom educators and/or parents who meet annually to address issues impacting student instruction and assessment on an individual basis for limited English proficient students.

3.25. Local Education Agency (hereinafter LEA). The LEA is defined as the county school district or regional education service agency.

3.26. Locked and Secured Location(s). A locked and secured location(s) for storage of secure materials is any location that can be locked and secured with access limited to only the principal and/or building level coordinator.

3.27. Medically Fragile. A student who is suffering from a terminal illness or medical or mental emergency of a physical or psychiatric condition may qualify for a participation rate exemption. Information about the appeals process is available from the Office of Assessment and Accountability.

3.28. Migrant/Migratory Child. The term ‘migratory child’ means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work;

3.28.a. has moved from one school district to another; within the district/state in the preceding 36 months. Additionally, this definition includes the child who has accompanied such a parent or spouse in the preceding 36 months.

3.29. “N” Count. The “N” count is the number of students tested in a specific group. For reporting/accountability purposes, the “N” count must be large enough so students in that group cannot be individually identified. The “N” counts are chosen by states and approved by the federal government for reporting out in the State Report Card and calculating/reporting school

subjects. As defined in ESEA, NAEP reading and mathematics assessments are required to be administered to 4th and 8th graders. W. Va. Code §18-2E-2 states NAEP shall be administered in academic areas at various grades designated by National Assessment of Education Progress officials.

3.31. National Assessment Governing Board (hereinafter the Governing Board). The Governing Board is made up of elected and appointed officials; the Board oversees the content and operation of the NAEP.

3.32. National Center for Education Statistics (hereinafter NCES). The NCES collects, analyzes and makes available data related to education in the United States and other nations.

3.33. Public Law 107-110. The Elementary and Secondary Education Act (hereinafter ESEA) is a federal law that requires school districts to be accountable for teaching children in order for those districts to continue receiving federal funds.

3.33.a. ESEA Flexibility provides flexibility regarding specific requirements of the No Child Left Behind Act of 2001 in exchange for rigorous and comprehensive plans designed to improved educational outcomes for all students, close achievement gaps, increase equity and improve the quality of instruction.

3.33.b. The West Virginia ESEA Flexibility Waiver was approved by the U.S. Department of Education on May 20, 2013.

3.33.c. The West Virginia Accountability Index (hereinafter WVAI) includes data on student achievement and growth in mathematics and English and language arts, achievement gaps for subgroups and attendance/graduation rates to identify five designations of schools.

3.34. Nonpublic School Student. A nonpublic school student is a student enrolled in an elementary, middle or high school that is not established or maintained at public expense through the total basic foundation program/state aid formula outlined in W. Va. Code §18-9A-3 and §18-9A-12.

3.34.a. Nonpublic Schools. Nonpublic schools include private schools, such as Mountaineer Challenge, schools operated by religious groups or other nonpublic schools. If nonpublic schools choose to participate in WV-MAP, it is understood the nonpublic school staff must adhere to policy requirements.

3.35. Norm-Referenced Test (hereinafter NRT). A NRT is an assessment that compares a student's performance to the performances of other similar test takers.

therefore, are assessed using the West Virginia accountability assessments and are included in WVAI measures.

3.38. Public School Student. A public school student is a student enrolled in an elementary, middle or high school established and maintained at public expense through the total basic foundation program/state aid formula outlined in W. Va. Code §18-9A-3 and §18-9A-12.

3.38.a. Foreign Exchange Students are considered to be public school students for the year they attend an assigned public school; if tested, they are not included in WVAI measures.

3.39. Regional Education Service Agency (hereinafter RESA). RESAs are charged with providing high quality, cost effective education programs and services to students, schools, and school systems within their geographic area through cooperation between county school systems and other education-related agencies. Each county in West Virginia is assigned to a RESA. All eight RESAs are governed under the WVBE.

3.40. Revocation/Suspension. Revocation/suspension is the removal of licensure/certification by the State Superintendent of Schools pursuant to W. Va. Code §18A-3-6.

3.41. School Personnel. School personnel include any persons employed to work in any manner by a school or LEA.

3.42. Scribe. A scribe copies student responses, exactly as written, from oral/signed student responses, large print, braille, handwritten essay, or damaged test booklet/answer sheet into the regular test booklet, answer sheet, or online format. A scribe must be a trained examiner with a signed *WVBE Secure Materials and Test Procedures Agreement*, as set forth in this policy.

NAEP, and pilot tests and field tests sanctioned by WVDE. (Note: References to WESTEST 2 include Online Writing.)

§126-14-4. Program Regulations.

4.1. All public school students enrolled in grades 3-11 shall be assessed at the grade level in which they are enrolled by either WESTEST 2 or APTA in the spring of each year.

4.1.a. WESTEST 2 assesses the content areas of mathematics, reading/language arts, science and social studies for grades 3-11.

4.1.a.1. Students in grade 11 enrolled in chemistry or conceptual chemistry during the current academic school year will be assessed by WESTEST 2 grade 11 science.

4.1.a.2. Students in grade 11 enrolled in a science course other than chemistry or conceptual chemistry during the current academic school year will not be assessed by WESTEST 2 grade 11 science.

4.1.b. APTA assesses the content areas of mathematics, reading/language arts and science.

4.1.b.1. Mathematics and reading/language arts are assessed in grades 3-8 and 11.

4.1.b.2. Science is assessed in grades 4, 6, and 10.

4.1.b.3. ESEA established a one percent cap on the number of proficient APTA scores that may be included in accountability measures at the school and county. WVDE will randomly select scores to count as proficient in calculations for any school or district whose number of students participating in APTA exceeds the one percent cap.

4.2. All LEP public school students shall participate in the WESTEST 2 or APTA in the grade level in which they are enrolled. The LEP Committee will determine the appropriate accommodations if any (Policy 2417) using the *LEP Assessment Participation Form*.

4.2.a. When the LEP student is identified as a student with a disability under Policy 2419, the IEP Team will determine the appropriate assessment and accommodations to be implemented in addition to the accommodations required by the *LEP Assessment Participation Form*.

4.2.b. When the LEP student is identified as a student with a disability under Section 504, the Section 504 Committee will determine the student's appropriate accommodations.

4.2.c. Former LEP students' WESTEST 2 or APTA scores will be included in the LEP subgroup for two years after they have attained English proficiency.

4.3. All public school students with disabilities who are eligible for services as defined in Policy 2419 shall participate in the WESTEST 2 or APTA at the grade level in which they are enrolled with appropriate accommodations, if any, as determined by their IEP Team.

4.3.a. All public school students with significant cognitive disabilities who are unable to take the WESTEST 2 and who meet the criteria for participation in the APTA as determined by their IEP Teams shall participate in the APTA.

4.3.a.1. The documentation procedure for ensuring IEP accommodations are provided on WESTEST 2 and APTA must be followed, as per WVS.326 outlined in the Participation Guidelines.

4.3.b. All public school students with disabilities as defined by Section 504 who do not have an IEP shall participate in the WESTEST 2 in the grade level in which they are enrolled. Appropriate accommodations, if any, must be determined by the student's Section 504 Committee and documented in the student's Section 504 Plan.

4.3.c. All public school eligible students with disabilities under Policy 2419 whose IEP placement is Special Education: Out-of-School Environment, are to be assessed at the school in which the student is enrolled or an alternate testing site approved by the county test coordinator. All participating educators and students shall be required to follow all testing guidelines and security procedures set forth in this policy.

4.4. All public school students enrolled in the 8th grade, except those participating in APTA shall participate in the ACT EXPLORE assessment with accommodations as determined by their respective IEP Teams, Section 504 Committees or LEP Committees in the fall of each year.

4.4.a. The documentation procedure for ensuring accommodations are provided on ACT EXPLORE is outlined in the Participation Guidelines.

4.5. All public school students enrolled in 10th grade with the exception of students who meet the criteria to participate in APTA shall participate in the ACT PLAN assessment with accommodations as determined by their respective IEP Teams, Section 504 Committees, or LEP Committees in the fall of each year.

4.5.a. The documentation procedure for ensuring accommodations are provided on ACT PLAN is outlined in the Participation Guidelines.

4.13. Each county board of education shall establish a local system to analyze the assessment results, evaluate pupil, school, and LEA performance related to test results, use the data to increase student learning and improve school achievement according to W. Va.126CSR13, WVBE Policy 2320, A Process for Improving Education: Performance Based Accreditation System (hereinafter Policy 2320).

4.14. The WVBE shall provide an appeal process for LEAs when it is believed there are statistical errors in the assessment data. This appeal process shall be available to the county superintendent as per Policy 2320.

§126-14-5. Administration Regulations.

5.1. The WV-MAP assessment shall be administered according to the schedule published by the WVDE Office of Assessment and Accountability. A reasonable effort shall be made to provide each student with a make-up test during the scheduled testing window.

5.1.a. The state-mandated testing window must be followed by all school systems unless prior approval from the WVDE has been obtained through a written request to extend the window due to unforeseen barriers or hardships. At no time may the window be extended without said approval.

5.2. The WV-MAP assessment program shall be managed by a county test coordinator who has completed training in administering the testing instruments used in this program. The county test coordinator shall be available either in person or by telephone during the testing windows for any questions/concerns.

5.3.c.3. must have been trained and must have on file a signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* for the purpose of administering or assisting with the administration of an assessment included in the WV-MAP and pilot tests and field tests sanctioned by WVDE;

5.3.c.4. may be a substitute teacher or an aide serving as an examiner for special needs students when instructionally assigned;

5.3.c.4.A. all aides and nonpublic school educators must be approved by WVDE;

5.3.c.5. may not be a student teacher;

5.3.c.6. may not administer WV-MAP assessments to his/her child/ren.

5.3.d. Counties shall ensure that all principals and building level coordinators, as well as all other appropriate central office and school building level professional staff and personnel are, as appropriate, adequately trained in test administration, interpretation and use of test data. All irregularities that represent cheating, security breaches, testing administration breaches or copyright infringements shall be reported according to guidelines outlined in §126CSR14-7.7.

5.3.e. Principals/building level coordinators at nonpublic schools that administer any portion of the WV-MAP are required to have a valid West Virginia teaching license/certification as do public school principals and building level coordinators.

5.4. All irregularities of student misconduct that represent student cheating, security breaches, testing administration breaches or copyright infringements shall be reported according to guidelines outlined in §126CSR14-7.7.

5.4.a. Any allegation of cheating, security breach, testing administration breach or copyright infringement shall be reported according to the following protocol:

5.4.a.1. Any allegation that occurs in the school shall be reported to the school principal.

5.4.a.2. Principals shall report allegations to the county test coordinator.

5.4.a.3. County test coordinators shall report allegations to the county superintendents and to the WVDE Office of Assessment and Accountability.

5.4.a.4. The WVDE Office of Assessment and Accountability shall report allegations to the State Superintendent of Schools.

5.4.a.4.A. The WVDE Office of Assessment and Accountability holds the authority to determine whether to invalidate a test and to determine whether a breach form of the test will be administered.

5.4.a.5. When the circumstances of reporting an allegation directly to an administrator may place an informant in jeopardy, the allegation shall be reported directly to the WVDE Office of Assessment and Accountability which represents the State Superintendent of Schools.

5.5. Any West Virginia nonpublic school employee involved in any component of the testing program shall be trained in appropriate assessment administration and test security procedures. Test administrators shall hold a valid West Virginia teaching license/certification and must be approved by WVDE.

5.6. All allowable testing accommodations identified on the student's IEP, Section 504 Plan, or LEP Assessment Participation Form must be provided during the test administration, as established in his/her plan. Students needing accommodations will be identified by the principal or building level coordinator and the designated accommodations shall be implemented by the examiner or through technology.

5.6.a. Schools and districts are to monitor and report the implementation of accommodations as defined in the Participation Guidelines.

5.7. Any person who transcribes must: (1) be a trained examiner as defined by Policy 2340; (2) sign the *Scribe Verification Form* at the conclusion of the transcription; and (3) list the name of each student whose work was transcribed, each student's enrollment grade and the parts of the test that were transcribed on the *WVBE Scribe Verification Form*. The form is to be sent to the principal or building level coordinator upon completion.

§126-14-6. Reporting Regulations.

6.1. All students who participate in the WV-MAP and their parents/guardians shall be provided the individual student assessment results in a timely manner by the county, with the

8.4.a. If a violation has been determined, one or more of the following recommendations shall be made:

8.4.a.1. invalidating the test scores of students/classes/schools/county,

8.4.a.2. if the testing window has not closed, retesting of students with the equivalent form of the test will be considered with the county (or school if requested by county) assuming the cost of both purchasing and scoring of the equivalent form,

8.4.a.3. re-aggregating the test data for valid test results for students school/county/state,

8.4.a.4. using the equivalent form in the next year's administration for the affected grades,

8.4.a.5. retraining of administrator/examiner/technology specialist involved in investigation,

8.4.a.6. banning administrator/examiner/technology specialist from handling of or administering WV-MAP secure materials for any determined misconduct, and

8.4.a.7. action from county superintendent as per §126CSR14-8.7.a or county board as per §126CSR14-8.7.b.

8.5. Upon acceptance of the report by the State Superintendent of Schools, a copy of said report will be sent to the county superintendent along with the State Superintendent of School's letter of acceptance of the report.

8.6. Upon receipt of the investigative team's report, the county superintendent may request in writing any recorded conversations, written statements, and/or other documents or materials obtained during the investigation. The requested materials shall be mailed to the county superintendent via certified mail with proof of receipt.

8.7. Within 60 days of receipt of the letter from the State Superintendent of Schools accepting the recommendations of the investigative team, the county superintendent shall report in writing to the State Superintendent of Schools the status of further proceedings and any action taken. This report shall include the following:

8.7.a. action taken by the county superintendent or RESA director:

8.7.a.1. no action,

8.7.a.2. written reprimand,

8.7.a.3. improvement plan, or

8.7.a.4. other, including ongoing investigation/s.

8.7.b. action taken by the county board:

8.7.b.1. no action,

8.7.b.2. suspension,

8.7.b.3. termination, or

8.7.b.4. other.

8.8. Within 90 days of the receipt of a report detailing the county's final action taken, the State Superintendent of Schools will review the action taken by the county to determine whether to close the case or to initiate licensure/certification revocation. The county superintendent and individual(s) against whom the complaint was filed will be notified of the decision within said timeframe.

8.8.a. The State Superintendent of Schools may revoke the teaching license/certification pursuant to W. Va. Code §18A-3-6 or decline to grant a license or a license renewal pursuant to W. Va. Code §18A-3-2a for any person who knowingly and willfully acted in a manner that may compromise the integrity of assessments in the WV-MAP and pilot tests and field tests sanctioned by WVDE. Behavior giving rise to such action by the State Superintendent of Schools includes but is not limited to:

8.8.a.1. giving unauthorized access to secure test questions and/or answer keys or infringement of copyrighted materials,

8.8.a.2. retaining, reproducing, paraphrasing, or discussing all or any portion of a secure test,

8.8.a.3. prompting or assisting examinees during testing or altering or creating examinees' responses in any way,

8.8.a.4. providing a false certification on any *WVBE Secure Materials and Test Procedures Agreement* or *WVBE RESA/County/School Personnel Secure Materials Agreement*,

8.8.a.5. manipulating the test administration, demographic data, or the students' answers or data, and

8.8.a.6. participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in Policy 2340, and W. Va. Code §18-2E-1a.

8.8.b. The WVBE in conjunction with the State Superintendent of Schools shall have the authority to enforce copyright laws to ensure the integrity of the assessments in Policy 2340, and W. Va. Code §18-2E-1a(4).

§126-14-9. Severability.

9.1. If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

Appendix A

The *WVBE Testing Code of Ethics* addresses special concerns regarding appropriate professional practices within the West Virginia Measures of Academic Progress (WV-MAP), as well as appropriate professional conduct. The *WVBE Testing Code of Ethics* supplements the practices and procedures set forth by W. Va.126CSR14, WVBE Policy 2340.

ETHICAL TESTING PRACTICES**Test Security**

1. County school personnel shall establish and implement procedures to ensure maximum test security and limit access of secure materials to applicable county/school personnel.
2. Apart from the scheduled test administration to students, secure test materials shall be stored in a locked and secured location by the county test coordinator in accordance with the test administration guidelines of each assessment.
3. The county test coordinator shall be responsible for the test booklets/answer sheets received by the county and shall maintain a record of the booklets sent to each school in accordance to the test administration guidelines of each assessment.

- a) given notification before testing;
- b) provided information on the purposes and descriptions of the test and uses of the test results; and
- c) encouraged to follow test preparation procedures.

Test Preparation Practices

1. Instruction will be focused on the content standards and objectives in the curricular areas.
2. Informal item bank(s) should be used for test preparation.
3. Students should be taught study skills and general test-taking skills.
4. Benchmark assessment should be used for test preparation.
5. Formative assessment should be used for test preparation.

13. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *County Test Coordinator's Secure Materials and Test Procedures Agreement* to the WVDE, Office of Assessment and Accountability prior to the fifteenth day of September.

Signature: _____

Print Name: _____

Date: _____

*If this form is not on file, it will be considered a breach of security by
the county and state boards of education.*

This agreement is valid for the academic year of signatory date.

13. I will ensure that examiners comply with the appropriate accommodations for students with IEPs, Section 504 Plans, and *LEP Assessment Participation Forms* when so designated in the test manual.
14. I am responsible for monitoring and verifying that the building level coordinator(s), if applicable, has fulfilled his/her assigned duties.
15. If serving as an examiner for an online assessment, I will not offer technical (accessing dictionary, grammar checks, formatting functions, etc.) assistance that might alter the accuracy of student responses in the web-based assessment before, during, or after the administration of the test.
16. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *Principal's Secure Materials and Test Procedures Agreement* to the county test coordinator prior to the last day of September.

Signature: _____

Print Name: _____

School: _____ Date: _____

*If this form is not on file, it will be considered a breach of security by
the county and state boards of education.
This agreement is valid for the academic year of signatory date.*

12. I will check testing rooms prior to the beginning of test administration to ensure that all specific information, as specified by the test manual, is not displayed in the room during the test administration.
13. I will ensure that examiners comply with the appropriate accommodations for students with IEPs, Section 504 Plans, and *LEP Assessment Participation Forms* when so designated in the test manual.
14. If serving as an examiner for online assessment for online assessment, I will not offer technical (accessing dictionary, grammar checks, formatting functions, etc.) assistance that might alter the accuracy of student responses in the web-based assessment before, during, or after the administration of the test.
15. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *Building Level Coordinator's/Assistant Building Level Coordinator's Secure Materials and Test Procedures Agreement* to the county test coordinator prior to the last day of September.

Signature: _____

Print Name: _____

School: _____ Date: _____

*If this form is not on file, it will be considered a breach of security by
the county and state boards of education.
This agreement is valid for the academic year of signatory date.*

Please print your name, sign, and return the *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* to the appropriate test administrator five instructional days prior to the administering any assessment.

Signature: _____

Print Name: _____

Position: _____

School: _____ Date: _____

*If this form is not on file, it will be considered a breach of security by
the county and state boards of education.
This agreement is valid for the academic year of signatory date.*

Appendix G

Training Session _____ of _____
 State of West Virginia
 County of _____
 School _____

Page _____ of _____
 West Virginia Board of Education
 West Virginia Measures of Academic Progress

**Verification of Training for Principals, Building Level Coordinators, County/School, RESA Personnel
 (Examiners/Scribes/Other School Personnel)**

By signing my name below, I acknowledge that I have received training in secure materials, test procedures, test administration and Policy 2340 for the assessment indicated by a
 √.

Check	☐ ACT COMPASS	☐ ACT EXPLORE	☐ APTA	☐ WESTEST 2 Online Writing	☐ Pilot/Field Test _____
	☐ ACT PLAN	☐ WESTEST 2	☐ Policy 2340		

Date of Training	Printed Name	Signature	Position

By signing below, I verify I have trained the above personnel in secure materials, test procedures, and test administration for the indicated assessment.

 Signature of Trainer

 Printed Name of Trainer

 Date

County administrator/principal/building level coordinator must have signed copies Appendix G on file five instructional days prior to each testing window.