Washington Comprehensive Assessment of Science

Instructions for Administering the Accommodated Science Test

## General

This supplemental instruction sheet provides DCs, SCs, and TAs with information on material preparation, administration of accommodated paper forms (standard print, large print, Braille, and Spanish) of the Washington Comprehensive Assessment of Science (WCAS), recording student responses, and processing materials after testing.

Be sure to provide sufficient time for students to complete testing when administering the accommodated paper forms of the science assessment.

It is required that the science accommodated paper forms be administered to students in small groups to ensure the validity, reliability, and fairness of student results. The student to Test Administrator (TA) ratio should be no greater than 3 students to 1 TA.

Science accommodated paper materials are prepackaged in kits. Each test kits includes:

## Braille Print Test Kits

The grade and content-appropriate version of the following:

* Braille kit cover sheet
* plastic-bound Braille test booklet with a packet of transcriber’s notes on the inside back cover
* standard print test booklet
* Braille print Glossary of Non-Science Terms
* Braille print Periodic Table (grades 8 and 11)
* a secure *TA Script of Student Directions* document

## Large Print Test Kits

The grade and content-appropriate version of the following:

* large print kit cover sheet
* large print test booklet
* standard print test booklet
* large print Glossary of Non-Science Terms
* large print Periodic Table (grades 8 and 11)
* a secure *TA Script of Student Directions* document

## Spanish Print Science Test Materials

The grade-appropriate version of the following:

* Spanish print science test booklet
* Spanish print Glossary of Non-Science Terms
* Spanish print Periodic Table (grades 8 and 11)
* a secure *TA Script of Student Directions* document

## Before Testing

All test booklets must have a student pre-ID label affixed to the front cover. If a student label did not accompany the materials, a label must be printed from TIDE.

The secure *TA Script of Student Directions* that comes packaged with the test booklet and aligns to the grade level being administered (5, 8, or 11) must be the basis for administering the paper versions of the science assessment. The same set of instructions can be used for all accommodated paper forms (standard print, large print, Braille, and Spanish) within the grade level. There should be no modifications to these instructions.

Large print and Braille kits also includea standard-size test booklet to be used to support the TA during testing, if needed. For example, to provide the read-aloud designated support, or to monitor locking items. After testing, all student responses must be transcribed from the large print or Braille booklet into the standard-size booklet for scoring.

## During Testing

The TA will use the paper-pencil *TA Script of Student Directions* to administer the test. All protocols outlined in the *Professional Assessment Standards* and the *Guidelines on Tools, Supports, and Accommodations (GTSA)* must be followed. TAs may also use the directions in the *Simplified Test Directions for Washington State Assessments* to simplify the *TA Script of Student Directions* when this support is identified in a student’s testing plan.

### Recording Other Types of Answers

Following guidance outlined in the *GTSA*, students with disabilities may have the option to provide oral responses, taped responses, or written responses on paper besides the test booklet provided with the assessment. These responses must be transcribed into the appropriate test booklet by trained staff.

## After Testing

All test booklets must be returned to the scoring contractor as scorable materials. Please follow the return instructions provided in your shipment.

### Large Print and Braille Booklets

Student responses for the large print and Braille tests must be transcribed into the provided standard-print booklet by a trained TA or other trained staff. Please refer to the *Scribing Protocol for Washington State Assessments* posted on the WCAP Portal and to the *SECURE Item Specific Information* table in each grade-specific part of the secure *TA Script of Student Directions* for directions. Any responses that are not transcribed into a standard print answer booklet will not be scored.

After transcribing student responses into the standard print booklet, the large print and Braille booklets, and the secure *TA Script of Student Directions*, must be returned to the contractor as non-scorable materials.

The following guidelines must be followed to ensure accurate and fair transcription of student responses:

* All test materials and student responses are secure and confidential. This includes anything that is written on ancillary materials (e.g., scratch paper, glossaries, or periodic tables) that were used during the test session.
* Only persons who know Braille should transcribe Braille responses.
* Transcription of student responses must be identical to what the student provides, including grammar, punctuation, and spelling. If a student provides an incomplete response, the transcription must match that incomplete response exactly. See the *SECURE Item Specific Information* table in the secure *TA Script of Student Directions* for additional guidance.
* Transcription should be proofread by a second impartial party to confirm accuracy. Two transcribers should collaborate to transfer the response in cases where a student has provided a graphic in a response.
* When transcription is complete, test booklets and/or student responses on ancillary materials should be immediately returned to the SC and the SC will process and securely store test materials to return to the DC. The SC is also responsible for securely destroying ancillary materials with student responses. Retaining copies or disposing of student responses by placing them in the trash or recycling location is not permitted.
* The scribe/transcriber must provide written affirmation to the DC that student responses from the large print and Braille test booklets were transcribed to the standard-print booklets with fidelity.

Altering or editing student responses is a direct violation of test security.