



Welcome!

The training will begin shortly





Bureau of Indian Education

Science Assessment

Administration Policies

Spring 2024



Housekeeping



All participants should remain on mute with their video off.



Post all questions to the chat.

Questions will be addressed at each section break.



Please add your name, email, and school to the chat.



This training will be recorded and available at the BIE Science Help & Support site.



Welcome & Introductions

Bureau of Indian Education (BIE)

- Aurelia Shorty, Education Program Specialist (Assessment & Accountability)
- Dr. Carmelia Becenti, Chief Academic Officer
- Dr. Douglas Clauschee, Educational Research Analyst
- Dr. BJ Howerton, CAO-Program Analyst
- Don Griffin, Section 504 Program Coordinator

Cognia

- Mara Allaire, Program Manager

Agenda

- Assessment overview and key dates
- What is new for 2023-2024?
- Test security
- Computer-based testing
 - Before, during, and after administration
- Paper-based testing
 - Before, during, and after administration
- Accommodated forms
- Ordering additional materials
- Returning paper test materials
- Resources

Science Summative Assessment Overview

- Grade 5, 8, and 11
- Administered through both computer-based tests and paper-based tests
- 3 test sessions
- Required for all BIE schools
 - Exceptions:
 - A signed waiver has been obtained by BIE and USDE
 - Permission has been obtained to participate in your local state assessment

Overview

Accessing the Assessment

- Portal: <https://bie.cognia.org>
 - School test coordinators (STCs)
 - IT coordinators (ITCs)
 - Test administrators (TAs)
- Computer testers – BIE Science Assessment Kiosk
 - Access for students
 - Must be downloaded on school devices prior to testing

Key Dates

Science Assessment

Task	Dates
Kiosk available for download	September 11, 2023
Science Benchmark administration window	September 18, 2023–March 8, 2024
Printed testing materials arrive in schools	February 26, 2024
Additional materials ordering window	February 26–April 12, 2024
Test administration window	March 11 – April 19, 2024
STC Post Online Testing clean-up window	April 22 – April 24, 2024
Return of secure materials	No later than April 26, 2024
Standards Validation meeting	April 30 – May 2, 2024
Online Data Files Available in DI	June 28, 2024
Static ISRs Download Available in DI	July 17, 2024
 Print Reports in site for schools	August 7, 2024

What is new for 2023-2024?

Human Reader

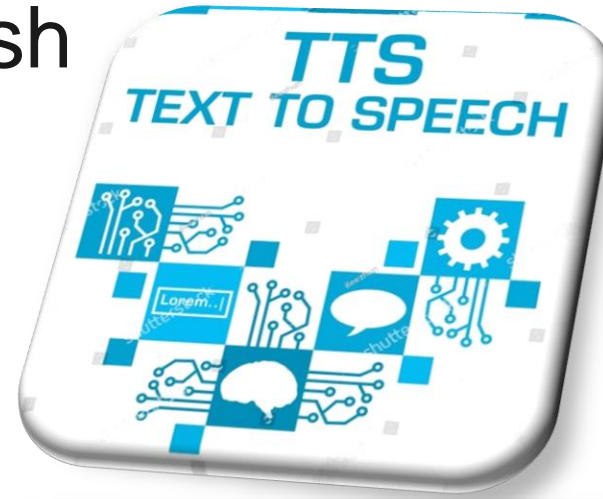
- Human Reader is no longer an accessibility feature
- Human Reader is an accommodation and must be indicated on the student's IEP/504 plan



What is new for 2023-2024?

Other Accommodations & Test Report Code

- Moved Science TTS English from Accessibility to Accommodation
- Added Extended Time Accommodation
- Added Small Group Accommodation
- Removed “09-COVID Exemption” Test Report Code



- Test Report Codes (Clear)**
- ☐ Withdrew Before Test Completion
 - ☐ Non-Allowed Modification
 - ☐ Medical Emergency
 - ☐ Other Non-Completion
 - ☐ Test Irregularities
 - ☐ Absent
 - ☐ Participating in MSAA

- Principal's Verification Form
 - Completed by the school principal
 - Used as a checklist and signed at the end of the administration
- Staff Confidentiality Form
 - Completed by all staff handling secure materials
- Appendix E of TAM: Forms & Signs
- Security Checklist
 - Used to track materials in/out
 - Appendix C of TCM



Test Security

Secure Materials

- Security of test materials must be maintained before, during, and after administration.
- Secure CBT test materials
 - Student login tickets
 - Periodic tables written on by students
 - Scratch paper written on by students
 - Human reader scripts written on by students (if applicable)
- Secure PBT test materials
 - Test booklets (standard print and accommodated test forms)
 - Answer documents
 - Periodic tables written on by students
 - Scratch paper written on by students
 - Human reader scripts written on by students (if applicable)


Test Security

Test Administrators

- TAs must:
 - Be certified educators
 - Receive training on test security and administration
 - Complete the Confidentiality Agreement
 - Follow their school's test schedule
 - Carry out standard examination procedures
 - Ensure test materials are returned to a secure location each day
 - Report any possible security breaches
- TAs must not:
 - Administer the assessment to a family member
 - Allow students to use electronic devices

Test Security Testing Irregularities

- Testing irregularities, such as potential cheating, and any suspected or actual breach of security must be reported immediately by the TA to the STC.
- The STC must notify the BIE of a testing irregularity within three business days of the incident.
- A Testing Irregularity Reporting Form must be submitted to the BIE within ten business days.

**BIE Science Assessment
Testing Irregularity Reporting Form**

Purpose of Form: This form should be used to document and report the occurrence of a testing irregularity.

Definition of Testing Irregularity: Any incident in the handling or administration of a test that results in questioning the accuracy of the data or security of the test that may or may not result in an invalidation.

Procedure for Reporting:

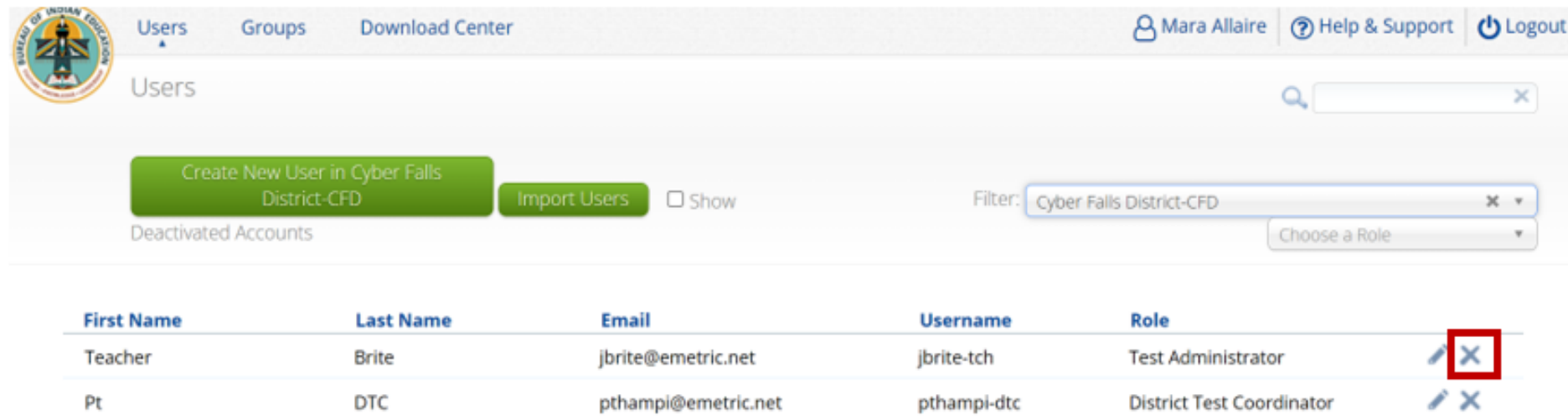
- When a testing irregularity occurs, the school must notify/report the incident to BIE by email (aurelia.shorty@bie.edu) within 3 days.
- All sections of this form must be completed by school personnel and submitted to the BIE within 10 days of the incident.

All sections of this form, along with supporting documentation, must be typed.





District Code:	District Name:	Date of Incident:
For which assessment program did the irregularity occur?		
Who is completing this form?		
Phone:	Email:	
SCHOOL AND STUDENT INFORMATION		
If the incident involved multiple students, provide a supplemental sheet identifying the specific test, grade level, and NASIS ID number for each student. Do not include additional student identifiable information.		
School Code:	School Name:	Test Subject(s):
Grade(s):	NASIS ID:	
INCIDENT INFORMATION		
Description or Incident: (What happened?)		
School Action: (How was the incident handled by the district?)		
School Recommendation: (Do you recommend invalidating scores?)		
PERSONNEL INFORMATION		
Name/Position of Staff Involved and License Number.		Did staff receive training in test security? <input type="checkbox"/> YES <input type="checkbox"/> NO Date(s) of Training:
Name/Email of School Test Coordinator.		
BIE USE ONLY		
Report processed by:	Date:	
BIE decision:	Date school notified:	

Test Security Users

- If an educator no longer works at your school or will no longer be involved in the science assessment administration, be sure to deactivate their account in the portal.
 - Locate the user and click the “X” to the right to deactivate.



The screenshot shows the 'Users' management page. At the top, there are navigation tabs for 'Users', 'Groups', and 'Download Center'. On the right, there are links for 'Mara Allaire', 'Help & Support', and 'Logout'. Below the navigation, there is a search bar and a filter dropdown set to 'Cyber Falls District-CFD'. There are also buttons for 'Create New User in Cyber Falls District-CFD', 'Import Users', and a 'Show' checkbox. A table lists the users, with columns for First Name, Last Name, Email, Username, and Role. The first user is 'Teacher Brite' with email 'jbrite@emetric.net' and role 'Test Administrator'. The second user is 'Pt DTC' with email 'pthampi@emetric.net' and role 'District Test Coordinator'. To the right of each user's role, there are edit and deactivate icons. The deactivate icon (an 'X') for the 'Test Administrator' user is highlighted with a red box.

First Name	Last Name	Email	Username	Role	
Teacher	Brite	jbrite@emetric.net	jbrite-tch	Test Administrator	 
Pt	DTC	pthampi@emetric.net	pthampi-dtc	District Test Coordinator	 



Questions?

Before, During and After Testing Administration

Computer-Based Testing and Paper-Based Testing

Computer-Based Testing Before Administration

- Before the testing window, STCs should:
 - Assign accommodations and accessibility features to students
 - Create TA accounts
 - Create classes
 - Establish a testing schedule
 - Train all staff that will be involved in test administration

The screenshot displays a web application for managing student testing accommodations. The top navigation bar includes links for Home, Site Readiness, Students, Enrollment Transfer, Classes, and Test Sessions. The main content area is titled "Edit PTQAPTtwoSix Ethan's information" and features three tabs: Student Information, Accommodations, and Classes. The Accommodations tab is active, showing two sections: "Accessibility Feature" and "Accommodation (IEP/504)". The "Accessibility Feature" section includes options like "Color Contrast", "Headphones/Noise Buffer", "Read Aloud to Self", and "Alternative Setting". The "Accommodation (IEP/504)" section includes options like "Assistive Technology Device Presentation", "Assistive Technology Device Responses", "Braille Notetaker", "Braille Writer", "Commercial Word-To-Word Dictionary", "Customized Dual Language Glossary", "Directions in Native Language", "Human Reader", "Human Scribe", "Human Signer", "Picture Dictionary", "Speech-to-Text", "Tactile Graphics", "Word Prediction", "Pocket Word-To-Word Translator", "Extended Time", and "Small Group". The bottom section of the interface shows a "Users" tab with a search bar, a "Create New User in BIE State (State)" button, an "Import Users" button, and a "Show Deactivated" checkbox. The bottom navigation bar includes links for Users, Groups, Download Center, and a user profile for Mara Allaire.

Computer-Based Testing Accommodations and Accessibility Features

- Accessibility Features

- Must be assigned to student
- In platform:
 - Color contrast
- Outside of platform:
 - Headphones/Noise Buffer
 - Read aloud to self
 - Alternative setting

- Accommodations

- Must be assigned to student
- Only for students with IEP/504
- In platform:
 - Science TTS English (Text-to-Speech)
 - Allow accessibility mode testing
 - Word prediction (embedded)

- Outside of platform:

- AT device
- Word-to-word dictionary
- Dual language glossary
- Directions in native language
- **Extended time**
- **Human reader**
- Human scribe
- Human signer
- Picture dictionary
- Word-to-word translator
- **Small group**
- Speech-to-text
- Tactile graphics



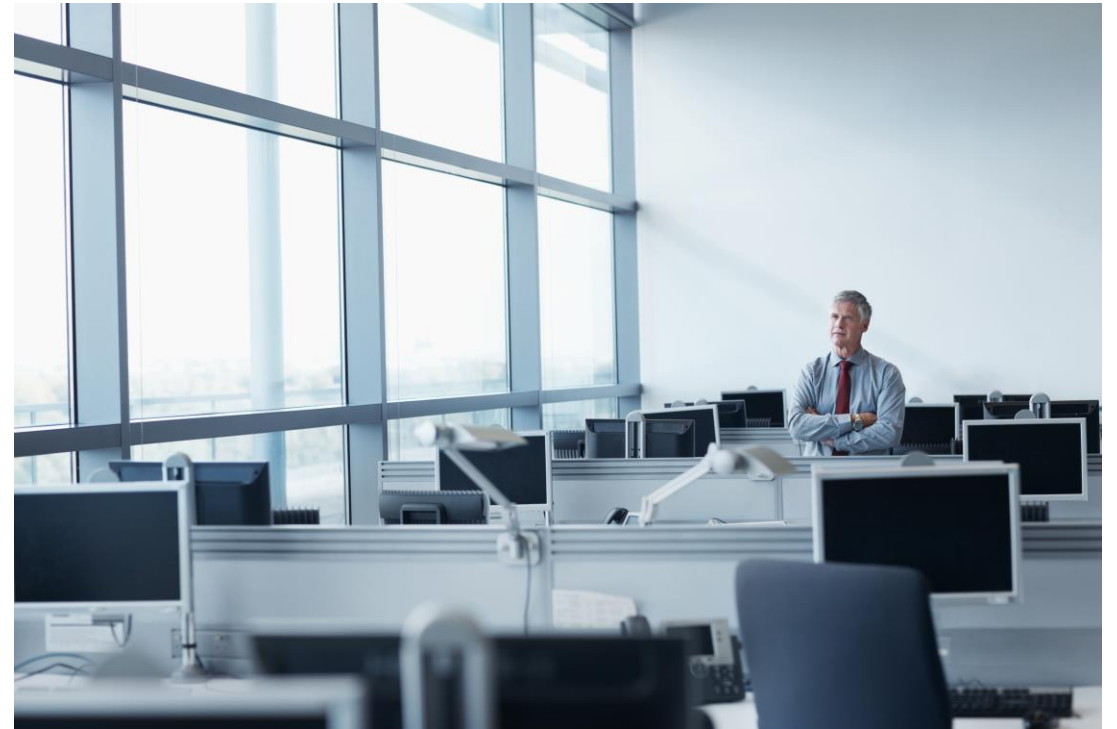
Full list of accommodations and accessibility features in Portal User Guide (p. 25)

Computer-Based Testing During Administration

- During the testing window, STCs should:
 - Ensure there is at least one trained TA for every 25 students in a testing room
 - Ensure any TA or proctor is not assigned to a testing room in which a relative is being tested
 - Track all secure materials and ensure they are returned to a central, secure location each day
 - Monitor testing progress and completion

Computer-Based Testing After Administration

- After the testing window, STCs should:
 - Invalidate test sessions and assign Test Report Codes as needed
 - Collect all secure materials (including used scratch paper and student login tickets) and securely destroy them at the school



Test Report Codes - Invalidating Tests

- If a test session is invalidated, a Test Report Code must be assigned
 - Absent
 - Medical Emergency
 - Non-Allowed Modification
 - Other Non-Completion
 - Participating in MSAA
 - Test Irregularities
 - Withdrew Before Test Completion

Test Report Codes (Clear)

☐ Withdrew Before Test Completion

☐ Non-Allowed Modification

☐ Medical Emergency

☐ Other Non-Completion

☐ Test Irregularities

☐ Absent

☐ Participating in MSAA

Close

Online Test Report Codes Display

Paper Test Report Codes Display

G TEST REPORT CODES
(Mark one bubble for each content)

Withdrew Before Test Completion	①
Non-Allowed Modification	②
Medical Emergency	③
Other Non-Completion	④
Test Irregularities	⑤
Absent	⑥
Participating in MSAA	⑧

Paper-Based Testing Before Administration

- Before the testing window, STCs should:
 - Establish a testing schedule
 - Train all staff that will be involved in test administration
 - Gather all test materials needed for administration
 - Test Administrator's Manual (TAM)
 - Testing signs
 - Security checklist
 - Secure test materials



Paper-Based Testing During Administration

- During the testing window, STCs should:
 - Ensure there is at least one trained TA for every 25 students in a testing room
 - Ensure any TA or proctor is not assigned to a testing room in which a relative is being tested
 - Track all secure materials and ensure they are returned to a central, secure location each day
 - Monitor testing progress and completion

Paper-Based Testing After Administration

- After the testing window, STCs should:
 - Invalidate test sessions and assign a Test Report Code as needed
 - Noted on the next-to-last page of the PBT answer document
 - Void tests as needed (If student responses have been transcribed to a new answer document, the original document must be voided)
 - Write VOID in large, dark print on the front cover
 - Fill in box J of the biogrid
 - Pack the voided document with the used test materials



Accommodated Forms



Paper-Based Testing

Large Print

01

Large-print test kits will include:

- Large-print TA special instructions sheet
- Large-print test booklet
- Large-print periodic table for grade 11 only
- Standard test booklet
- Standard answer document

02

Recommend administering at tables that accommodate the test booklet's size (11'x17')

03

Directions and script should be read from the TAM the same way as for standard administration

Paper-Based Testing

Large Print Responses

- Only responses on the standard-sized answer document will be scored.
 - Student records responses in standard-sized answer document
 - Student records responses in large-print test booklet and scribe copies them exactly onto the answer document
 - Student types their responses with a word processor (without spelling or grammar check) if this accommodation is indicated in the student's IEP/504 plan
 - Student uses a scribe to record oral responses if this accommodation is indicated in the student's IEP/504 plan
 - All student responses must be transcribed verbatim into the student's answer document

Paper-Based Testing Braille

Braille test kits will include:

- Braille TA special instructions sheet
- Braille test booklet with TA notes
- Braille periodic table for grade 11 only
- Standard test booklet
- Standard answer document

Directions and script should be read from the TAM the same way as for standard administration

- TA may adjust specific directions as needed (e.g., tell student they do not need to read the copyright notice)

Have braille paper or other accommodation materials available

- Other accommodation materials examples: Braille writers, slates and styluses, Cranmer modified abacuses, etc.
- Must be furnished prior to the appropriate subtest.

Paper-Based Testing Braille Responses

- Only responses on the standard-sized answer document will be scored.
 - Student records responses on a separate Braille paper
 - Student records responses in Braille version of test booklet
 - Student construct their responses with a word processor (without spelling or grammar check)
 - Student uses a scribe to record oral responses
- All student responses must be transcribed verbatim into the student's answer document

Paper-Based Testing

Human Reader

01

Human Reader test kits will include:

- Human reader TA special instructions sheet
- Human reader script (excerpted from TAM)
- 2 Standard test booklets
- Periodic table for grade 11 only
- 1 Standard answer document

02

Recommend administering to the students that have Human reader accommodation in their IEP/504 Plan and have been using it throughout the year in the classroom

03

Directions and script should be read from the Human Reader Script keeping in mind the special instructions given to the TA

Paper-Based Testing

Human Reader Responses

- Only responses on the standard-sized answer document will be scored.
 - Student records responses in standard-sized answer document
 - Student records responses in large-print test booklet, if applicable, and scribe copies them exactly onto the answer document
 - Student types their responses with a word processor (without spelling or grammar check) if this accommodation is indicated in the student's IEP/504 plan
 - Student uses a scribe to record oral responses if this accommodation is indicated in the student's IEP/504 plan
 - All student responses must be transcribed verbatim into the student's answer document



Questions?

Ordering Additional Materials

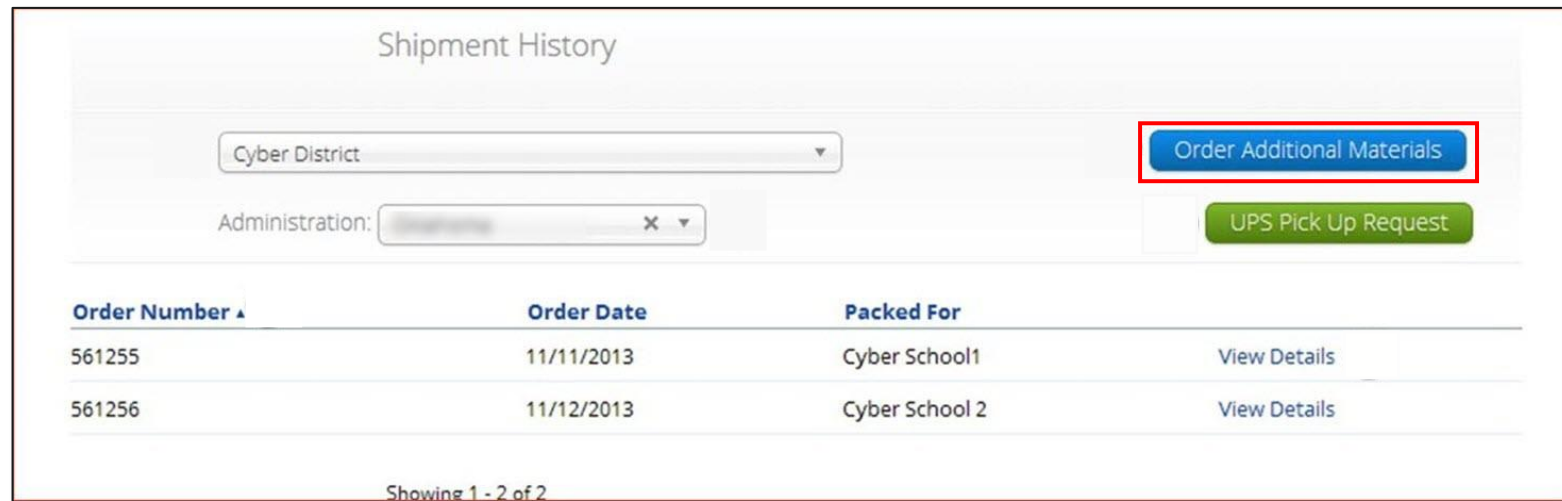
Additional Ordering Window: February 26 – April 12, 2024



Paper-Based Testing

Ordering Additional Materials

- If needed, order additional materials from the Materials Management tab in the Portal
- Additional materials order window: **February 26 – April 12, 2024**



The screenshot shows a web interface titled "Shipment History". At the top, there is a dropdown menu set to "Cyber District" and a button labeled "Order Additional Materials" which is highlighted with a red rectangle. Below these, there is an "Administration:" label followed by a dropdown menu and a green button labeled "UPS Pick Up Request". A table below displays shipment history with columns for "Order Number", "Order Date", and "Packed For". The table contains two rows of data. At the bottom, it says "Showing 1 - 2 of 2".

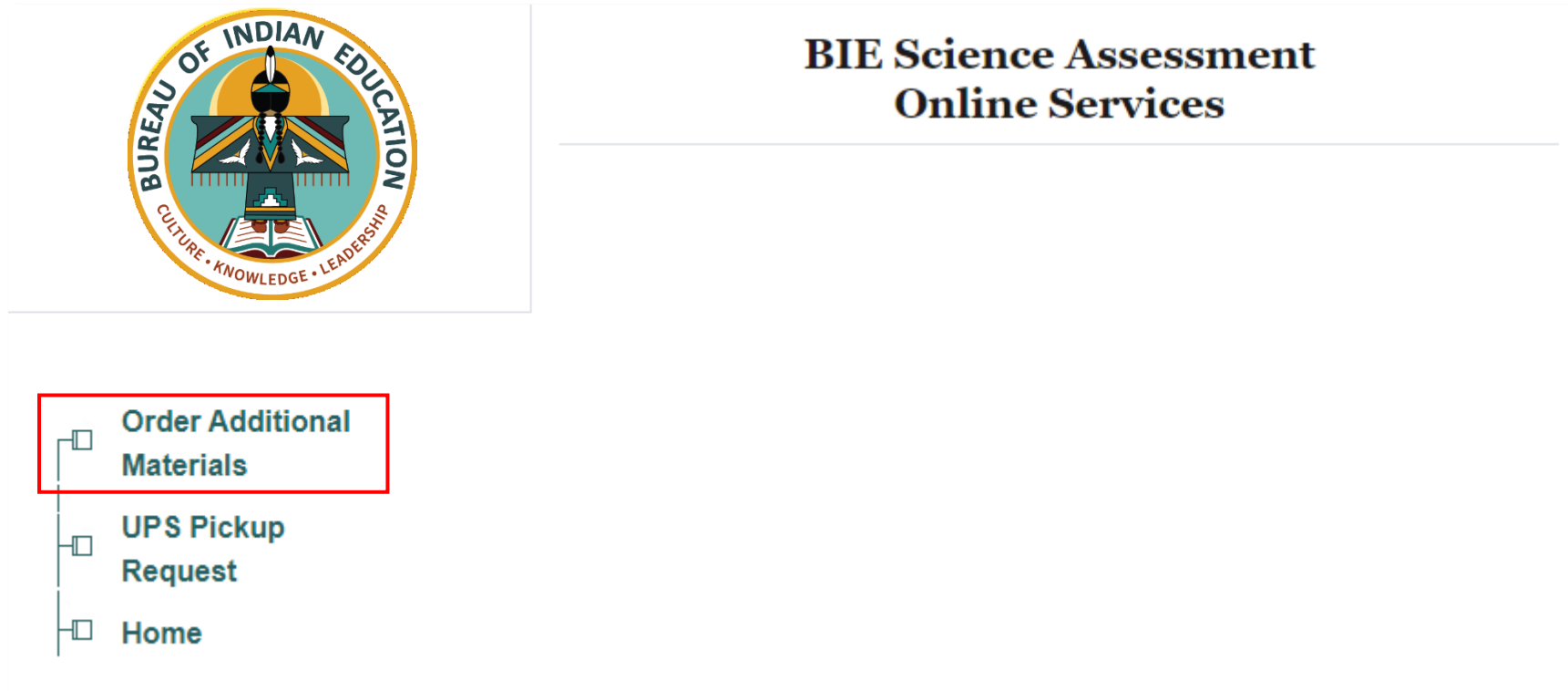
Order Number	Order Date	Packed For	
561255	11/11/2013	Cyber School1	View Details
561256	11/12/2013	Cyber School 2	View Details

Showing 1 - 2 of 2

Paper-Based Testing

Ordering Additional Materials

- <https://iservices.cognia.org>



Paper-Based Testing

Ordering Additional Materials



[Return to iServices](#)

Online Additional Materials

Administration:

Instructions

1. Select Administration.
2. Select Order Level.
3. Select District.
4. Select School.
5. Enter MP Ship Code which is located at the top of your Material Summary.
6. Click Login.

To order additional materials, you will need the **MP Ship Code** from your initial shipment.

If you did not receive an initial shipment, contact the BIE Science Help Desk to obtain a ship code.

Returning Paper Test Materials

UPS Pickup Window: March 18 – April 26, 2024



Return PBT Materials

Preparing Materials for Return

Checking answer documents

Pre-ID labels

- Confirm student information is accurate
- Match the label with the name on the front cover
- Apply to the bottom right corner on the back cover
- If there is no label, ensure boxes A–F on the back cover are completed accurately

Return PBT Materials

Order of the paper materials placed in the box for return

Top of box
Used, Partially Used, and Voided Answer Documents envelope(s)
Special Handling envelope – it may be empty
Unused, Blank Answer Documents envelope(s)
All grades test booklets, including Braille, human-reader, and large-print versions
Bottom of box

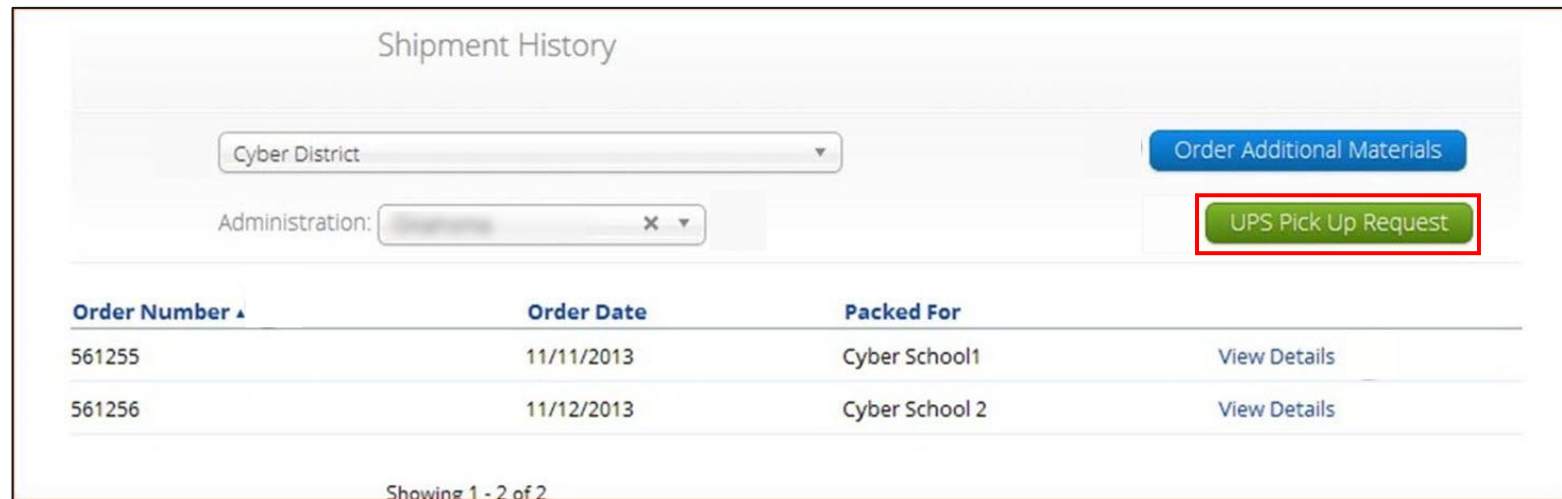
Reminders

- Return materials in the same Cognia box they were received
 - Special Handling – include a brief explanation
 - Contact the BIE Science Help Desk if any materials are contaminated with biohazardous materials
- Seal the box and add the return shipping label provided with the shipment

Return PBT Materials

Request a UPS Pick Up

- Once all materials are packed and ready, schedule a UPS pick up from the Materials Management tab in the Portal
- UPS pick up window: **March 18 – April 26, 2024**



Shipment History

Cyber District

Administration: x

Order Additional Materials

UPS Pick Up Request

Order Number	Order Date	Packed For	
561255	11/11/2013	Cyber School1	View Details
561256	11/12/2013	Cyber School 2	View Details

Showing 1 - 2 of 2

Return PBT Materials

Request a UPS Pick Up

- <https://iservices.cognia.org>



BIE Science Assessment Online Services


☐ Order Additional
Materials

☐ UPS Pickup
Request

☐ Home

Return PBT Materials

Request a UPS Pick Up

[Return to iServices](#)

Online UPS Pickup Request

Administration:

* RS Tracking # :

Login

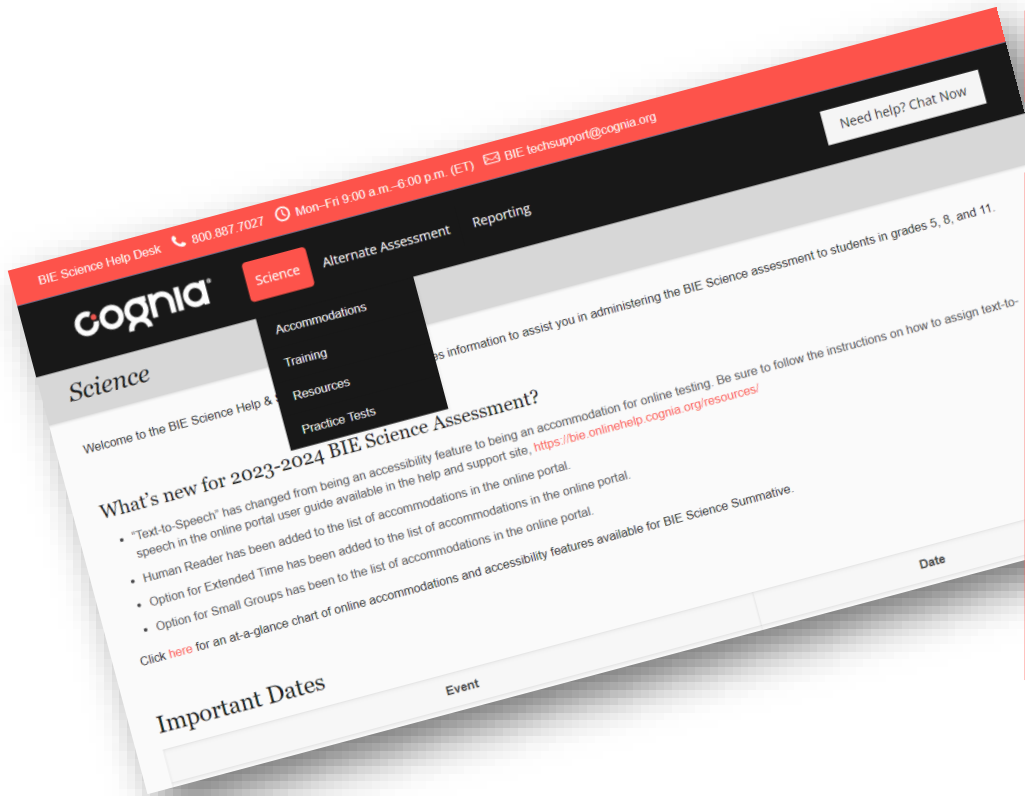
Instructions

1. Select Administration.
2. Enter RS Tracking # (located on your UPS return service label). You only need to identify one tracking number regardless of the number of boxes being returned.
3. Click Login.

Resources



Help & Support Site General Education Science



<https://bie.onlinehelp.cognia.org/science/>

Resources will be posted throughout the year

- Key dates
- Manuals
- Training videos
- Practice tests
 - Access to CBT practice test and answer documents
 - Downloadable PDFs of the PBT practice test
- Reporting resources

BIE Science Help Desk

Hours

- Monday–Friday from 9:00 a.m.–6:00 p.m. (ET)

Contact information

- Phone: 800-887-7027
- Email: BIETechSupport@cognia.org
- [Chat](#) (accessible from the BIE Science Help & Support site)



Questions?



Thank you!