

Virginia Department of Education
Procedures for Administering Growth Assessments Virtually to Students in
Multidivision Online Provider Programs
(Revised December 8, 2023)

The 2023 Virginia General Assembly passed [House Bill \(HB\) 1820](#) which authorizes multidivision online provider (MOP) programs to administer the Virginia Growth Assessments virtually to their students in Grades 3 – 8 Reading and Mathematics. In response to HB 1820, the Office of Student Assessment developed procedures for administering the growth assessments in a virtual setting to those students receiving virtual instruction through a MOP program. These procedures are for Division Directors of Testing and administrators at MOP programs.

As stated in HB 1820, “any student enrolled in a virtual school program, as defined in § 22.1-212.23 of the Code of Virginia, may take any beginning-of-year or mid-year growth assessment required pursuant to subsection C of § 22.1-253.13:3 of the Code of Virginia in a virtual setting that best meets the educational needs of the student...” Beginning January 1, 2024, students may be administered the growth assessments by their MOP in a virtual setting.

§ 22.1-212.23 of the Code of Virginia states,

"Multidivision online provider" means (i) a private or nonprofit organization that enters into a contract with a local school board to provide online courses or programs through that school board to students who reside in Virginia both within and outside the geographical boundaries of that school division; (ii) a private or nonprofit organization that enters into contracts with multiple local school boards to provide online courses or programs to students in grades K through 12 through those school boards; or (iii) a local school board that provides online courses or programs to students who reside in Virginia but outside the geographical boundaries of that school division. However, **"multidivision online provider" shall not include** (a) a local school board's online learning program in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of that school division; (b) multiple local school boards that establish joint online courses or programs in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of those school divisions; (c) local school boards that provide online learning courses or programs for their students through an arrangement with a public or private institution of higher education; or (d) local school boards providing online courses or programs through a private or nonprofit organization that has been approved as a multidivision online provider.

Individuals who are unaware of which programs constitute multidivision online providers may access the list of Virginia Department of Education (VDOE) approved providers on the [Multidivision Online Provider](#) page on the VDOE website.

DDOTs and test administrators at multidivision online provider programs must administer all winter growth assessments in accordance with the policy and procedures detailed in the current Test Implementation Manual and Examiner’s Manuals. The following information provides information specific to the administration of growth assessments to MOP students.

Test Forms Specific for MOP Virtual Growth Assessments

Computer adaptive regular and audio MOP test forms were developed to use when administering the growth assessment virtually. An email which included the Winter 2023-2024 Growth Assessments Forms Matrix for Multidivision Online Providers and directions for setting up test sessions with these forms, was sent to school divisions through Virginia's assessment contractor on Thursday, December 14, 2023. MOP administrators should contact the DDOT from the school division for this information.

Student Eligibility, Scheduling, and Creating Test Sessions for Growth Assessments

The eligibility for a student to be assessed virtually using a MOP form is contingent upon the criteria noted in [HB 1820](#) from the 2023 Session of the General Assembly. HB 1820 is included in the appendix section of this document. In general, students will be administered these virtual growth assessments at a date and time determined by the MOP. These sessions will be monitored virtually by an assessment proctor and in-person by an adult approved by the MOP. The assessment proctor, referred to as "examiner" throughout the remainder of this document is a staff member from the multidivision online provider. The in-person monitor is determined by the MOP. Additional details and responsibilities of the examiner and in-person monitor are detailed in the section, Test Security and Test Environment Supervision.

When scheduling test sessions, the ratio of student testers to examiner may not exceed 10 students per 1 examiner. The smaller ratio of students to examiner will permit the examiner to closely monitor all students throughout the duration of the assessment.

When creating test sessions, the naming convention used should make them easily identifiable to distinguish those sessions which were administered to students virtually. Therefore, it is recommended that test session names include "MOP" at the beginning of the name.

Test Directions for Growth Assessments

The online MOP forms administered virtually to students will be presented using the directions located in the *2023-2024 Fall and Winter Grades 3, 4, & 5 Reading and Mathematics Growth Assessments Examiner's Manual Online Test Directions* or *2023-2024 Fall and Winter Grades 6, 7, & 8 Reading and Mathematics Growth Assessments Examiner's Manual Online Test Directions*. These are the same manuals used for online growth assessments administered in the school divisions. The manuals may be ordered through Virginia's assessment contractor, or they may be downloaded from the [Growth Assessments](#) webpage.

Technical Requirements, Device Management, and Monitoring for Growth Assessments

To monitor students throughout the growth assessment, each student must have two devices during testing. The first device will be used by the student to access the online test. The second device will be used by the examiner to monitor the test environment. The device used by the student to access the growth assessment must meet the minimum [hardware and software system requirements](#) provided by Virginia's assessment contractor and needs the current version of the [test delivery application](#) installed. The device used to monitor the test session must include a working camera and microphone and speaker for audio, which are all enabled during the entire testing session. The device must be correctly positioned so the examiner is able to monitor the student's testing environment to ensure an appropriate and secure test administration. Neither the device used for taking the assessment nor the

device used for monitoring may have any other applications running concurrently while the student is taking the test. At any time during testing, if the student does not have access to both devices or the examiner is unable to monitor testing through the second device, the student must discontinue testing.

Test Security and Test Environment Supervision

In preparation for administering assessments virtually, the in-person monitor and examiner will need to sign the current School Division Personnel Test Security Agreement. The security agreement is available in Appendix A of the Test Implementation or Examiner's Manuals located on the [Growth Assessments](#) webpage. In addition to signing the test security agreement, the examiner must be trained in test administration and test security procedures. The signed security agreements must be maintained as part of the division's documentation for the winter growth administration.

As defined in the Test Implementation Manual, the Test Examiner (Examiner) is responsible for administering the test(s) according to the procedures outlined in the Examiner's Manual and for maintaining the security of test materials. For these virtual sessions, the role of the examiner does not change regarding the management of the test session. The examiner must ensure that the student has the appropriate technology necessary to complete the test. The MOP will need to determine how the examiner will manage the secure distribution and collection of non-scorable test materials (test tickets, scratch paper, etc.) to maintain the integrity of the testing program and address questions or concerns posed by students during the test session and communicate this to the examiner.

The in-person monitor is responsible for ensuring the student is prepared to begin testing and the test environment is free from distractions and interruptions. The in-person monitor may assist with administrative tasks such as ensuring the technology to be used for testing and observation is working and positioned correctly, ensuring additional materials are available (formula sheets, ancillary materials, scratch paper, etc.), maintaining a test environment free from distractions or interruptions, ensuring the student does not access inappropriate materials during testing, and collecting and immediately destroying any scratch paper used during the test session. The in-person monitor may not answer questions from the student regarding the test or test items or leave the test session until the student has been dismissed from the test session.

Test Ticket Distribution

MOPs are responsible for securely transmitting growth assessment test tickets at the time of testing for use by students during testing.

Testing Irregularities

If the student must discontinue testing for any reason, the student should choose, Sign out of TestNav, from the User Dropdown Menu. If the student is unable to exit the test, or the school must discontinue the student's test, the student test may be remotely exited using the Exit Student Tests feature in PearsonAccess^{next}. Users with the appropriate permissions have access to this feature. If an irregularity or violation of test security occurs during testing, the examiner should follow the procedures in the Examiner's Manual and contact the School Test Coordinator to report the incident immediately.

Appendix

2023 House Bill 1820

CHAPTER 524

An Act to require the virtual administration of certain through-year growth assessments for students enrolled in certain virtual school programs.

[H 1820]

Approved March 26, 2023

Be it enacted by the General Assembly of Virginia:

1. § 1. *Any student enrolled in a virtual school program, as defined in § 22.1-212.23 of the Code of Virginia, may take any beginning-of-year or mid-year growth assessment required pursuant to subsection C of § 22.1-253.13:3 of the Code of Virginia in a virtual setting that best meets the educational needs of the student, subject to the following conditions:*

1. *The student takes the assessment on an assigned date and at an assigned time;*

2. *The student attends a synchronous assessment session initiated and managed by virtual school program personnel;*

3. *If the Department does not provide for integrated camera proctoring, the student shall use two devices for the duration of the assessment administration: one device on which the student takes the assessment and a second device on which an assessment proctor monitors for the duration of the assessment administration via the camera on the second device. However, if the Department provides for the proctor to view the student and background, then a second device shall not be required;*

4. *The device on which the student takes the assessment meets the technical requirements of the assessment platform that ensure functionality and test security and has no other applications in operation for the duration of the assessment administration except for browser lockdown software to eliminate the possibility of Internet browser usage on such device for the duration of the assessment administration;*

5. *The device on which the student is being monitored has audio capabilities accessible by the assessment administrator;*

6. *An adult approved in accordance with the terms of the virtual school program, such as the student's parent, is physically present with the student for the duration of the assessment administration. Adults who are present with the student during such assessment administration must sign the Department of Education's current test security agreement;*

7. *The virtual school program maintains a student assessment taker to assessment proctor ratio not to exceed 10 to one;*

8. *The student does not exit the assessment administration until instructed to do so by the assigned assessment proctor;*

9. *The assessment submission is verified by the assessment administrator; and*

10. *The virtual school program is responsible for all costs associated with such virtual assessment administration.*

2. That the Department of Education shall develop guidance to implement the provisions of this act by January 1, 2024.

3. That the provisions of the first enactment of this act shall expire at such time as the Department of Education's current state assessment program contract expires, provided, however, that the vendor selected by the Department of Education for the subsequent state assessment program contract shall provide for the capability of virtual assessment administration.