



**2018 – 2019
Placement Test Policy
for
Students Entering Grades 5 and 9**

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Placement of Transfer Students

In accordance with the Louisiana Department of Education Bulletin 1566, Section 503 E and the St. Landry Parish Pupil Progression Plan:

- A student who has transferred from a public school, in- or out-of-state, or a nonpublic school, shall be granted credit for work completed in the previous school. A properly certified transcript shall be required with the student's record of attendance, levels of achievement, history of immunization, and units of credit earned.
- Evaluation information for exceptional students transferring from another school system shall be reviewed by pupil appraisal and approved by a supervisor of special education before the student is enrolled in a special education program.
- Students in grades 5 and 9 transferring to a public school from any in-state nonpublic school, any approved home study program, or a Louisiana resident transferring from any out-of-state school, shall be required to pass the Louisiana Department of Education's State Placement Test.
- This computer-based test is designed to measure students' knowledge and skills in English Language Arts (ELA) and math pursuant to Louisiana Student Standards in grades 4 and 8 and is consistent with the LEAP 2025 test.
- St. Landry Parish School System will place students in the appropriate grade by using the achievement levels in the chart below:

Achievement Levels*	Grade Placement
Basic, Mastery, or Advanced (Passed)	Grade 5 or Grade 9
Approaching Basic or Unsatisfactory (Failed)	Grade 4, Grade 8, or Transitional 9 th Grade

- According to the Louisiana Department of Education, Bulletin 1566, section 503B: Students who have scored below the "basic" achievement level shall have placement and individual academic supports addressed in the same manner as non-transfer students in accordance with state law. School systems should use a preponderance of evidence to determine promotion or retention.

***Scores will not be available until 4-7 days after the student completes the test.**

Online Tools Training

It is **required** that students experience the Online Tools Training **before** the computer-based test administration. The OTT must be viewed **at least once by students in advance of their testing day**. Students are allowed to repeat the tutorial as often as desired and needed. There are no restrictions on accessing these tools. The narration within the tutorials is included both as spoken audio and as printed captioning displayed directly on the screen, allowing the student to be able to read along as the script is read aloud.

The Online Tools Training (OTT) is designed to provide an introductory online experience for students. The purpose of the OTT is for the students to observe and practice features of the Online Assessment Software prior to an actual test administration. The test administrator will model for the students how to complete the various item types, use tools, and navigate the test. Although the test questions used for illustration purposes are indicative of the content of a given assessment, the OTT is not a practice test of content. That is, the OTT is **not** designed to demonstrate complete coverage of the tested content, and **it is not scored**. Test questions have been chosen to demonstrate the item types and tools of computer-based testing for the content area. The goal is to familiarize students with the use of the computer and not to test content knowledge within any subject. **Students will be reminded that the OTT is designed to allow students to experience taking an assessment on a computer and to experiment with the features available to them during an actual assessment.**

If parents would like to practice using the Online Tools Training with their child(ren), please go to the following link:

<https://wbte.drctdirect.com/LA/portals/la>

To begin an Online Tools Training, students double-click on the DRC INSIGHT Online Assessments icon on their desktop. They should then select Online Tools Training under the **LEAP 2025 Grades 3–8 logo**, **select a content area** (English Language Arts and Mathematics), and then select a grade level (Grade 4-5 or Grade 8). Once the program opens, students should enter the Username and Password displayed on the sign-in screen. A sample sign-in screen is shown below.

The login information is as follows:

<u>ELA Grade 4-5</u>	<u>ELA Grade 8</u>
<ul style="list-style-type: none"> • Username: ELA04 • Password: test1234 	<ul style="list-style-type: none"> • Username: ELA08 • Password: test1234 •
<u>Math Grade 4-5</u>	<u>Math Grade 8</u>
<ul style="list-style-type: none"> • Username: MATH04 • Password: test1234 	<ul style="list-style-type: none"> • Username: MATH08 • Password: test1234

Test Security

- I. **Electronic Devices:** Having a cell phone or other handheld electronic device (e.g., smartphone, portable media player, smart watch, eBook reader, electronic pen, document scanner) during the administration of any test session of the state placement test is prohibited.

- II. **Unauthorized Visitors:** Visitors, including parents/guardians, school board members, reporters, and school staff not authorized to serve as test administrators, are prohibited from entering the testing environment.

- III. **Voiding Student Tests:** Student tests will be voided if there is an instance of cheating or misconduct—whether by a student or by anyone else.
- IV. **Materials Prohibited During All Test Sessions:**
- All personal electronic equipment not related to testing (e.g., smartphones, portable media players, smart watches, document scanners, eBook reader, electronic pens)
 - Any resources (e.g., books, posters, models, displays, teaching aids) that define, explain, illustrate terminology or concepts, or otherwise provide unauthorized assistance during testing
 - Mathematical formulas and conversion tables other than the grade-specific mathematics reference sheet provided
 - Any manipulative not approved as an accommodation prior to testing

Special Populations and Accommodations

- Special Education, 504, or English Learner accommodations must be supplied upon registering for the state placement test.
 - **Extended Time:** The State Placement Test is timed; however, students with an Extended Time accommodation must be given sufficient time to respond to every test item. Individual test sessions must be completed the same day they were started.
 - **Transferred Answers:** If a student who has this accommodation recorded responses on scratch paper or used braille or technological assistive devices documented on the student’s IEP or IAP, the test administrator must transfer the student’s responses onto the online form exactly as the student wrote them.
 - **Individual/Small Group Administration:** Tests may be administered to an individual or a small group of students (maximum of eight) who require more attention than can be provided in a larger classroom.
 - **Tests Read Aloud:** The Text-to-Speech (TTS) function is available for students testing online who require that their test be read aloud. TTS allows students testing online to listen via headphones or speakers to test information displayed on the screen. Words and numbers, including test directions, questions, answer choices, and other information, will be read aloud and can be repeated as necessary. During testing, the audio will begin immediately when the student clicks the Next/Back buttons to navigate from question to question. On-screen audio controls are provided, allowing the students to pause the audio, adjust the audio volume, and turn on/off the follow-along feature, and indicate specific areas of the question they wish to replay.
 - NOTE: All parts of the State Placement Test may be read aloud to students with the accommodation Tests Read Aloud.
 - **Calculator Use:** Grade 4 students with the accommodation for calculator use may use the DRC INSIGHT online calculator, **and** they may be provided a four-function calculator in every session. For grade 8, all students are allowed to use the appropriate calculator for sessions 2 and 3. Calculators are provided in DRC INSIGHT for sessions 2 and 3, but students may use handheld calculators, as well. Students are not permitted to use a

calculator in session 1 unless calculator use is an approved accommodation for Mathematics only. Students with the accommodation for calculator use may use the DRC INSIGHT calculator or they may be provided a handheld calculator for session 1. Grade 8 students may only use a scientific calculator, unless they have an approved accommodation to also use a four-function calculator in addition to the scientific calculator.

- A student with a disability or who is an English Learner may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student’s IEP or 504 plan.
 - **Directions in Native Languages:** Written general administration directions are available for the following languages: Arabic, Cantonese, Mandarin, French, Spanish, Urdu, and Vietnamese.
 - **Math text-to-speech** is available in Spanish for the 2018 administration.
 - **English/Native-Language Word-to-Word Dictionary (No Definitions):** ELs may use either a standard or electronic English/native-language word-to-word dictionary (no definitions) on all sessions of the tests.
- **Administration Considerations for Students:**
 - St. Landry Parish School Board has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this document.
 - Accordingly, the district may determine that any student may require one or more of the following test administration considerations, regardless of the student’s status as a student with a disability or as an English learner:
 - frequent breaks
 - time of day
 - small-group testing
 - separate or alternate location
 - specified area or seating
 - adaptive and specialized equipment or furniture

Software Tools

- The online testing system includes tools and features to assist the student.
 - **Volume Control** - To adjust the volume for students using the Text-to-Speech (TTS) function. Headsets will be provided to all students who have the TTS/Test Read Aloud accommodation.
 - **Pause and Exit Functions** - There is a blue Pause button in the tool bar along the bottom of the screen. If a student needs to leave the computer lab/classroom for a short break during the test administration (e.g., restroom break, etc.) Once this button is clicked, the test questions are removed from the screen (for test security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the test. There is a countdown timer that will appear

on the pause screen notifying the test administrator of how much time is remaining before the test will be automatically exited.

Testing Guidelines

- The State Placement Test is strictly timed, but exceptions are made for students with the accommodation Extended Time.
- State Placement testing must be administered within the testing window, September 10, 2018–June 28, 2019.
- Each session must be administered and completed on the day it is begun.
- Unless a student is eligible for the accessibility feature Individual or Small Group Administration, all students in a testing group must begin testing on a session at the scheduled time. If a student arrives late, that student may not test during the session.
- Time limitations will be strictly enforced except for students with the accommodation Extended Time.
- All students will be given pencils, scratch paper, headphones, reference sheets (if applicable), and a scientific calculator (grade 8 only) for the appropriate test session.

Testing Times for Grade 4

English Language Arts			Mathematics NO CALCULATORS ALLOWED		
Session 1:	90 minutes	Day 1	Session 1:	75 minutes	
Session 2:	75 minutes		Day 2	Session 2:	75 minutes
Session 3:	75 minutes			Day 3	Session 3:
TOTAL TESTING TIME FOR GRADE 4: 465 MINUTES (7 HOURS, 45 MINUTES)					

Testing Times for Grade 8

English Language Arts			Mathematics		
Session 1:	90 minutes	Day 1	Session 1:	75 minutes NO CALCULATORS ALLOWED	
Session 2:	75 minutes		Day 2	Session 2:	75 minutes CALCULATORS ALLOWED
Session 3:	75 minutes			Day 3	Session 3:
TOTAL TESTING TIME FOR GRADE 8: 465 MINUTES (7 HOURS, 45 MINUTES)					

Reminder: Scores will not be available until 4-7 days after the student completes the test.