

TO: School District Superintendents, Public School Principals, Non-public School Administrators, Special Education Directors, School District Testing Coordinators

FROM: Robert Bauer, State Assessment Coordinator

SUBJECT: Certification of Required Science Test Administration Training

Date: October 20, 2015

Pursuant to federal requirements, the North Dakota Department of Public Instruction must ask **each school district administrator to certify that all school personnel who supervise or administer the state assessment and need to know specific information about test administration and handling of test materials have received appropriate and sufficient training on state assessments.**

- The school district must fulfill this training requirement by reviewing the fall 2015 Science Test Coordinator's Manual (TCM) provided in the Test Coordinator Kits shipped to districts, or available on-line at <https://www.nd.gov/dpi/uploads/1257/TCM2015Final.pdf>.
- Test Administrators should review the following sections of the Science TCM
 - *Important Telephone Numbers and Web Sites*, page ii
 - *Test Security and Confidentiality*, page 1
 - *Cell Phones and Other Recording and Transmitting Devices*, page 2
 - *Coordination of School District Testing*, page 3
 - *Rules for Invalidation*, page 4
 - *Step 4: Complete the Student Test Book Cover*, page 13
 - *Step 5: Administer the North Dakota State Science Assessment*, page 18
 - *Step 6: Collect and Check Test Books*, page 19
 - *Appendix A: Preparation for Testing*, page A1
 - *Appendix B: Assessment Accommodations*, page B1
 - *Appendix C: School District Accountability for Secure Testing Materials*, page C1
- Once training is appropriately and sufficiently completed, an **on-line training certification form must be submitted to DPI**. The on-line Certification of State Assessment Training is accessed at <https://www.surveymonkey.com/r/sciencecert2015> and can be completed in less than five minutes for an entire district. The district testing coordinator or the district administrator/superintendent is responsible for submitting the certification of training. One survey must be completed for each public school district, non-public school, and BIE school that administers the North Dakota State Assessment. The certification must be submitted to the NDDPI by **5:00 p.m. CT, Friday, November 13, 2015**.
- The person submitting the certification should **print and maintain a copy** for their records. If there are testing irregularities, the copy will be referenced in any subsequent monitoring and investigation.

Thank you for your assistance in this compliance measure. If you have questions or need assistance, please contact me at (701) 328-2224, or rgbauer@nd.gov.

Access all Science State Assessment Memos and other science assessment information at <https://www.nd.gov/dpi/Administrators/assessment/program/science/>