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Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

TO: Superintendents, Principals, School Leaders
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: October 1, 2018
RE: Updated Guidance: Testing Students at Alternate Sites

The Department issues this updated guidance for schools planning for the administration of assessments to students who receive instruction at alternate sites. The guidance is intended for the school accountable for the student. The accountable school is typically the school wherein the student has legal settlement; however, that may not always be the case. The accountable school is a student-by-student determination based on a number of factors outlined in Indiana Code § 20-26-11-1 *et seq.* and Article VII (for students with IEPs).

Schools must provide appropriate off-site staff with the formal training required of all examiners/test administrators. This may be done via agreement between schools and the facilities providing testing services or by providing licensed examiners/test administrators from the school to administer the assessment at the off-site facility. Schools must keep, on file, signed copies of the *Testing Security and Integrity Agreement* for all examiners/test administrators, ensure that all test materials (e.g., STNs, test books) are stored securely at all times, and document the custody of the test materials throughout the test administration to maintain test security. Guidance for different student populations is outlined here:

- **Homebound** students who receive instruction at home:
 - Schools may administer the test during the student's scheduled service hours within the testing window, as long as the student does not have contact with other students.
- **Students in an alternate facility** (e.g., alternative school, behavioral center, private residential treatment center, correctional facility):
 - Schools must follow all test administration requirements and may administer state-required assessments in the alternate setting or at another location within the school corporation (unless other arrangements have already been made with IDOE);
 - If the alternate facility and school agree for alternate facility staff to administer testing, the school must confirm staff at the alternate facility hold a valid Indiana license (instructional, administrative, or school services) prior to such staff administering assessments to students. Schools are encouraged to enter into agreements between the school and the facility for all educational services, including testing.
- **Students who are hospitalized**, and the hospital provides educational services to the student:
 - Schools must confirm that the hospital staff hold a valid Indiana license (instructional, administrative, or school services) before the hospital staff may administer the assessment to the student.
- **Students who are hospitalized**, and the hospital does NOT provide educational services to the student:
 - Schools must follow all test administration requirements and may administer the assessments in the hospital.
 - If the student does not test, the school must obtain a written statement from the student's physician or medical provider and maintain the documentation locally. This documentation may be requested by the Department at a later date so schools should ensure that this documentation is located at the school and in the student's file.

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NOTE:

- In all instances noted above, student scores will be aggregated with the results of the corporation of legal settlement.

Refer to Section 7 of the 2018-2019 *Indiana Assessment Policies, Administration, and Security Manual* for more details (<https://www.doe.in.gov/sites/default/files/assessment/2018-19-program-manual-7-18-18-final.pdf>).

Please direct any questions to the Office of Student Assessment (INassessments@doe.in.gov).