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February 20, 2014

Ms. Cami Anderson, State District Superintendent
Newark Public Schools
2 Cedar Street, Room 1003
Newark, NJ 07102

Dear Ms. Anderson:

SUBJECT: NJ ASK Erasure Analysis Security Review – Newton Street School
OFAC Case #INV-115-12

The Office of Fiscal Accountability and Compliance (OFAC) completed an investigation of the testing procedures utilized at the Newton Street School in the Newark Public Schools. The investigation was initiated in response to findings resulting from the administration of the 2010 New Jersey Assessment of Skills and Knowledge (NJ ASK).

Following a review of all pertinent information and documentation, a violation of test security protocols was confirmed at the Newton Street School. The information obtained during the OFAC review of these matters is detailed in the attached report. Please provide a copy of the report for each board member.

Utilizing the process outlined in the attached "Procedures for Audit Response, Corrective Action Plan and Appeal Process, State-Operated School Districts," pursuant to N.J.A.C. 6A:23A-5.6, the Newark Public Schools Board of Education is required to publicly review and discuss the findings in this report at a public board meeting no later than 30 days after receipt of the report. Within 30 days of the public meeting, the board must adopt a resolution certifying the findings were discussed during a public meeting. The resolution must indicate if the board approved a corrective action plan (CAP) as required by the report recommendation and/or submitted an appeal of any issue in dispute. A copy of the resolution and approved CAP and/or appeal must be sent to this office within 10 days of adoption by the board. Direct your response to my attention.

Also, pursuant to N.J.A.C. 6A:23A-5.6(c), you must post the findings of the report and the district's CAP on your school district's website. Should you have any questions, please contact Mr. Thomas Martin, Manager, Investigations Unit, at (609) 633-9615.

Sincerely,

Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

RJC/S:\Newark\INV-115-12 Newton Street School\REPORT\Letter for EA Analysis Investigative Rpt.docx
Attachment

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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
INVESTIGATIONS UNIT

NEWARK PUBLIC SCHOOLS
NEWTON STREET SCHOOL
NEW JERSEY ASSESSMENT OF SKILLS AND KNOWLEDGE
ERASURE ANALYSIS SECURITY REVIEW
OFAC CASE #INV-115-12

INVESTIGATIVE REPORT

FEBRUARY 2014

**NEWARK PUBLIC SCHOOLS
NEWTON STREET SCHOOL
NJ ASK 2010 ERASURE ANALYSIS SECURITY REVIEW**

EXECUTIVE SUMMARY

Subsequent to the release of the New Jersey Department of Education's (NJDOE) 2010 New Jersey Assessment of Skills and Knowledge (NJ ASK) Erasure Analysis Report (EA Report), the Acting Commissioner of Education tasked the Office of Fiscal Accountability and Compliance (OFAC) to conduct an investigation into potential irregularities in student answer patterns during the administration of the 2010 NJ ASK test.

The irregularities that launched the investigation were the wrong to right (WTR) erasure patterns detected on the tests by Measurement Incorporated (MI), the NJDOE state assessment contractor for the NJ ASK. The NJDOE set a threshold of four standard deviations (SDs) above the statewide mean for WTR erasures before the OFAC was assigned to investigate. The SD is an indication of how far the values in a data set deviate from the mean.

In the Newark Public Schools (the district), the Newton Street School (Newton), third grade, was identified as a school wherein an investigation would be conducted.

In September 2011, the OFAC sent a letter directing the district to conduct a comprehensive analysis of the May 2010 NJ ASK testing procedures at Newton. The district responded with its report on November 10, 2011. The report disclosed evidence of testing irregularities. At the direction of the OFAC, the district provided additional documentation to support its review.

In order to determine the underlying causes of the excessive WTR erasures on the 2010 NJ ASK 3, the OFAC investigators (the investigators) examined the following: the NJ ASK Erasure Analysis District Investigation (district analysis), the district's supporting documents (district documentation), testing data including the individual Language Arts Literacy (LAL) and Mathematics (MATH) test scores, and the 2010 scanned tests. The investigators conducted interviews of 11 current or former district personnel and eight current or former students.

The remainder of this report consists of a background of events, investigative procedures, investigative summary, document review, data review, interview summaries, a conclusion, and a recommendation.

BACKGROUND

New Jersey's state-required assessment program was designed to measure the extent to which all students at the elementary, middle, and secondary-school levels have mastered the knowledge and skills described in New Jersey's Core Curriculum Content Standards. The statewide assessments for elementary and middle school grades are administered annually as the New Jersey Assessment of Skills and Knowledge (NJ ASK) in Language Arts Literacy (LAL) and Mathematics (MATH) for grades three through eight and in Science (SCI) for grades four and eight. Testing is conducted in the spring of each year to allow school staff and students the greatest opportunity to achieve the goal of proficiency.

The New Jersey Department of Education's (NJDOE) Office of Assessments (OA) coordinates the development and implementation of the NJ ASK. Measurement Incorporated (MI), the NJDOE state assessment contractor for the NJ ASK, is responsible for all aspects of the testing program which include: receiving, scanning, editing and scoring the answer documents; scoring constructed-response items; and creating, generating and distributing all score reports of test results to students, schools, districts, and the state.

In 2008, the NJDOE requested information regarding erasure rates on the NJ ASK. Since that time, MI has provided such erasure analyses to the NJDOE. MI scans and scores the NJ ASK exams. Scanners are set to detect erasures. Computer scoring programs capture the evidence of erasures and accumulate the results by school. Erasures fall into one of three types: a change from a wrong to a right answer (WTR); a change from a wrong to another wrong answer (WTW); or a change from a right to a wrong answer (RTW). MI examined the mean WTR erasure rates of all New Jersey schools to identify potential irregularities in response patterns and then compared each school's mean to the statewide mean. Those schools for which the erasure rate exceeded the NJDOE defined threshold of two standard deviations (2 SDs) above the statewide mean were flagged and their WTR erasure rates were noted in the NJ ASK Erasure Analysis Reports (EA Reports). The OA assumed responsibility for investigating those schools that had WTR erasure rates exceeding four standard deviations (4 SDs) above the statewide mean and set the criteria by which further investigation would be warranted by the OFAC.

Newton Street School (Newton) in the Newark Public Schools (the district) was one of the schools flagged in the 2010 NJ ASK EA Report for the third grade test administration.

INVESTIGATIVE PROCEDURES¹

Review of District Analysis of the May 2010 NJ ASK Testing Procedures: Investigators reviewed the district's analysis report which included, but was not limited to: (1) a description of test administration training and personnel who received training; (2) a description of who handled the test material in any way but did *not* receive test administration training; (3) a description of how the test materials were distributed and collected; (4) who had access to secure test materials before and after testing during each day the test documents were kept in the school; and (5) a review of any irregularities found during the administration of the test.

Examiner/Proctors Training Sessions: Investigators interviewed the School Test Coordinators (STC), test examiners, and test proctors to determine whether: (1) all school examiners and proctors attended a training session conducted at the testing site by the STC; (2) a copy of the examiner's responsibilities and one Test Examiner Manual was distributed to each examiner; and (3) all school examiners and proctors signed the NJDOE Statewide Assessments Test Security Agreement (TSA).

Test Booklet Distribution and Security: Investigators interviewed the STCs, test examiners, and test proctors to determine: (1) whether test materials were stored in a secure and locked location that was accessible only to individuals whose access was authorized by the STCs when not being used during a test period; (2) whether test examiners verified the quantity and security numbers for the test booklets he/she received; and (3) whose signatures appeared on the School Security Checklists acknowledging receipt of test materials.

Test Booklet Collection: Investigators interviewed the STCs, test examiners, and test proctors to determine: (1) who collected the test booklets; (2) when the test booklets were collected; (3) where test booklets were located during any breaks; and (4) how the test booklets were returned to the test collection site.

Examination of School Security Checklists: Investigators examined the School Security Checklists to determine whether: (1) examiners properly signed for each test booklet they received; (2) the times and dates associated with the signatures corresponded with the test schedule time frames; and (3) the STC signed for the return of test materials and included the time and date when returned.

Testing Process: Test examiners, proctors, and students were interviewed to determine whether: (1) the test examiners were the only individuals involved in distributing and collecting test booklets and answer sheets from students; (2) examiners and proctors circulated throughout the room during testing to ensure all students were working in the correct section by observing the correct symbol in the right corner of the test booklet and/or answer folder; (3) all curriculum materials pertaining to the subject matter were covered or removed from the room; (4) students were seated in such a way that they were

¹ The Security Procedures listed on page 13 of the Test Coordinator's Manual served as a guideline for the Investigative Procedures.

not tempted to look at the answers of others; (5) test items were not discussed or disclosed either before, during, or after the testing administration; (6) examiners did not influence, alter, or interfere with examinees' responses in any way; (7) examiners did not provide feedback, including any hint about the correctness of a response; and (8) there was adherence to test time limits.

Testing Irregularities: Each person interviewed was asked if any testing irregularities involving test booklets, answer folders, or anything that could impact the scoring of the test booklet/answer folder occurred during the administration of the test and if so, whether an irregularity report was filed.

Test Booklet/Answer Sheet Analysis: Students' multiple choice answers for the LAL and MATH tests and open ended responses were examined to determine whether any form of feedback or intervention, including any hint about the correctness of a response, was provided to any student.

Erasure Analysis Report Review: The results from the 2010 NJ ASK EA Report, received from MI, were reviewed to assist in determining the underlying causes of the excessive erasures.

Historical and Mapped Testing Data: The investigators reviewed and analyzed students' historical testing data and the erasure patterns within a grade for each subject in order to determine the underlying causes of the excessive WTR erasures.

INVESTIGATIVE SUMMARY

Beginning in April 2013, the OFAC investigators (the investigators) reviewed the district analysis of the May 2010 administration of the NJ ASK at Newton, the 2010 testing documents, the 2010 NJ ASK EA Report, the 2010 testing data, and the 2010 scanned tests.

Subsequent to the review of the district analysis, the district documentation, and the erasure data the investigators began interviewing students and district personnel regarding their participation in the administration of the 2010 NJ ASK 3.

The review of the erasure analysis data from 2010, in conjunction with the historical testing data for each student, revealed two NJ ASK 3 examiners at Newton had extreme occurrences of WTR erasures in excess of the NJDOE defined threshold of 4 SDs above the statewide mean. The examiners were Ms. Donna Kennedy, a third grade teacher and Ms. Carol Branch, a crisis teacher.

The investigators concluded, through witness interviews and analysis of NJ ASK procedures and documentation, the following two Newton staff participated in a variety of activities that breached the security and confidentiality of the testing materials:

- Ms. Toni Bauknight, the vice principal and STC and Ms. Cora Noel, a tutor and STC, failed to provide the mandatory training to all staff who administered the 2010 NJ ASK.

Following is a detailed account of the information utilized by the investigators during the course of the NJ ASK Erasure Analysis Security Review of Newton.

DOCUMENT REVIEW

The investigators reviewed the relevant documentation to ensure the process of securing all test materials was followed, including the district's analysis of the May 2010 NJ ASK testing procedures, the 2010 training agenda and sign-in sheets, and the 2010 School Security Checklists.

2010 Test Administration Training

The investigators' review of the district's analysis revealed there were discrepancies in the NJ ASK security training.

The district noted, in its analysis of Newton's turnkey training documentation, *"Using the available signature sheets from the school's ASK 7 and 8 training and all of the signed confidentiality agreements submitted for review, there is no evidence to confirm that a least one of the staff, Daniel Grob, a special education teacher who was assigned as an ASK 3 chief examiner, was trained."*

Mr. Daniel Grob was the special education teacher at Newton during the 2009-2010 school year, and a chief examiner for three special education students for the 2010 NJ ASK 3 administration. In order to confirm Mr. Grob's NJ ASK training, the investigators reviewed the Newton April 21, 2010 NJ ASK Training Signature Sheet (NJ ASK Training Signature Sheet) and attempted to review his Statewide Assessments Test Security Agreements (TSA). The NJ ASK Training Signature Sheets did not include Mr. Grob's signature and the district did not provide a copy of his TSA, confirming his attendance at NJ ASK training. The district did provide a copy of the Security and Confidentiality Agreement Test Booklet Receipt (Test Booklet Receipt) bearing the signature of Mr. Grob, dated May 7, 2010.

The district's analysis also stated, *"Newton's training packet included highlights from the 2010 NJDOE ASK District Coordinator training, a schedule of events, guidelines on the roles and responsibilities of proctors, and sample parent notification letters. Essential missing training elements included information on chief examiner responsibilities, test administration time allotments, accommodation procedures, and a comprehensive security plan. The specific presentation for training school staff about the 2010 NJ ASK prepared by the Office of Policy, Planning, Research and Assessment (OPRA) was not utilized at Newton."*

According to the district's analysis report Newton's security plan reported Ms. Christine Messinger, a reading recovery teacher and the STC Assistant, and Ms. Cora Noel each had a key to the test storage area where the secure testing materials were kept. The OFAC learned through a review of the district's 2010 NJ ASK 3-8 Test Coordinator Workshop sign-in sheet (district training) and Newton's NJ ASK Training Signature Sheet neither employee was listed on any training documentation sign-in sheets.

In addition to the district analysis, the investigators noted the absence of the signatures of the following proctors from the NJ ASK Training Signature Sheet; Ms. Angela Christmas, Ms. Krystal Metz-Hooper, and Mr. Gregory Willis, confirming their attendance at NJ ASK training.

Based upon the absence of signatures on the district's training sign-in sheet and the NJ ASK Training Signature Sheet, and the absence of Mr. Grob's signed TSA, the investigators were unable to confirm whether these employees attended the required NJ ASK training.

2010 School Security Checklists

The investigators reviewed the School Security Checklists to determine whether the examiners and the STCs followed the proper security procedures for the distribution and collection of secure test materials. The review revealed the examiners and the STCs followed the proper procedures. In addition to the procedures identified in the training manual, the examiner initialed the "DATE AND TIME RETURNED" column of the School Security Checklist as an additional measure of accountability.

The examination of the School Security Checklists confirmed the information in the district analysis regarding Ms. Noel signing the security checklists as the STC for the NJ ASK 3, 5, and 7 and Ms. Messinger signing the security checklists as the STC for NJ ASK 4, 6, and 8.

DATA REVIEW AND INTERVIEWS

The investigators reviewed Newton's 2010 WTR erasure data in comparison to the statewide results, as well as historical data from previous and/or subsequent testing cycles, and conducted interviews of 11 current or former district personnel and eight current or former students of Newton, in order to assist in determining the underlying causes of the excessive erasures.

2010 Review of WTR Testing Historical Data

The investigators discovered tests administered by two NJ ASK examiners at Newton had extreme occurrences of WTR erasures in excess of the NJ DOE defined threshold of 4 SDs above the statewide mean during the 2010 NJ ASK 3 administration. The two examiners were identified as follows:

1. Donna Kennedy - Extreme occurrences of WTR erasures in LAL and MATH
2. Carol Branch - Extreme occurrences of WTR erasures in MATH

Donna Kennedy, Third Grade Teacher and Examiner – Data Review

The investigators reviewed the 2010 WTR erasure data from MI for the students who were administered the NJ ASK 3 by Ms. Kennedy in an effort to assist in determining the underlying causes of the excessive erasures, and found the students tested by Ms. Kennedy had a WTR erasure rate **more than 9 SDs above the statewide mean for LAL and more than 4 SDs above the statewide mean for MATH.**

- Statewide, **56.15%** of the erasures on the LAL portion of the test were WTR erasures for the third grade and **66.99%** of the erasures on the MATH portion of the test were WTR erasures for the third grade. In Ms. Kennedy’s class, **73.68%** of the erasures on the LAL portion of the test were WTR erasures and **75.67%** of the erasures on the MATH portion of the test were WTR erasures.
- Fourteen students were tested by Ms. Kennedy for the MATH portion of the 2010 NJ ASK 3. Table A details a breakdown of these 14 students’ MATH test scores by their level of proficiency and performs a comparison of their proficiency levels in 2010, when tested by Ms. Kennedy, and in 2011, when tested by an examiner other than Ms. Kennedy.

TABLE A

	2010 w/ Kennedy		2011 Other Than Kennedy	
	Student #	Student %	Student #	Student %
Advanced Proficient (250-300)	8	57%	0	0%
Proficient (200-249)	4	28%	8	57%
Below Proficient (>200)	2	14%	6	42%
Total Proficient	12	85%	8	57%

- Five of the 14 students tested by Ms. Kennedy for the 2010 NJ ASK 3 experienced a **decrease of 65 or more points** on the MATH portion of the test when compared to the 2011 NJ ASK 4. Table B includes the individual MATH scores for these students:

TABLE B

	2010 MATH Score W/ Kennedy	2011 MATH Score Other Than Kennedy	Score +/-
Student 1	300	228	-72
Student 2	250	178	-72
Student 3	285	211	-74
Student 4	270	178	-92
Student 5	300	235	-65
	281 Avg. Score	206 Avg. Score	-75 Avg. Decrease

Donna Kennedy – Interview

Ms. Kennedy was interviewed on June 12, 2013. She is currently assigned to the 13th Avenue School in the district as a teacher for a second grade general education class. Ms. Kennedy taught third grade at Newton during the 2009-2010 school year and served as chief examiner for her class for the 2010 NJ ASK 3. Ms. Kennedy stated she received training in NJ ASK prior to the 2010 test cycle and confirmed her signature on the NJ ASK Training Signature Sheet and a TSA dated May 6, 2010. Ms. Kennedy stated the proctors received their training at a separate time from the chief examiners due to the work schedules of the examiners and proctors.

Ms. Kennedy identified her proctor for the 2010 NJ ASK 3 as Ms. Angela Christmas. Based on a student's statement during interviews, the investigators asked Ms. Kennedy whether Mr. Lloyd Noel, a teacher's aide, substituted for Ms. Christmas as the proctor at any time during the 2010 NJ ASK. Although Ms. Kennedy indicated she did not recall whether Ms. Christmas was her proctor for all four days of NJ ASK, she did state Mr. Noel did not serve as her proctor during the test cycle, and that he never entered her classroom during NJ ASK. Ms. Kennedy stated Mr. Noel's assignment for the 2010 NJ ASK was as a hall monitor.

Ms. Kennedy was provided with a document depicting WTR erasures and test scores for her students during the 2010 NJ ASK 3, and for those same students during the 2011 NJ ASK 4, when they tested with an examiner other than Ms. Kennedy. Table C provides a synopsis of the students' test scores for the 2010 NJ ASK 3 with Ms. Kennedy, and for the 2011 NJ ASK 4 with an examiner other than Ms. Kennedy:

TABLE C

	2010 NJ ASK 3 (Kennedy)	2011 NJ ASK 4 (Other than Kennedy)
Avg. Score LAL	205	188
Avg. Score MATH	245	205

In response to this data, Ms. Kennedy indicated the Children's Literacy Initiative (CLI), which was taught to students in the third grade, may have had some impact on the students' scores and test-taking strategies in 2010. She indicated the CLI was utilized for the LAL portion of the NJ ASK 3, as were other strategies taught to her students in third grade; however, it was her belief the strategies were not effective based upon Newton's failure to obtain Safe Harbor status.

Ms. Kennedy indicated to the investigators there were not any student disruptions or security breaches during the 2010 testing period, neither she nor her proctor assisted students by providing answers, and they did not engage in any activity which would compromise the integrity of the testing process.

The investigators told Ms. Kennedy students who took the 2010 NJ ASK 3, with her serving as examiner, indicated they had received assistance by way of verbal and non-verbal cues as to the correctness of answers. Ms. Kennedy was asked if she provided students with assistance on the 2010 NJ ASK 3, and she responded, "Not that I remember, I don't believe so, but not that I remember." Ms. Kennedy was asked whether, at any time during the 2010 NJ ASK 3, she or any other adult assisted students in taking the test and she stated, "Not that I recall. I don't know if a student would look at my facial expressions." The investigators questioned Ms. Kennedy as to her methods of administering tests other than NJ ASK; particularly if she observed a student struggling with a test question whether she would provide a verbal or non-verbal cue to assist the student. She stated, "Yeah, I do with regular tests, but I never gave them the answers. I would pull their focus to what it was, if it was addition or subtraction I would tell them to read the words."

Donna Kennedy – Student Interviews

Student One

Student One identified Ms. Kennedy as the examiner and Ms. Christmas as the proctor for the 2010 NJ ASK 3. Student One initially indicated no assistance was received from either Ms. Kennedy or Ms. Christmas, while taking the 2010 NJ ASK. The student was asked whether any non-verbal forms of communication were made by either Ms. Kennedy or Ms. Christmas while taking the 2010 NJ ASK. The student replied, “Maybe, I’m not sure.” The student explained sometimes they (Ms. Kennedy or Ms. Christmas) would stand close by, making the student nervous because someone was observing the student’s work. When the student would look up at them they would “make a face to me.” The student stated the observation of a facial expression by Ms. Kennedy or Ms. Christmas indicated the answer was either right or wrong. A shaking of the head in the negative meant to the student “the answer is wrong, fix the answer,” and if Ms. Kennedy or Ms. Christmas walked away the student indicated that meant the answer was correct. The student initially indicated this act occurred only one time; however, after reviewing the facts, the student stated it occurred, “just a little bit, not all the time, about two or three times.” The student could not identify Ms. Kennedy or Ms. Christmas as the person performing these acts during the test administration. The student did not believe Ms. Kennedy or Ms. Christmas was doing anything wrong by performing these actions, “they were just trying to help us out.”

Student Two

Student Two identified Brian Noel as being the proctor for Ms. Kennedy for the 2010 NJ ASK 3. The investigators later determined this individual’s name was Lloyd Noel. The investigators did not locate any documentation or evidence, other than this student’s statement, to verify Mr. Noel’s presence in Ms. Kennedy’s class during the 2010 NJ ASK 3. The student indicated Mr. Noel assisted students with the test, stating, “Ms. Kennedy, she walks around the classroom. Mr. Noel, he gave some of the answers to the kids.” The student clarified this statement by stating, “When I was taking the test, he gave me one of the answers to the questions I did not know.” The student stated Mr. Noel verbally provided the actual answer from the test, not the corresponding letter present on the test. The student also stated Mr. Noel utilized non-verbal communication in the form of shaking his head in an affirmative or negative gesture, which signified to the student whether an answer was correct or incorrect. The student stated Ms. Kennedy did not provide any answers to the student or others in the classroom during testing.

Student Three

Student Three identified Ms. Kennedy as the examiner and Ms. Christmas as the proctor for the 2010 NJ ASK 3. Although this student indicated no assistance was received by the examiner or proctor while taking the test, the student stated at one point during testing Ms. Kennedy approached a student in the rear of the classroom and was “shaking her head at some kid.” The student could not identify who this student was or what Ms. Kennedy’s actions meant to the student.

Student Four

Student Four did not provide information as to security breaches occurring during the testing process.

Angela Christmas, Humanities Teacher and Third Grade Proctor for Ms. Kennedy – Interview

Ms. Christmas was interviewed on June 18, 2013. She is currently assigned to the Dr. E. Alma Flag School in the district as a drama-humanities teacher. Ms. Christmas was a humanities teacher at Newton during the 2009-2010 school year and served as a proctor in Ms. Kennedy's classroom for the 2010 NJ ASK 3. Ms. Christmas indicated to the investigators that she assumed she received training for the 2010 testing cycle, but could not be positive as she was involved in several years of NJ ASK as either a proctor or hall monitor. The investigators were unable to locate Ms. Christmas' signature on the NJ ASK Training Signature Sheet, attesting to her presence during the 2010 NJ ASK training.

Ms. Christmas stated she did not recall any student disruptions or security breaches during the 2010 NJ ASK 3, neither she nor her examiner, Ms. Kennedy, assisted students by providing answers, and they did not engage in any activity which would compromise the integrity of the testing process. Ms. Christmas did not recall with any specificity her role as Ms. Kennedy's proctor and was speaking in generalities of the times she participated in the NJ ASK. Ms. Christmas explained to investigators during testing she has at times tapped on a student's desk and established eye contact with the student in order to re-focus a daydreaming student, to get them back on task for taking the test.

Lloyd Noel, Teacher's Aide and Hall Monitor – Not Interviewed

As a result of the interview with Student Two the investigators attempted to contact Mr. Noel but were unsuccessful. The investigators contacted the district's Human Resources Office and were advised that Mr. Noel is no longer employed by the district.

The investigators examined the 2010 NJ ASK 3 documents supplied by the district and determined Mr. Noel served as a hall monitor during the 2010 NJ ASK. In addition, the investigators interviewed Newton staff members who participated in the 2010 NJ ASK and confirmed Mr. Noel served as a hall monitor and not as a proctor during the 2010 NJ ASK.

Carol Branch, Crisis Teacher and Third Grade Examiner – Data Review

The investigators reviewed the 2010 WTR erasure data from MI for students administered the NJ ASK 3 by Ms. Branch in an effort to assist in determining the underlying causes of the excessive erasures, and found the students tested by Ms. Branch were **more than 7 SDs above the statewide mean for MATH.**

Carol Branch – Not Interviewed

Despite several attempts to obtain Ms. Branch's contact information, the investigators were unable to reach Ms. Branch; therefore, she was not interviewed for this review. Ms. Branch retired from the district in 2011.

The investigators confirmed Ms. Branch received NJ ASK training. Ms. Branch's signature was included on the NJ ASK Training Signature Sheet and on a TSA dated April 21, 2010.

Gwendolyn Pelote, Resource Teacher and Third Grade Proctor for Ms. Branch - Not Interviewed

Despite several attempts to contact Ms. Pelote, the investigators were unable to arrange an interview. Documentation supplied by the district indicated Ms. Pelote served as the proctor in Ms. Branch's classroom for the 2010 NJ ASK 3. Ms. Pelote retired from the district in 2011.

The investigators confirmed Ms. Pelote received NJ ASK training. Ms. Pelote's signature was included on the NJ ASK Training Signature Sheet and on a TSA dated April 21, 2010.

Carol Branch – Student Interview

Student Five

Student Five identified Desiree Walker as the examiner and could not recall who the proctor was during the 2010 NJ ASK 3. When the student was told documents indicated he/she had taken the test with Ms. Branch as the examiner, the student still believed it was Ms. Walker. The student stated he/she did not receive assistance from any teacher in the classroom and the student did not observe any teacher assisting other students in the class.

The investigators attempted to arrange interviews with additional witnesses, including students, concerning the roles of Ms. Branch and Ms. Pelote in the administration of the 2010 NJ ASK 3; however, they met with negative results.

Marjorie Cushnie, Third Grade Teacher and Examiner – Data Review

The investigators reviewed the 2010 WTR erasure data from MI for students who were administered the NJ ASK 3 by Ms. Cushnie in an effort to assist in determining the underlying causes of the excessive erasures, and found the students tested by Ms. Cushnie had a WTR erasure rate less than 4 SDs above the statewide mean.

Marjorie Cushnie – Interview

Ms. Cushnie was interviewed on June 14, 2013. She is currently assigned to the Lincoln School in the district as a second and third grade tutor. Ms. Cushnie taught third grade at Newton during the 2009-2010 school year and served as chief examiner during the 2010 NJ ASK 3 for the students she taught

that year. Ms. Cushnie indicated to the investigators she received NJ ASK training prior to the 2010 NJ ASK and confirmed her signature on the NJ ASK Training Signature Sheet and on a TSA, signed May 5, 2010.

Ms. Cushnie could not recall who her proctor was for the 2010 NJ ASK 3 or her duties and responsibilities specific to the 2010 NJ ASK 3; however, she did provide an overall review of her actions during the NJ ASK based upon the years she served as an examiner. Ms. Cushnie indicated she did not assist any students by providing verbal or non-verbal cues, she did not observe any proctor assisting students, nor did they engage in any activity which would compromise the integrity of the testing process. She indicated during testing she walked throughout the classroom making observations of the students and would verbally encourage students by stating, “good job,” or “keep going.” Ms. Cushnie stated she never read the tests or stood too closely to students because she knew officials, including the district and state monitors, may be observing her actions during the NJ ASK.

The investigators informed Ms. Cushnie a student taking the 2010 NJ ASK 3 with her serving as examiner, was provided assistance during the NJ ASK 3. The investigators asked Ms. Cushnie if she had given the “thumbs up” sign to a student she observed answer an NJ ASK question correctly. She indicated she used various acts to keep her students focused on the NJ ASK and could see herself doing this as she walked around the classroom to keep her students focused; however, she did not indicate to students whether they had wrong or right answers.

At the conclusion of Ms. Cushnie’s interview the investigators asked, “Did you influence, alter, or interfere with examinees’ responses in any way?” Ms. Cushnie responded, “Now looking at it, by saying ‘good job,’ or by signaling ‘good job, keep going,’ to any student would be considered influencing them and could be considered influencing them, but actually I was trying to keep them going.”

Marjorie Cushnie – Student Interviews

Student Six

Student Six identified Ms. Cushnie as the examiner for the 2010 NJ ASK 3; however, could not identify the test proctor. The student indicated Ms. Cushnie would walk around the classroom during testing, looking at students’ papers and giving a “thumbs up” sign, which signified to the student the question was answered correctly. The student stated, “The question I was working on, either I got it correctly or I was doing it right, so she gave me a thumbs up.” The student indicated this occurred on three occasions. The student further indicated that when Ms. Cushnie walked around the classroom and provided a certain facial expression, “like something was wrong,” the student was left with the impression the answer written down was incorrect. The student stated, as a result of the facial expression, the work would be reviewed, adding, “I was nervous, ‘cause I thought that what I had was right. When she made the face, I assumed it was wrong, so I changed my answer.”

Student Seven and Student Eight

Two additional students tested by Ms. Cushnie for the 2010 NJ ASK 3 were interviewed for this review. They did not provide information as to security breaches occurring during the NJ ASK 3.

Ernest Whittaker, Science Teacher and Third Grade Proctor for Ms. Cushnie

Mr. Whittaker was interviewed on June 20, 2013. He is currently employed by the Asbury Park School District. Mr. Whittaker was the lead science teacher for all grades at Newton during the 2009-2010 school year and served as the proctor in Ms. Cushnie's classroom for the 2010 NJ ASK 3. Mr. Whittaker stated he did not specifically remember serving as a proctor to Ms. Cushnie for the 2010 NJ ASK 3, but he did recall proctoring for her over the course of his tenure in the district. Mr. Whittaker stated he attended training for the administration of the 2010 NJ ASK and confirmed his signature on the NJ ASK Training Signature Sheet, which attested to his presence at the training.

Mr. Whittaker stated he did not, nor did any of the examiners he proctored the NJ ASK for, provide any clues, hints, or test answers to students during the NJ ASK. Mr. Whittaker stated Ms. Cushnie is the type of teacher who would utilize words and gestures to keep her students motivated, but could not remember specifically what type of gestures Ms. Cushnie used.

Daniel Grob – Special Education Teacher and Third Grade Examiner

Mr. Grob was interviewed on June 4, 2013. Mr. Grob is currently assigned to the Dr. E. Alma Flagg School in the district as a special education teacher. He was the special education teacher at Newton during the 2009-2010 school year, and served as chief examiner for three special education students for the 2010 NJ ASK 3. Mr. Grob believes he received training in a group setting with other staff members; however, his signature does not appear on the NJ ASK Training Signature Sheet and the investigators could not locate a TSA with his name and signature among the TSAs forwarded by the district. Mr. Grob was familiar with the TSA, however, he did not specifically recall signing one in 2010. Additionally, Mr. Grob felt if he had received training prior to the 2010 NJ ASK, he would have signed some type of document acknowledging his receipt of training. Mr. Grob identified his proctor for the 2010 NJ ASK 3 as Krystal Metz-Hooper.

Mr. Grob stated the room where he administered the tests to his three students was also utilized by approximately 11 to 13 other special education students, in addition to his three students. He placed the students in various parts of the room and during the test he would walk around the room and periodically make verbal and non-verbal gestures (placing a hand on a student's shoulder) to encourage the students to stay focused on the test, while observing the symbols in the top corner of students' test booklets to ensure they were working on the correct portion of the test. Mr. Grob stated he was familiar with the Individualized Education Programs (IEP) of his three students, but not with those of the other students in the classroom. He stated that, in addition to Ms. Metz-Hooper, there may have been another staff member in the room administering the test to the other students. Mr. Grob stated he and Ms. Metz-

Hooper would read a word on the test here or there because a student may not have understood the word. He stated he was very aware of how important the security of the test was, and insisted he was very careful with everything he did. Mr. Grob stated he and his proctor did not provide any hints or test answers to the students, either verbally or non-verbally, during the administration of the test and did not take any action which would compromise the integrity of the testing process.

Krystal Metz-Hooper, Teacher's Aide and Third Grade Proctor for Mr. Grob

Ms. Metz-Hooper was interviewed on May 29, 2013. She is currently assigned as a teaching assistant in Newton. Ms. Metz-Hooper stated she never received test administration training for 2010 NJ ASK, and did not believe she had to be trained. The investigators were unable to locate Ms. Metz-Hooper's signature on the NJ ASK Training Signature Sheet. Ms. Metz-Hooper indicated she served as a proctor to Mr. Grob on one day of testing; however, during the interview she spoke of aspects of both the LAL and MATH portions of the test, which are given on different days. When these factors were brought to her attention, Ms. Metz-Hooper stated she may have been involved in the testing process for two days. Ms. Metz-Hooper stated she remembered the students tested by Mr. Grob and was familiar with their disabilities. She recalled two of the students had difficulty reading and Mr. Grob told her the questions and answers could be read to these students if they requested assistance. Ms. Metz-Hooper stated she did not provide any hints or test answers to the students during the 2010 NJ ASK 3, and further stated Mr. Grob was adamant about not providing any hints or test answers to the students because he wanted their disabilities to be shown. Ms. Metz-Hooper did not have knowledge of any other staff members assisting students during the test administration.

Vanessa Oglesby, Resource Teacher and Third Grade Examiner

Ms. Oglesby was interviewed on May 21, 2013. She is currently assigned as a resource teacher in Newton. Ms. Oglesby stated she remembered receiving training in the administration of the NJ ASK in the past, but could not be certain if she received training for the 2010 NJ ASK. The investigators located Ms. Oglesby's signature on the NJ ASK Training Signature Sheet and on a Test Booklet Receipt. Ms. Oglesby stated the signatures appeared to be hers; however, she could not be positive as to having attended training for the 2010 NJ ASK.

Ms. Oglesby had no recollection of serving as an examiner for the 2010 NJ ASK 3. She believed she served as a proctor to Ms. Cushnie. The investigators showed Ms. Oglesby a copy of the 2010 School Security Checklist with her signature on the sheet indicating she signed out and returned both LAL and MATH test booklets during the 2010 NJ ASK. This did not assist Ms. Oglesby's recollection of her service as an examiner for the 2010 NJ ASK. Ms. Oglesby was not familiar with the names of the two students for whom she signed out test booklets, believing they may have been from a school other than Newton. Ms. Oglesby stated when she served as an examiner or proctor she did not provide any assistance to students regarding their test answers, and had no knowledge of other persons providing assistance to students.

Gregory Willis, Substitute Teacher and Third Grade Proctor for Ms. Oglesby (Not Interviewed)

Mr. Willis was not interviewed for this review. Mr. Willis was contacted on June 5, 2013 in an attempt to arrange an interview and stated he no longer worked as a substitute teacher for the district and did not think he would be available for an interview. Mr. Willis stated he would submit to an interview if his schedule allowed; however, the investigators were unable to schedule an interview with Mr. Willis despite several attempts. The investigators were unable to locate Mr. Willis' signature on the NJ ASK Training Signature Sheet which would have attested to his presence at the 2010 NJ ASK training.

Danielle Smith, Resource Teacher and Third Grade Examiner Day Two MATH

Ms. Smith was interviewed on June 4, 2013. She is currently assigned to the Louise A. Spencer School in the district as a special education teacher for grades 6 and 7. Ms. Smith indicated to the investigators she received training prior to the 2010 NJ ASK and confirmed her signature on the NJ ASK Training Signature Sheet. A TSA with her name or signature could not be located among the TSAs submitted by the district. The investigators showed Ms. Smith the School Security Checklist which indicated she received and returned MATH test booklets on Day Two of testing. Ms. Smith did not have any recollection of serving as an examiner for the 2010 NJ ASK, and she did not recognize the names of the students the documentation listed her as having tested. Ms. Smith had no other information to provide regarding erasures on the NJ ASK.

Toni Bauknight, Vice Principal and STC

Ms. Bauknight was interviewed on May 14, 2013. She retired from the district in 2011 as the vice principal of Newton. Ms. Bauknight stated she attended training for DTCs and STCs prior to the 2010 NJ ASK and the investigators were able to verify her signature on the NJ ASK 3-8 Test Coordinator Workshop attendance sheet. She believed she attended this training with Ms. Noel; however, no other Newton staff member's signature could be located on the attendance sheet. Ms. Bauknight stated although she was listed as the STC, she served only as a support to Ms. Cora Noel, who served as the functional STC. She stated Ms. Noel had always been the STC at Newton; however, a new district rule, mandating a school administrator serve as STC, necessitated her assignment as the STC. Ms. Bauknight stated the decision to have Ms. Noel serve as the functional STC was made by the school principal, James Carlo.

Ms. Bauknight stated Ms. Noel performed all the duties of the STC and was responsible for the test material security as she had the only secure office in the building. According to Ms. Bauknight, the tests were secured in a closet in Ms. Noel's office and she believed Ms. Noel had the only key to the closet. Additionally, she stated that although Ms. Christine Messinger did not attend district training she assisted Ms. Noel in the distribution and collection of the test materials.

When questioned about the absence of Mr. Grob's signature, as well as the signatures of three proctors, Ms Bauknight stated she was unsure as to why Mr. Grob's signature was missing, but believed proctors

attended training as a matter of practice prior to the NJ ASK and Ms. Noel could provide specific information on NJ ASK training.

Ms. Bauknight did not have knowledge of any examiners or proctors providing assistance to students during the 2010 NJ ASK.

Christine Messinger, Reading Recovery Teacher and STC Assistant

Ms. Messinger was interviewed on June 4, 2013. She is currently assigned to the Louise A. Spencer School in the district as a first grade reading recovery teacher. Ms. Messinger stated she received training for NJ ASK in the past; however, she was not certain when the training occurred or for which year she received training. The investigators were unable to locate Ms. Messinger's signature on the NJ ASK Training Signature Sheet. Ms. Messinger stated her role in the 2010 NJ ASK was to serve as an assistant to Ms. Noel; however, she was unaware of Ms. Bauknight's role in the NJ ASK. She and Ms. Noel prepared the test booklets for distribution. Ms. Messinger stated she distributed and collected the test materials for the fourth, sixth, and eighth grades, while Ms. Noel performed these same tasks for the third, fifth, and seventh grades. The investigators examined the School Security Checklists and confirmed this information. Ms. Messinger stated upon collecting the test materials they were placed in bin containers marked with the examiner's name and secured in a locked closet by Ms. Noel. Ms. Messinger also stated she did not have knowledge of any school staff members providing assistance to students during the administration of the NJ ASK.

Cora Noel, Tutor and STC

Ms. Noel was not interviewed for this review. She retired from the district in 2011 and the investigators were unable to schedule an interview with her despite several attempts.

Although Ms. Bauknight was listed and recognized as the STC, Ms. Noel was the functional STC of Newton for the 2010 NJ ASK. Witness accounts indicated Ms. Noel performed the functional duties of the STC, which included training of personnel participating in the NJ ASK, preparation of test materials, distribution and collection of test materials, and maintaining the security of test materials when they were not being utilized. In addition, the NJ ASK meeting agendas and letters sent to parents of Newton students announcing the NJ ASK test schedules list Ms. Noel and Ms. Bauknight as Test Coordinators.

The investigators reviewed the district's 2008, 2009, and 2010 NJ ASK 3-8 Test Coordinator Workshop sign-in sheets and did not locate the name or signature of Ms. Noel, which would have attested to her presence at these training sessions. Her name and signature appears on the 2011 Test Coordinator Workshop sign-in sheet.

James Carlo, School Principal and Fifth Grade Examiner

Mr. Carlo was interviewed on August 8, 2013. He served as the principal of Newton during the 2010 NJ ASK and is currently assigned to the district's Central Administration Building. In addition to being the school principal during the 2010 NJ ASK, records indicated, and Mr. Carlo confirmed, he was an examiner for the NJ ASK 5. Mr. Carlo verified his signature on the NJ ASK Training Signature Sheet and on a TSA, dated May 6, 2010. When questioned as to whether he attended training for administration of the 2010 NJ ASK, he stated he had "no comment" regarding this issue.

Mr. Carlo stated he made the decision to designate Ms. Bauknight as the STC; however, he did not recall the factors that went into his decision-making process in this matter. He stated Ms. Noel was the STC for several years and had a great deal of experience in this position. When asked if this played any role in his decision to make Ms. Bauknight the designated STC and Ms. Noel the functional STC, Mr. Carlo stated he could not recall.

When asked to detail his actions and duties during the 2010 NJ ASK, Mr. Carlo stated he had "no comment" regarding this issue. Mr. Carlo did not recall the location in which the tests were stored for the 2010 NJ ASK due to the fact they had been stored at various locations in previous years. Mr. Carlo did not have knowledge of any Newton staff members assisting students during the NJ ASK and he never observed any inappropriate activities by test examiners or proctors as he walked through the hallways of the school during the NJ ASK. Mr. Carlo did not believe any type of cheating occurred at Newton due to the consistent poor scores achieved by the students of the school. While principal at Newton, he never received any complaints or information from staff members, students, or parents regarding interference with examinees during the test taking process.

CONCLUSION

Based upon the preponderance of evidence collected during the investigation, the statistical data, the probabilities of certain statistical anomalies, and the extreme occurrences of WTR erasures, the investigators concluded security breaches occurred and the integrity of the NJ ASK testing process was compromised during the 2010 NJ ASK at Newton Street School concerning NJ ASK Training.

Training:

Toni Bauknight, Vice Principal and designated School Test Coordinator, failed to ensure Cora Noel, tutor and functional School Test Coordinator, attended 2010 Test Coordinator Training. In addition, Toni Bauknight and Cora Noel failed to provide the mandatory training to the staff who administered, proctored, or handled the 2010 NJ ASK test materials.

The New Jersey Assessment of Skills and Knowledge Spring 2010 Test Coordinator Manual governs mandatory training for all school personnel. The pertinent portions of the manual, as they relate to this investigation are:

All district and school personnel should be informed of the NJ ASK 3-8 security procedures prior to test administration, including those personnel not directly involved in administering the test. (Page 13)

The STC should brief the proctors on the test materials and procedures and specify their responsibilities before, during, and after test administration. (Page 23)

All school examiners must attend a training session conducted by the STC. (Page 23)

Training sessions must be conducted at each NJ ASK 3-8 testing site. Working with the principal, the DTC and the STC for each school must schedule, organize, and conduct training sessions. (Page 23)

School Test Coordinators Responsibilities...Conducts all necessary scheduling and training for test administration within the school. (Page 28)

The district investigation documented, “there is no evidence to confirm at least one of the staff, Daniel Grob, a special education teacher who was assigned as an ASK 3 chief examiner, was trained.” During the document review, the investigators were also unable to confirm Mr. Grob was trained. In addition, the investigators were unable to confirm that three proctors, Angela Christmas, Krystal Metz-Hooper, and Gregory Willis; the School Test Coordinator (STC), Cora Noel; and the STC Assistant, Christine Messinger, were trained. None of these staff members signed the NJ ASK Training Signature Sheet, and neither Cora Noel’s nor Christine Messinger’s signatures were included on the district’s 2010 NJ ASK 3-8 Test Coordinator Workshop sign-in sheet, which would have attested to their presence at NJ ASK training. Furthermore, a signed Test Security Agreement (TSA) for Mr. Grob was not provided by the district confirming he had been trained to administer the statewide assessments.

Based upon the absence of signatures on the NJ ASK Training Signature Sheet and the district’s NJ ASK 3-8 Test Coordinator Workshop sign-in sheet, the lack of a TSA for Mr. Grob, in addition to, interview statements and the inability to interview the STC, Ms. Cora Noel, who would have performed the training, the investigators were unable to verify whether Mr. Grob, Ms. Christmas, Ms. Metz-Hooper, Mr. Willis, Ms. Noel, and Ms. Messinger attended the required training session to serve as an examiner, proctor, STC or STC assistant during the 2010 NJ ASK 3.

Based upon the information obtained during the investigation, the investigators concluded the preponderance of evidence does not exist to show security breaches occurred in the administration of the 2010 NJ ASK 3 at Newton School.

Test Administration

Donna Kennedy and Angela Christmas interfered with student's responses.

One student-witness stated non-verbal forms of communication were received while taking the 2010 NJ ASK 3 on two or three occasions in the class Ms. Kennedy served as examiner and Ms. Christmas served as proctor. The student-witness was not able to specifically identify Ms. Kennedy or Ms. Christmas as the individual who performed these actions.

The extreme WTR erasure rate of Ms. Kennedy and Ms. Christmas' students, the decreased test scores, the student-witness' perceptions as to the actions of an unidentified adult providing non-verbal communications as to the correctness of test answers during the 2010 NJ ASK 3, and Ms. Kennedy's statements as to not recalling or remembering if she provided assistance to students participating in the assessment suggest at least one student's responses were interfered with during the assessment process. The inability of the student-witness to identify the person(s) providing the assistance and the lack of additional information as to interference in the test taking process from additional witnesses prevent the investigators from positively identifying individuals committing security breaches for the students examined by Ms. Kennedy and proctored by Ms. Christmas.

Lloyd Noel interfered with student responses

One student-witness identified Mr. Noel as being Ms. Kennedy's proctor for the 2010 NJ ASK 3. The student-witness stated Mr. Noel provided verbal and non-verbal answers to students in the class that included the student-witness. Based upon interviews with Ms. Kennedy, Ms. Cushnie, and examination of NJ ASK documentation from 2010 and 2011, the investigators could not obtain information to verify Mr. Noel served as a proctor in any class where the student-witness participated in the NJ ASK. Accordingly, other than the statement of the student-witness, there is no evidence to confirm Mr. Noel compromised the security of the testing process.

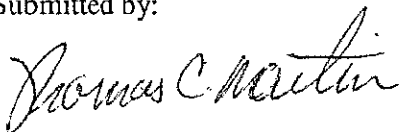
Ms. Cushnie interfered with student's responses

One student-witness stated on three occasions Ms. Cushnie utilized non-verbal forms of communication which caused the student to review and change answers on the NJ ASK. Ms. Cushnie stated as a matter of practice she utilizes words of encouragement and hand signals, such as a "thumbs up" sign, to maintain students' focus on the test. At the conclusion of her interview, Ms. Cushnie stated her use of certain phrases and gestures during NJ ASK may have influenced her students, however it was never her intention for these acts to infer to students any hint as to the correctness of a test answer. The utilization of certain statements and gestures on the part of Ms. Cushnie interfered with the independent work of at least one student's assessment and did interfere with the student's response, thus causing a security breach. The evidence obtained during the investigation did not support that Ms. Cushnie performed these actions with the requisite intent to compromise the security of the 2010 NJ ASK 3.

RECOMMENDATIONS

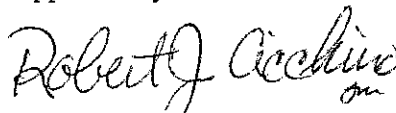
The district shall submit to the OFAC a corrective action plan (CAP) indicating the measures it will implement to correct the security breaches in this report. The CAP should include the measures the district will implement to ensure staff compliance with the testing security procedures.

Submitted by:



Thomas C. Martin, Manager
Investigations Unit

Approved by:



Robert J. Cicehino, Director
Office of Fiscal Accountability and Compliance

Investigators

James Scaringelli
Richard Lucherini

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

SCHOOL DISTRICT NAME: The Newark Public Schools – Newton Street School COUNTY: Essex

TYPE OF EXAMINATION: NJ ASK

DATE OF BOARD MEETING: December 16, 2014 OFAC Case #: INV-115-12

CONTACT PERSON: Gabrielle Wyatt

TELEPHONE NUMBER: (973) 733-7334

FAX NUMBER: (973) 733-8771

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1. Staff compliance with testing security procedures	<p>A. <i>Ensure all STCs attend the Office of Data & Policy's workshop on test administration.</i></p> <ul style="list-style-type: none"> Since SY10-11, all STCs have attended a district-led testing compliance and security half-day workshop (see Appendix A: NPS STC Training Presentation). In addition, the principals of the identified schools under investigation were required to attend the district's workshop in spring 2014. None of the STCs that served in this capacity during the years that were under investigation were permitted to serve as STCs in the 	<p>A. Training B. Training C. Operational protocols D. Training E. Training</p>	<p>A. Gabrielle Wyatt B. Gabrielle Wyatt C. Charlotte Hitchcock D. Gabrielle Wyatt E. Gabrielle Wyatt</p>	<p>A. April 2015 B. April 2015 C. May 2015 D. April 2015 E. May 2015</p>

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 Chief School Administrator Date Board Secretary/Business Administrator Date

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

	<p>years thereafter.</p> <p>B. Continue current requirement for all School Testing Coordinators (STCs) to attend the District Testing Coordinator (DTC) Workshop provided by the NJDOE.</p> <ul style="list-style-type: none"> • Since SY13-14, STCs were required to attend the State's DTC workshop (see Appendix B: DTC Presentation). • In addition, the principals of the identified schools under investigation were required to attend the NJDOE workshop in spring 2014. • All STCs received a copy of the NJDOE's Spring 2014 Test Coordinator manual (see Appendix C: Test Coordinator Manual) <p>C. Continue practice of General Counsel's review and approval of test security plans.</p> <ul style="list-style-type: none"> • The original Test Security Plans will continue to be kept on file at the district and a copy at schools, subject to audit by the district. • Since SY12-13, all principals were required to certify their test security plans, as well as receive 			
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Chief School Administrator

Date

Board Secretary/Business Administrator

Date

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

	<p>General Counsel's approval on the plan's content.</p> <ul style="list-style-type: none"> • Test plans are required to include information pertaining to: mandatory turnkey training; storage of secure materials; delivery problems; centrally located distribution center; missing test booklets; chain of command; sick students; disruptive students; fire/emergency procedures; and inclement weather (see Appendix D: Test Security Plans). • All school personnel are required to be informed of security procedures prior to all test administrations. <p>D. Train and assign Central Office Staff to serve as District Testing Monitors.</p> <ul style="list-style-type: none"> • Since SY10-11, Central Office staff members were assigned to serve as monitors during the NJASK administration (see Appendix E: Central Office Training Presentation). • Monitors are present for all days of the administration and report daily on: student attendance, staff attendance, staff notes, and call log 			
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Chief School Administrator

Date

Board Secretary/Business Administrator

Date

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

	<p>of absent students (Appendix F: NJASK District Monitor Checklist).</p> <p>E. Monitor the implementation of STC “turn-key” trainings.</p> <ul style="list-style-type: none"> • All STCs are required to train school-level examiners and proctors on testing protocols. • STCs will be required to send the training’s agenda, handouts, staff assignments, bell schedule, security plan, and sign-in sheet to their district monitor in advance of turn-key trainings. Audits of school presentations will be conducted as determined by the district. • Following the turn-key trainings, school examiners must read and sign a Test Security Agreement (See Appendix G: Test Security Agreement) • In SY13-14, a Central Office staff member attended the turn-key trainings at the schools under investigation (see Appendix H: Turnkey Trainings). 			
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Chief School Administrator

Date

Board Secretary/Business Administrator

Date