



South Carolina Alternate Assessments

Guidance for Special Testing Scenarios

This document is designed to provide guidance on possible testing scenarios that District Test Coordinators for Alternate Assessment (DTCs-Alt) may encounter with students who participate in the South Carolina Alternate Assessments, such as:

- Students receiving services outside their enrolled (reported) districts
- Students who move districts
- Students enrolled in virtual or charter schools

A Note about IDNs

Each South Carolina district and school obtains its own unique IDN, or identification number, from the South Carolina Department of Education. For the majority of students, the attending district and school IDNs are the same as the home district and school IDNs. However, for students receiving services outside their home district (their district of residence), the attending and home IDNs may be different.

South Carolina uses district and school IDNs during testing for the purpose of identifying which entities will receive student scores and paper reports. The department’s student pre-identification layout for South Carolina Alternate Assessments contains four IDN fields: attending district IDN, attending school IDN, enrolled district IDN, and enrolled school IDN. For the South Carolina Alternate Assessments, attending districts and enrolled districts, if identified in student’s Pre-ID record, will have access to student scores in the Online Reporting System (ORS) and will receive paper reports.

Students Receiving Services Outside Their Enrolled (Reported) Districts

The IDNs associated with a student are from the student’s enrolled district, or reported district. The enrolled district is the district where the student resides or where his or her permanent home is located. In some cases, students receive educational placements and services outside the enrolled (reported) district.

The entity providing services may be another school or district that has an IDN in South Carolina, or the entity may be a facility that does not have an IDN. The entities that provide services may be referred to as the attending (testing) district or schools or the districts or schools of service. In these situations, the attending (testing) district and the enrolled (reported) district should conduct a shared effort to administer the South Carolina Alternate Assessments. The enrolled (reported) district and the attending (testing) district should coordinate on which district will be responsible for the following tasks:

- pre-identifying the student;
- ordering materials;
- administering the SC-Alt Social Studies and, if appropriate, the paper-accommodated SC-NCSC, and entering the student’s scores in the Data Entry Interface (DEI); and,
- administering the SC-NCSC and SC-Alt Online Assessments through the TA and Student Interfaces.

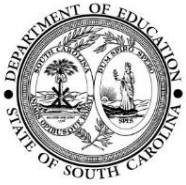
District of Residence/ Enrolled District/Reported District	The city (municipal), local, or exempted village school district in which the parent(s) is a resident, if residing in-state.
District of Service/ Attending District/Testing District	The district providing instruction to a student who is not a resident of the district.
Service Provider	An entity without an IDN that is providing instruction to a student outside of the student’s home district.



Student Is Receiving Services outside the Enrolled (Reported) District at a School with a Recognized IDN

The enrolled (reported) district and the attending (testing) district should coordinate which district will be responsible for administering the test. Although there is no prescribed method for handling these situations, guidance for two common scenarios is listed below.

	The enrolled (reported) district administers the test.	The attending (testing) district administers the test.
Pre-ID	<p>The enrolled district confirms the student’s Pre-ID record and includes its district IDN and the student’s home school IDN as the attending district and school IDNs.</p>	<p>The enrolled district confirms the student’s Pre-ID record and includes the attending district IDN and the student’s school IDN as the attending district and school IDNs.</p> <p>The student will still be associated with the enrolled district and school in the Test Information Distribution Engine (TIDE), Test Delivery System (TDS), and ORS</p>
Orders	<p>If necessary, the enrolled district orders a SC-Alt Social Studies Test Administrator (TA) Kit and, if appropriate, paper-accommodated SC-NCSC and SC-Alt Online Assessment test materials in TIDE for the student’s Test Administrator.</p> <p>The attending district should not include the student’s Test Administrator (TA) in its counts.</p> <p>Enrolled districts should not assume that the attending district needs a TA Kit. Home districts and attending districts should collaborate to ensure that service providers do not receive more TA Kits and, if appropriate, paper-accommodated SC-NCSC and SC-Alt Online Assessment test materials needed to administer the assessment.</p> <p><i>NOTE: SC-Alt and SC-Alt Online Assessment paper response options are designed to be used with multiple students and should not be ordered per student. It is permissible, for example, for a TA in the attending district to administer the assessment using a TA Kit provided from another district. Paper-accommodated SC-NCSC materials should not be shared.</i></p>	<p>If necessary, the attending district orders a SC-Alt Social Studies Test Administrator (TA) Kit and, if appropriate, paper-accommodated SC-NCSC and SC-Alt Online Assessment test materials in TIDE for the student’s Test Administrator.</p> <p>The attending district should not include the student’s Test Administrator (TA) in its counts.</p> <p>Enrolled districts should not assume that the attending district needs a TA Kit. Home districts and attending districts should collaborate to ensure that service providers do not receive more TA Kits and, if appropriate, paper-accommodated SC-NCSC and SC-Alt Online Assessment test materials needed to administer the assessment.</p> <p><i>NOTE: SC-Alt and SC-Alt Online Assessment paper response options are designed to be used with multiple students and should not be ordered per student. It is permissible, for example, for a TA in the attending district to administer the assessment using a TA Kit provided from another district. Paper-accommodated SC-NCSC materials should not be shared.</i></p>



	The enrolled (reported) district administers the test.	The attending (testing) district administers the test.
Administration	<p>The enrolled district will create the TA account (and second rater account, if applicable) for the person who will administer the test.</p> <p>IMPORTANT: The TA (and second rater, if applicable) and student must be associated with the same school. TA and second rater accounts can be associated with multiple schools</p>	<p>The enrolled district’s DTC-Alt will create the TA account (and second rater account, if applicable) for the person who will administer the test. The enrolled district’s DTC-Alt will have the TA and second raters sign an affidavit ensuring that the attending district’s personnel will not abuse their ability to view student information for students in the enrolled school.</p> <p>IMPORTANT: The TA (and second rater, if applicable) and student must be associated with the same enrolled school. TA and second rater accounts can be associated with multiple schools</p>
Score Reporting	The student’s test scores will be reported to the enrolled district and school.	The student’s test scores will be reported to both the attending district and school and the enrolled district.

Students Receiving Services Outside the Enrolled (reporting) District at an Entity that Does Not Have an IDN

Service providers that do not have a recognized IDN may not pre-ID students or order materials. In these cases, the enrolled (reporting) district is solely responsible for the following tasks:

- pre-identifying the student;
- ordering TA Kits, paper-accommodated SC-NCSC test booklets, and SC-Alt Online Assessment paper response options;
- accounting for the student during the on-time order window;
- ensuring the test is administered; and
- returning test materials

Guidance for the enrolled (reporting) district DTC-Alt is listed below.

	The enrolled (reporting) district will pre-ID the student, order materials, and make arrangements for the administration.
Pre-ID	The enrolled district confirms the student’s Pre-ID record and includes its District IDN and the student’s School IDN as the attending (testing) district and school IDN.
Orders	<p>The student’s enrolled district orders a TA Kit and, if appropriate, paper-accommodated SC-NCSC and SC-Alt Online Assessment paper response options in TIDE for the student’s test administrator.</p> <p><i>NOTE: SC-Alt and SC-Alt Online Assessment paper response options are designed to be used with multiple students and should not be ordered per student. It is permissible, for example, for a TA in the attending district to administer the assessment using a TA Kit provided from another district. Paper-accommodated SC-NCSC materials should not be shared.</i></p>



	The enrolled (reporting) district will pre-ID the student, order materials, and make arrangements for the administration.
Administration	<p>The service-provider and the enrolled district must coordinate which entity’s personnel will administer the test.</p> <p>The enrolled district will create the TA account (and second rater account, if applicable) for the person who will administer the test. The TA (and second rater, if applicable) and student must be associated with the same school.</p>

Students Who Move Districts

The following table explores different scenarios that could occur involving a student moving districts, and what actions each respective party should take.

Scenario	District A	District B
<p>A student is pre-identified in District A, but moves to District B during the test window.</p> <p>The student is not administered the South Carolina Alternate Assessments in District A, but moves to District B prior to test administration.</p>		<p>District B should contact the South Carolina Alternate Assessment Help Desk to request for the student to be moved in TIDE.</p> <p>If the district does not have the necessary materials to administer the test, the DTC-Alt must order them during the appropriate windows in TIDE.</p> <p>District B will receive the report for the student’s scores.</p>
<p>A student is administered all content areas of the South Carolina Alternate Assessments in District A, but moves to District B after the test windows.</p>	<p>District A will receive the student’s scores.</p>	<p>District B must contact District A for the student’s scores.</p>
<p>A student is administered part of the South Carolina Alternate Assessments in District A, but moves to District B during the administration window.</p> <p>District A submits scores for at least one content area or test, but not all.</p>	<p>District A must submit scores for the student for the test(s) that were administered to the student in District A <i>before</i> the student moves to District B.</p> <p>Secure testing materials should not be transferred to District B.</p> <p>District A will receive the student’s score(s) for the content area(s) submitted by District A.</p>	<p>District B must pre-ID the student, order test materials in TIDE, and administer the remaining portion(s) of the South Carolina Alternate Assessments.</p> <p>District B should contact the South Carolina Alternate Assessment Help Desk to request for the student to be moved in TIDE.</p> <p>District B will receive the student’s score(s) for the content area(s) submitted by District B.</p>



Scenario	District A	District B
A student who is identified as eligible for the South Carolina Alternate Assessments moves to District A from another state before the end of one of the administration windows.	The district should Pre-ID the student and administer the South Carolina Alternate Assessments that are applicable to the test window.	N/A

Students Enrolled in Virtual Schools

Students enrolled in public virtual charter schools are required to take all statewide tests. Therefore, virtual schools are responsible for the same requirements of all public schools. This includes:

- pre-identifying the student,
- ordering test materials;
- administering the test; and
- returning test materials

South Carolina law requires students enrolled in a virtual school must be “administered ... appropriate state assessments in a proctored environment” [S.C. Code Regs §59-16-15.]. These assessments must be administered as required by the TAM, including in person administration using the paper test booklets and materials provided, and student scores must be entered into the online Data Entry Interface (DEI). TAs and Second Raters may choose to enter students’ scores into the system at the time of testing, or they can record the scores on the optional scoring worksheet and enter them into the DEI after the test is fully administered. All scores must be submitted in the DEI by the last day of the test window in order for students to receive score reports. Charter schools are subject to all the same requirements as all traditional public schools.