



BACKstage

Technical Theatre for High Schools

Testing Protocol Document

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Please read this informational packet carefully and follow the guidelines explicitly. In all other cases, the same consideration for item security and test proctoring must be followed as per general guidelines for standardized testing situations

I. BACKstage Exam ASSESSMENT SCHEDULE

The BACKstage Exam is *only* administered and scored online. School may participate in the exam between **September 15 through June 5, 2023**. **All testing must be proctored by a designated faculty member of the participating pilot school.** Proctors must be teachers pre-approved by USITT & EdTA. Computers used for the examination must be connected to the internet. An active email account attributed to the examinees is required for login to the exam site. This same email account will be used for reporting of scores.

BACKstage Exam testing will not be available on dates other than those that were designated by USITT. Staff will be made available for technical assistance on test dates, should support be required. No assessment materials may be printed, copied, and/or retained by education staff of participating pilot schools. Examinees are assigned a password to access their account.

II. BACKSTAGE SCORE REPORTING

Individual scores and range scores are tallied and distributed by USITT. Distribution of scores will occur by June 15 via e-mail. Pilot schools who have students participating in BACKstage Exam will receive information for programmatic review. Student performance data will be stripped of identifying information.

IMPORTANT: Teachers should maintain records of student emails for all students participating in this exam.

III. TEST ADMINISTRATION

Participating Pilot Schools are responsible for proctoring BACKstage in accordance with the dates and guidelines found in this document. If for some reason the testing site closes and causes **testing to be delayed, altered, or cancelled**, immediately contact info@usitt.org.

Testing must be administered uninterrupted (i.e., no break for lunch, no fire drill). If there are any anomalies in the testing protocol, notify USITT immediately via info@usitt.org. In such circumstances, arrangements for retesting will be negotiated between USITT and the participating institution. Proctors are advised to ensure access for all students to the exam in advance of the exam by making sure that student login passwords are tested and that each device used is able to open images, streaming video or any other prompt

materials. It is important to ensure that pop-up blockers are turned off on the computer(s) used in testing.

ACCESS TO TESTS: Once teachers have added all students to the Registration Excel Spreadsheet, and submitted to USITT, passwords will be distributed prior to September 1..

If concerns or technology problems arise during the system testing window, have your technology person contact: info@usitt.org.

A. Test Administrator Directions: The BACKstage test items include a mix of selected response questions with and without stimulus materials.

B. Written Assessment Test Period: The BACKstage examination comprises 100 items. Allow at least 10 minutes for examinee sign-in and to administer test instructions. Additional time for setting up the room, logging on the computers, etc. may be required. It is *strongly recommended* that the test administrator log in to all computers used for testing with the examinees' preassigned login code *prior* to the test, rather than having examinees login on their own.

- i. BACKstage is a timed assessment of 90 minutes, not including 15 minutes for examinee sign-in to the online assessment, directions for using the online assessment, and closeout of online assessment at the end of the prescribed time.

C. BACKstage Assessment Locations: Testing locations must have enough computer stations with Internet access to accommodate the number of examinees to be tested. The room must be large enough to ensure that examinees are not crowded, have good lighting, ventilation, freedom from noise and interruptions, and have reasonably comfortable seats. Any curriculum materials or distractions must be covered or removed from the room. Examinees must be seated such that they are not near enough to see or be tempted to look at another examinees' work.

IV. MAKE-UP TESTING

Examinees who do not take the test within the given exam period, must contact USITT to receive test results.

V. ASSESSMENT ACCOMMODATIONS AND MODIFICATIONS

To ensure that examinees are tested under appropriate conditions, EdTA and USITT have adopted test accommodations and modifications that may be used when testing special needs populations. The content of the test remains the same, but administration procedures, setting, and answer modes may be adapted. Examinees requiring accommodations must be tested in a separate location from general education examinees.

A. General education examinees receive no special testing accommodations other than the standard room setup and materials.

B. Limited English Proficient (LEP) examinees may be tested with one or more of these accommodations:

- i. An extension of test time will be addressed on a case-by-case basis.
- ii. Translation of assessment directions to the examinee's native language is permitted with permission by EdTA and USITT. Translations of passages, test items, prompts, and tasks are NOT permitted. All LEP accommodations must be requested in advance, and approved by EdTA and USITT.
- iii. Use of a bilingual dictionary, preferably one normally used by the examinees as part of the instructional program. Dictionaries should be checked before testing begins to ensure no papers or reference information are inside them

C. Reasonable Accommodations (in compliance with ADA regulations). The Americans with Disabilities Act (1990) stipulates that secondary institutions are responsible for providing necessary accommodations when an examinee discloses a disability. Reasonable accommodations are modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program or a job (U.S. Department of Education, 2007). For examinees with declared disabilities, appropriate and reasonable accommodations may be made to testing in accordance with the identified special needs of the examinee (e.g., enlarged text, sound amplification, non-timed testing etc.). Personal attendants and individually prescribed devices are the responsibility of the examinee who has a disability and not of the institution. Otherwise, the entity that is proctoring the examination is required to make the appropriate accommodations.

VI. PREPARATION FOR BACKstage ADMINISTRATION

A. Examinee Rosters: The test administrator / proctor will receive an examinee roster and examinee identification numbers from EdTA and USITT within a week of submitting the Registration Excel Spreadsheet.

IMPORTANT: If an examinee is pre-registered but does not take the test prior to October 15, their results will not be included in the roster.

B. Use of computers and monitors: Whenever possible, the testing entity is expected to provide each examinee with a computer and monitor (or laptop). Proctors may help with examinee sign-in to the assessment and observing examinees from different parts of the room while the assessment is being administered.

C. Advance Announcements: Examinees should be alerted regarding the time and location of the assessment administration as well as a brief explanation about the assessment prior to the assessment date.

D. Room and Seating Arrangements: The test administrator will make all arrangements for scheduling the assessment room to be used for test administration. The assessment should be administered under optimal conditions. Examinees should be seated in such a way that they will not be tempted to look at the answers of others. Examinees should be assigned seats in order of the unique examinee test number – they should not be allowed to choose seats on their own. Ideally, there should be approximately six feet between each vertical row of examinees. To prevent confusion, arrangements for seating examinees should be completed prior to the test administration.

E. Testing Time Requirements: Testing facility schedules should be checked to ensure testing is not interrupted by a fire drill or unnecessary announcements.

F. Scores: Students will receive scores upon submitting their completed exam through the submit quiz icon. Students are advised to take a screenshot of the skills cluster breakdown and of test results. Upon leaving this window, students will have access to some of this information in their account but will not have this breakdown available. Instructors will receive a spreadsheet indicating score results for their class by June 15, 2023.