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ACHIEVEMENT AWARDS

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APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2018.** Please include this application form with electronic entry.
If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact Gage Harter.
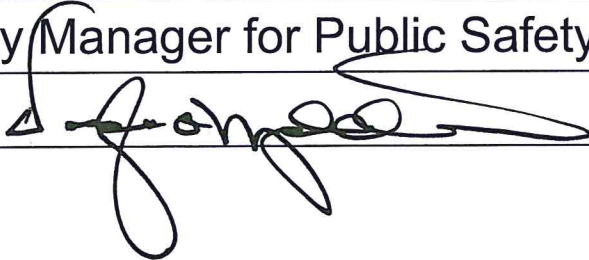
PROGRAM INFORMATION

County: County of Henrico

Program Title: Video Training for Secure School Testing

Program Category: Organizational Development

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Douglas Middleton

Title: Deputy County Manager for Public Safety

Signature:

1. **Program Overview**

Virginia's Standards of Learning tests (SOLs) require a secure environment and consistent procedures to ensure the integrity of the test results. To this end, Henrico County Public Schools (HCPS) provides all instructional staff members with security training using a video produced by the school division. The video includes short scenes of common security violations from past testing events and ensures that all staff members receive standardized training in an engaging and effective way. The video was created in 2015 with contributions from the Center for the Arts at Henrico High School, Henrico Schools' testing office, the school division's attorney, and the HCPS departments of Human Resources, and Communications and Public Relations. It was updated in 2016 to include new staffing and additional vignettes. After successfully using the video for nine quarterly training sessions, a new video is being created for the 2018 testing program.

2. **Problem/Challenge/Situation Faced by Locality**

HCPS has provided security training for staff members since SOL testing was introduced in Virginia. Virginia's SOL testing-security agreement requires that all persons read, understand, and agree to follow the test-security rules. After multiple years, the division determined that reviewing the test-security agreement did not adequately address the security issues and prevent test irregularities. HCPS needed to find a way to make the security review engaging for staff members and reinforce the test-security agreement. It was decided to use a video featuring student-created vignettes of common testing violations. While the serious nature of the content was paramount, humor was also added to keep the attention of the audience. After the vignettes, the school division's attorney and human resources staff members shared information about possible implications of testing problems: failure to provide secure testing can result in a teacher losing his or her license, a school losing accreditation, and monetary fines. Henrico Schools has

more than 3,500 teachers and creating a standard training video in collaboration with multiple departments has led to a consistent message and process throughout the school division.

3. How Program Fulfilled Awards Criteria

This project involved the cooperation of multiple groups to address a critical division wide need in a unique way. Testing security is important for a variety of reasons: state test results are used in determining school accountability ratings and may also affect staff performance evaluations. Most importantly, results are used when making instructional decisions for students, and directly affect the ability of students to graduate. Test irregularities often lead to disruptive testing environments and, in some cases, result in students having to take the test again, robbing them of instructional time. By creating a standardized training process, HCPS is able to educate its staff about these preventable situations and ensure that the testing experience is fair to all students. For other localities with similar resources and challenges, this approach may be an effective solution.

4. How Program Was Carried Out

The purpose of the project was to reduce the number of preventable test irregularities being reported to the Virginia Department of Education on state Standards of Learning tests; to educate Henrico Schools staff members about test security and procedures; and to communicate the legal responsibilities and implications surrounding testing security. More than 3,500 HCPS teachers each year must be trained in the Virginia SOL test-administration procedures; it is vital to ensure that each staff member receives the same, comprehensive training.

The project was developed in collaboration with students and staff members at the Center for the Arts at Henrico High School, a countywide specialty center, and several HCPS departments: Research and Planning; Human Resources; Legal Services; and Communications and Public

Relations. The planning team held an initial meeting to brainstorm content for the video in December 2014. In January 2015, the high school students and staff members at the Center for the Arts took on the role of writing the script for the scenarios used in the video. The scenarios used humor to show what not to do in a testing environment. For example, a teacher in the break room tweeting about test content or a student looking at a wall map to find answers to questions. Each scenario was followed by a description provided by the division's director of testing on what went wrong in that vignette. In February 2015, students in the Center for the Arts starred in the production, drawing on their theatre training. Videographers from the Department of Communications and Public Relations filmed the scenarios at the high school and edited and assembled the video. After the scenarios, the video features human resources and legal services staff members giving a detailed review of the state's SOL testing security agreement and the potential ramifications for violating the procedures.

In April 2015, the video debuted and was well-received. Including serious content, thought-provoking real-life situations and humor kept staff members interested in the training.

In December 2015, additional scenarios were added to the video to address emerging trends revealed in the division's test irregularity data. For example, a vignette was included to demonstrate proper testing procedures with homebound students, along with a scene covering what not to do when administering an audio test. Updating the training with new content was important in order to be responsive to the data being collected each year on irregularities. The planning team reviewed the irregularities and categorized them as unavoidable (such as illness); cheating (use of cell phones or copying); test security (failure to follow protocol); or accommodations-related (testing accommodations were provided when they should not have been or were not provided when needed). Using this data, the team tried to uncover systemic

problems in order to reduce the avoidable irregularities each year. The updated video was shared with all school staff members in April 2016 and has continued to be used for nine quarterly training periods.

In December 2017, a new planning team began to develop scenarios for a revised training video. The team wanted to include some new scenes of security violations that were occurring and update the responses to irregularities when they occur. The division is currently producing the updated video with the assistance of Sandston Elementary School, the Center for Communications at Varina High School, and other HCPS departments. Students at the specialty center will have opportunities to write the script, star in the production and gain filming experience. Not only is the video supporting staff training, it also gives students real-life learning experiences.

The Virginia Department of Education provided a training PowerPoint presentation that was used to plan the scenes for the video. The video was shared with the state agency's testing team to ensure it included the necessary information.

5. Financing and Staffing

The training video was created and produced by Henrico County Public Schools students and staff members using available internal talent and resources. A small (non-monetary) token of appreciation was provided to the actors at the schools. No additional funding was required for this project. By creating the video in-house, HCPS did not have to contract for services or budget for additional costs. By involving students and teachers as actors, it was not necessary to hire actors. Using the video also allowed us to avoid transportation costs by staff members who would otherwise have to travel to receive training.

If the team did not create the video in-house, then incurred expenses would be over $10,000 for production. Typically, costs for such a project would include:

- Video crew at the school for taping: $2,000

- Video crew taping school division attorney, human resources representative, testing specialist, and director of research and planning: $2,500

- Video editing: $2,000

- Video production: $2,500

- Script writers: $500

6. Program Results

The first video and the updated video have been well received by the school-test examiners and school administrators, who focused closely on the scenarios and commentary. HCPS has seen a 14 percent decrease in preventable test-security violations, such as having curricular material visible in a testing classroom or recording of read-aloud sessions. The percentage decrease was from the total of avoidable violations divided by all irregularities filed each year. "Pick George," a line from one of the scenarios that shows a teacher tweeting about what was observed on a U.S. History SOL test, has become a staff mantra when testing security is discussed. By including various schools, students at two of HCPS' high school specialty centers gained experience in writing, filming, and editing. Having members of the division's communications and public relations staff work with the high school specialty centers offers real-life experiences for participating students and staff members. By using the HCPS county attorney and a human resources leader, HCPS staff members have been educated about these responsibilities of their jobs. The video ensured that everyone would receive the same message and be able to watch it under contractual time.

7. Brief Summary

Virginia's Standards of Learning tests require a secure environment and consistent procedures to ensure the integrity of the test results. Henrico County Public Schools has provided security training for staff members since SOL testing was introduced in Virginia. After multiple years, the division determined that having staff members simply review the test-security agreement did not adequately address the security issues and prevent test irregularities. HCPS needed to find a way to make the review engaging for staff and reinforce the test-security agreement. HCPS decided to provide all instructional staff members with security training using a video produced by the school division. The video features student-created vignettes of common testing violations. While the serious nature of the content was displayed humor was also added to keep the attention of the audience.

The video was created in 2015 with contributions from the Center for the Arts at Henrico High School, Henrico Schools' testing office, the school division's attorney, and the HCPS departments of Human Resources, and Communications and Public Relations. It was updated in 2016 to include new staffing and additional vignettes. After successfully using the video for nine quarterly training sessions, a new video is being created for the 2018 testing program.

The first video and the updated video have been well received by the school-test examiners and school administrators, and HCPS has seen a 14 percent decrease in preventable test-security violations. The video ensures that all staff members receive standardized training in an engaging and effective way; it gives students real-life learning experiences; and it cost far less to produce than a comparable video produced by an outside production company.

Video Training for Secure School Testing

Link to video: https://content.streamhoster.com/preview/hcpstv/2016-17/Internal/SecureTestingFIX2017.mp4?autoPlay=1&width=640&height=360