

DISTRICT TEST SECURITY PROCEDURE

District Test Security Procedures for Gateway STEM Academy for school year 2018-19

District Assessment Coordinator (DAC): Jennifer Starkey

School Assessment Coordinators (SAC): Jennifer Starkey

TESTING CALENDAR:

1. District Assessment Coordinator is responsible for setting the annual [district testing calendar](#) (general) and [district testing calendar](#) (specific) and updating all of the information. The DAC will also ensure the calendar is posted to the District website.

TRAINING AND PREPARATION

1. District Assessment Coordinator will be responsible for ensuring completion of [Assurance of Test Security and Non-Disclosure](#) each year by all staff involved with test administration or who have access to secure test materials (i.e. Custodians, Secretaries, etc.) Click [here](#) for the list of staff who have been trained and completed the 2018-19 Agreement. Signed forms will be kept on file for two years.
2. District Assessment Coordinator in coordination with School Assessment Coordinators, will be responsible for reviewing the specific requirements staff agreed to in the Assurance of Test Security and Non-Disclosure prior to spring testing (especially if the assurance was completed in the fall).
3. School Assessment Coordinators in coordination with Test Monitors, will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).
4. Classroom Teachers will utilize the [Item Samplers](#) to prepare students for testing.

POLICIES & PROCEDURES DURING TEST ADMINISTRATION

1. District Assessment Coordinator in coordination with School Assessment Coordinators will ensure that all guidelines referenced in [Chapter 8 of the Procedures Manual](#) are followed in terms of what materials are allowed during test administration (p.138), calculator use guidelines (p. 145), what help a Test Monitor can give (p. 157), covering instructional materials in the classroom, and setup of computer labs and testing rooms (p.143).
2. District Assessment Coordinator in coordination with School Assessment Coordinators will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security and be documented and kept on file at the district. Sign in sheets will be used to track who participated in the trainings.
 - Review of Test Security Training, Test Monitor responsibilities, Directions for Online Administrations, and any special instructions for a particular test given.
 - Discuss what **active monitoring** of the test session involves and the district's expectations for Test Monitors. "Active Monitoring" means carefully observing student behavior throughout testing and ensuring students are working independently and making progress in their tests. There should be at least one Test Monitor for every 30 students.

- Review of district policies and procedures for situations that may arise during test administration in order to maintain test security, including:
 - School Assessment Coordinators will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.
 - If a problem arises during the testing, Test Monitors should contact the School Assessment Coordinator so active monitoring can continue.
 - Test Monitors will setup rooms for Test Administration. All instructional materials will be covered on walls. Any questions about what is allowable should be directed to School Assessment Coordinator. Signs will be posted on the doors which state “**Testing - Do Not Disturb**”.
 - School Assessment Coordinator will ensure students get to the correct rooms (small group testing, make-up testing) for test administration. Test Monitors will check the Session Rosters to make sure all students are accounted for.
 - **Test Monitors will ensure students do not use cell phones or other electronic devices (p. 155):**
 - Prior to the test, Test Monitors must notify students that phones/electronic devices are **not allowed** to be with them during testing.
 - *If a student has a cell phone or other wearable technology (Apple Watch, etc.) it should be collected by the Test Monitor.*
 - If a cell phone is seen during the test, to maintain security, monitors must instruct students to take phone, without looking at it, and raise it in the air for the monitor to come collect it. The monitor will then turn off the phone and keep it until testing is complete.
 - If a phone goes off during a testing session, the test monitor must make a note as to how the situation was handled/what student(s) and staff were involved and return to the SAC.
 - No personal electronic devices (fitbits) are allowed in the testing room.
 - **Breaks for use of the restroom or other interruptions during testing (p.161):**
 - Only **1** student can leave to use the restroom at a time. Slide the red card under the door of the testing room to indicate the need for an escort to walk the student to the restroom. Continue active monitoring in the classroom.
 - Testing support will continue active monitoring in the hallways for student(s) who have left the testing room to ensure students are not discussing the test outside of the testing room.
 - Whenever leaving the testing room during online testing, the students should pause or exit the test or cover the test content in some way (turn off monitor, cover monitor) unless an emergency prevents them from doing so. For paper accommodated materials, students should close their test books.
 - **Error or technical issue with a test item (p. 159):**
 - If a student points out a test item that appears to have an error, the Test Monitor should instruct the student to continue the test and note the grade, subject, test session, item number, student MARSS number and information on how the online test was accessed (i.e., device or operating system, app, or browser). Similarly, if a student receives an error message in an online test, the Test Monitor should write down the error message and number along with the student information. If the technical issue prevents the student from responding to the item, the student should exit the test.
 - **Individual student or the Test Monitor become ill or needs to leave during testing:**
 - Place the red card under the testing door to request support. The School Assessment Coordinator will be contacted so that they can arrange for another Test Monitor to come to the testing room.
 - There must always be at least one trained secure Test Monitor per testing room at ALL TIMES!
 - **Entire group of students needs to leave during testing (e.g., emergency situation, fire drill):**

- If the entire group must leave because of an emergency, the Test Monitor should close the door and secure the room when leaving, if possible. Test Monitors and staff must be available to monitor that students do not discuss the test during their time away from the testing location.
- **What individual students will do when finished testing:**
 - After exiting or submitting a test, students may either stay in the testing room until the session is over, or they may leave if permitted by the Test Monitor. If the students stay in the room, disruptions for other students must be kept to a minimum. Cell phone or other devices cannot be used at any time, even if the student has completed testing or is working on something unrelated.
- **All test materials are secure and cannot be reproduced or shared in any form.**
 - No one may reproduce or copy any part of any test or script, whether written or in audio, paper or electronic format. Reproduction of secure test materials is a security breach and a Federal Copyright Act violation.
 - During test administration, Test Monitors and Test Administrators are not allowed to read, review, discuss, or copy any reading passages, test questions, answer options, writing prompts, or student responses for later use in instructional planning, classroom instruction or assessments, or other purposes.
 - Students are not allowed to disclose or discuss test items or answer options after test administration.
 - Testing tickets, scratch paper, etc. are considered secure materials and must be kept in a locked location until they are destroyed by the School Assessment Coordinator.

3. District Assessment Coordinator/School Assessment Coordinators/Building Administrator are responsible for conducting on-site monitoring of test administrations within the district.

4. School Assessment Coordinators are responsible for determining the process for how all secure test materials for online and paper administrations will be kept secure before, during, and after testing, including when and how all secure test materials are returned between testing sessions and once testing is completed.

SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

1. Those who have access to the secured area, inventory materials and complete security checklists are District Assessment Coordinator/School Assessment Coordinator/Building Administrator. Those who have access to secure online testing systems, student testing tickets, and student scratch paper are District Assessment Coordinator/School Assessment Coordinator/Building Administrator/Test Monitors.
2. Paper test materials are shipped to district or school as determined by District Assessment Coordinator. If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by District Assessment Coordinator.
3. District Assessment Coordinator will be immediately informed that secure test materials have arrived and will secure all materials locked in the DAC Office.
4. District Assessment Coordinator will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to MDE/Pearson . Security checklists are kept at the district for two years following testing.
5. School Assessment Coordinator organizes test materials for each Test Monitor and Test Administrator, including Test Session Rosters, Student Testing Tickets, headphones and scratch paper (if necessary).

6. Test materials for online and paper administrations will be kept in locked cabinet in DAC Office, in a secure locked location, until the time of distribution.

Gateway STEM Academy: MCA Secure materials will be locked in DAC Office in a secure cabinet by Jennifer Starkey. Secure MTAS Materials will be locked in DAC Office by Jennifer Starkey and provided to Patrick Soberg at time of testing.

ACCESS Materials: Secure materials will be locked in DAC Office in a secure cabinet by Jennifer Starkey.

All Custodians who have access to these offices will sign the [Assurance of Test Security and Non-Disclosure](#).

7. If students are taking the tests on multiple days, Jennifer Starkey has a plan to keep test materials (including student testing tickets and any materials used as scratch paper) secure between test sessions. Test Monitors will return materials to School Assessment Coordinator to store in locked storage.

Distribution of Materials to Test Monitors or Test Administrators and Test administration

1. The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be directed by the School Assessment Coordinator. Discrepancies in materials will be reported immediately to the School Assessment Coordinator.
2. The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be directed by the School Assessment Coordinator. Discrepancies in materials will be reported immediately to the School Assessment Coordinator.
3. Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the Test Monitor Test Materials Security Checklist and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to the School Assessment Coordinator.
4. The Test Monitor/MTAS Administrator is responsible for the test materials during the test administration until their return to School Assessment Coordinator.

Return of Materials

1. The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any materials used as scratch paper) to the School Assessment Coordinator immediately after testing. Testing support personnel will provide supervision of the testing group while the Test Monitor and Test Administrator return all test materials to the School Assessment Coordinator.
2. Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration within no more than 48 hours after the close of the testing window by the School Assessment Coordinator.
3. Test Monitor Test Materials Security Checklists for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The Test Monitor Test Materials Security Checklists will be returned to the School Assessment Coordinator. The signed Test Monitor Test Materials Security Checklists for paper test materials will be kept on file by the DAC for two years.

5. When the test materials are returned to the School Assessment Coordinator to again be inventoried and kept in a locked cabinet in the DAC Office until returned to the district (if applicable) or shipped back to the service provider.
6. The School Assessment Coordinator will prepare the materials for their return to the district (if applicable) or for shipment to the service provider according to return instructions in the applicable Assessment Manual.
7. The District Assessment Coordinator/School Assessment Coordinator will follow instructions provided in the applicable Assessment Manual for the return shipping of test materials.

SECURITY REPORTING AND DOCUMENTATION

A breach of security is any action that jeopardizes the security of test content and/or gives an unfair advantage to a student or group of students.

1. District Assessment Coordinator is responsible for reminding staff of the district process for communicating potential security breaches within the school.
 - Staff will communicate with SAC and complete a Test Administration Report the same day the issue arises. Staff may complete this form confidentially if they do not want to include their name.
 - SAC will communicate with DAC immediately.
 - DAC will communicate with MDE within 24 hours of the time of the alleged breach to determine next steps.
2. If it has been determined that there was a test security breach, the District Assessment Coordinator will submit the **Test Security Notification** in Test WES within 48 hours.
3. Staff may also submit information to the MDE tip line at: <https://w1.education.state.mn.us/tip/>
4. Each Test Monitor will be given a roster of their testing session from Pearson Access Next. Every adult that is in the room will sign the Testing Roster to verify they were present during the testing session. The testing rosters will be kept on file at the District for two years after testing.

PROVIDING ACCESS TO TEST RESULTS:

1. Classroom Teachers will decide whether they will communicate the preliminary results to students and parents.
2. Embargoed final results will be shared with the School Principal.
3. Final results will be loaded both into JMC Student Information System. Staff members can only access either of these systems with a username/password and only have access to students that they teach.