

DISTRICT TEST SECURITY PROCEDURE TEMPLATE

District Test Security Procedures for ISD 876, Annandale Public Schools, for school year 2019-2020.

The District Test Security Procedure Requirements includes references to Procedures Manual chapters for more information on the procedures included here.

ASSESSMENT STAFF

The following staff member is the District Assessment Coordinator for the school district for the current testing year:

Jon Meinke
Kathleen Holahan

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator	School(s)
Nathan Woodford	Annandale Elementary School
Michelle Macalena	Annandale Middle School
Joy Turner	Annandale High School

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring testing within in the district by the District Assessment Coordinator (or other designated staff) is as follows:

Jon Meinke or Kathy Holahan will be at sites that are testing or will be in direct communication with site administrators during test sessions.

The following staff members will monitor test administrations in the district and provide information following the monitoring:

Jon Meinke, Kathy Holahan and site assessment administrators listed above will monitor test administrations, supervising grade and subject test sessions. Teachers, paras and substitute teachers will monitor test administrations. Jon Meinke, Kathy Holahan and site administrators will provide information.
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TESTING CALENDAR

The following staff members are responsible for setting the annual district testing calendar and updating all required information:

AES Principal Jon Klippenes, AMS Principal Jeff Erickson, AHS Principal Steve Scherber, Jon Meinke, Kathy Holahan

The following staff members ensure that the testing calendar is posted to the district website:

Jon Meinke, Kathy Holahan

The following staff members are responsible for verifying and updating test administration dates on the website:

Jon Meinke, Kathy Holahan

TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Member	Method(s) for Verifying Training Completed
Jon Meinke, Kathy Holahan	Jon Meinke, Kathy Holahan
Site Assessment Coordinators	Site Assessment Coordinators

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
Any staff member likely to be present in test situations or in contact with test materials	Assurance and Test Security and other trainings as needed

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

Method(s) for Providing District Policies and Procedures	Staff Member
District policies and procedures will be posted under Teaching and Learning, State and Federal Tests on the district website, isd876.org .	Kathy Holahan
Policies and procedures will be addressed in training.	Jon Meinke, Kathy Holahan, site administrators

The following staff members will provide information on the MDE test security tipline and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
Jon Meinke, Kathy Holahan and site administrators	Oral and online training

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

The following student resources will be used to prepare students for testing:

Student Resources	Grade
Tutorials, practice test materials provided on Pearsonaccessnext.com , and principal and teacher directed resources from other sources	As appropriate for each grade tested.

The following staff members will ensure that students are reminded of the importance of test security via the method(s) listed.

Staff Member	Method(s) for Communicating
All principals, site administrators and teachers as part of student preparation	Oral and online training

The district procedure for preparing testing rooms is explained below:

Teachers will prepare student seating/spacing configuration as fits the student and maintains test security. All instructional materials on walls and desks are covered and checked by site administrators by the day before the tests.

The district’s procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Procedure	Staff Member
NA	

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

Materials:	Staff Members:	Collection and Distribution Plan:
Test monitors will pick up materials in the school site’s designated test room	All reading, math and science teachers and designated paras	All materials will be packaged and labeled for designated monitors

The district’s plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

Plan	Staff Member
Lists with locations, dates and times will be provided to monitors and all staff members to guide students to correct locations.	All staff in a site

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other adults will be present in the room:

Lists with locations, dates and times will be provided to monitors and all staff members to guide students to correct locations. Lists will be provided to monitors and all teachers.

Tracking of all adults in the room: A test room adult sign-in sheet will be taped to the Chromecart or on a table in each room. Adults will date and sign in and out of the test room. In individual and small group settings, other procedures that fit the settings will be used.

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed:

Cell phones and other devices will be turned off and deposited in a collection box in the test room. Students retrieve devices at the end of the test session or when they have completed testing for the day and are exiting the test room

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST ADMINISTRATION

The following procedure will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

Procedure for Student Breaks	Plan for Securing Test Content
Teachers will schedule in classroom breaks to fit the class.	Ensure that when a student takes a break from testing, such as a bathroom break, the computer screen can be tilted, minimized or covered, or paper test materials can be closed or covered. Students will not discuss the test.

The district’s procedure for breaks for use of the restroom or other interruptions during testing is as follows:

Ensure that when a student takes a break from testing, such as a bathroom break, the computer screen can be tilted, minimized or covered, or paper test materials can be covered.

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Test monitors assigned supervise testing rooms and school halls

The staff members listed will answer questions or provide assistance during test administration. Test Monitors and Test Administrators will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
<p>Site assessment coordinator or other staff identified for the day will be in the halls of testing rooms to aid monitors. District assessment coordinators will be alerted by text message.</p>	<p>Open the test room door and alert administrator or other adult in the hall. Contact media center staff for aid if necessary.</p> <p>Send text message to Jon Meinke or Kathy Holahan.</p>

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
<p>Site assessment coordinator or other staff identified for the day will be in the halls of testing rooms to aid monitors. District assessment coordinators will be alerted by text message.</p>	<p>Open the test room door and alert.</p> <p>Send text message to Jon Meinke or Kathy Holahan.</p>

The procedure for an entire group of students unexpectedly leaving during test administration (e.g., emergency situation, fire drill) is detailed below:

If an entire group of students needs to leave during testing, safety prevails. Screens should be minimalized if possible when sign out is not possible. The room should be locked if possible. The Test Monitor will determine the next course of action at return to the testing room.

If the Test Monitor or Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

Site assessment coordinator or other staff identified for the day will be in the halls of testing rooms to aid monitors. District assessment coordinators will be alerted by text message.

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

Procedure	Allowable Activities (if applicable)
Students will be instructed to bring backup materials before the test session and to remain quiet once their testing is completed for the day.	Reading and schoolwork not related to the tested subject.

If students need extra time to test, the procedure below will be followed:

Beyond a grade level schedule of a particular test, scheduling of students needing more time to test will be tracked on an individual and small group basis.

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

All efforts will be made to avoid including students who have completed testing in rooms where testing is occurring. Test sessions will be staged for monitor directed specific sections to be completed in a test session.

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

Procedure	Staff Member to Contact
Document the problem with session number, item number, number of device, and student name.	Jon Meinke, Kathy Holahan Jes Naber, Director of Technology

Staff report mis-administrations and security violations to the staff members listed below, using the process outlined:

Procedure	Staff Member to Contact
Document the problem and report to any of the designated staff members. Do not discuss the problem with others.	Jon Meinke, Kathy Holahan, site administrators All problems will be routed to Jon Meinke.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

The following is the district’s policy for discussing the test administration experience with students after test administration:

Students are not allowed to disclose or discuss test questions or answer options after administration. If the test administration experience is discussed, district staff should not ask students about specific test questions. If students ask about a specific item following testing, the district staff may provide instruction on the general concept but must not address or solve the specific test item.

The staff members listed below are responsible for entering student responses from MCA paper accommodated test materials:

Jon Meinke, Kathy Holahan, others as trained and designated

The staff members listed below are responsible for entering MTAS scores from MTAS Data Collection Forms:

Donna Koecher, Administrative Assistant

Lindsey Pellaton, District SPED Director

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

School	Secure Location(s)
Annandale Elementary School	Locked storage room adjacent to conference room

School	Secure Location(s)
Annandale Middle School	Locked social worker's office
Annandale High School	Locked testing room

Listed below are staff members who have access to these locations where secure test materials are stored:

AES—Principal Jon Klippenes, Anne Otto, Christy Kuefler, Jon Meinke, Kathy Holahan, site administrator, test monitors, custodians.
AMS—Principal Jeff Erickson, Sarah Mjelde, Deb Grimm, Olivia Brimmer, Penny Gjevre, Jon Meinke, Kathy Holahan, site administrator, test monitors, custodians.
AHS—Principal Steve Scherber, Wendy Storkamp, Rita Moravec, Deb Chollett, Hazel Schueler, Jon Meinke, Kathy Holahan, site administrator, test monitors, custodians.

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

Staff Member	Procedure
Jon Meinke, Kathy Holahan, others as designated	Transported by car and delivered to the secure test location.

(This may not be applicable for charter schools or districts where all schools are located in one building.)

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

Site administrators

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

Staff Member Inventorying Materials	Procedure for Discrepancies
Jon Meinke, Kathy Holahan	Notify Pearson by phone/email.

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

Staff Member Organizing Materials	Procedure
Jon Meinke, Kathy Holahan, site administrators	Box all secure materials and lists in plastic containers, envelopes or cardboard boxes according to checklists that fit the test situation. Non-secure materials such as

Staff Member Organizing Materials	Procedure
	pencils, headphones and scratch paper will also be put into containers according to checklists that fit the test situation.

Distribution of Materials to Test Monitors or Test Administrators

The procedure for distributing test materials to the Test Monitors and Test Administrators is listed below:

Test materials will be delivered to the identified secure room at each site.

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

Jon Meinke, Kathy Holahan, site administrators as fits the situation. Site administrators will report to Jon Meinke.

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

Test tickets are retained in original plastic boxes with notation for further testing.

Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklist used in the district) to the staff members listed below:

Test materials are returned to secure rooms. Jon Meinke, Kathy Holahan and site administrators will return the materials to the AHS testing room.

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the service provider.

Staff Member	Secured Location
Jon Meinke, Kathy Holahan	AHS testing room

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

Jon Meinke, Kathy Holahan and site assessment administrators

The following staff members will securely destroy student testing tickets and any other hard-copy materials provided to student during test at the end of test administration:

Jon Meinke or Kathy Holahan

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

The district’s policy about providing preliminary test results is detailed below:

Files are shared with certified staff members only.

The following information is communicated if preliminary results are provided:

These results are not official results of MDE. Reporting adjustments may be made up to the lifting of the embargo in August or September of the tested year.

Final embargoed results will be provided to the following staff members through the following methods:

Staff Members	Methods
Certified staff members	Files shared or attached to emails

The following information is communicated to staff about abiding by the embargo:

In any email message that includes test information, staff is cautioned that the information cannot be shared in a meeting with people who are not staff members nor with members of the press until the lifting of the embargo. Certified staff members may share individual student results with parents or guardians.

Individual Student Reports (ISRs) will be provided to families as described below:

Electronic versions will be provided using parent/guardian logins or emails set by parents. Parents/guardians may request paper copies be sent to them.