ISD876, Annandale Public Schools District Test Security Procedure

All references to District Assessment Coordinator refers to Joy Turner. Kathy Holahan is backup in case of any emergency and will assist in all testing operations.

I. PREPARATION FOR TESTING

A. The District Assessment Coordinator will:

1. Ensure that all staff involved in test administration are completing the Test Security Training and Assurances of Test Security and Non-Disclosure annually in online or paper form.

2. Coach teachers in the use of MCA and MTAS item samplers and student video and printed directions to provide students the opportunity to view the student tutorial so they are familiar with navigating in the test, using tools, and answering different item types.

3. Set a testing calendar in consultation with the building principals within the state-designated testing window that provides sufficient time for students to complete the assessments, including make-up days for any students who are absent for any part of the assessments.

4. Publish the district testing calendar and updates as necessary on the district website; ensuring testing dates (by grade and subject area) on the district website under Required Minnesota Tests.

5. Answer questions about materials allowed and prohibited during testing.

6. Direct teachers on the prohibition of cell phones, iPads, Chromebooks or computers, wearable technology of any kind such as watches or technology installed in clothing for students other than the devices use for test delivery. Direct test monitors to collect devices before testing. Direct teachers and test monitors to refrain from using devices during a teacher and test monitor's active monitoring of testing for anything other than monitoring tests.

7. Direct the preparation of classrooms and computer labs for testing, including the removal or covering any material related to academic subject matter of any kind, no matter the subject tested. Ensure provision of adequate seating and space between student desks or test stations.

8. Encourage staff to report any apparent test security concerns to Joy turner or Kathy Holahan. Provide the staff with the MDE test-security tip line and MDE contact information for reporting security concerns.

B. Designated Teachers will:

1. Ensure students understand their role in maintaining security of test content and the expectations that they will act with honesty and integrity during test administration, as outlined by the code of conduct viewed by students prior to testing. Students should be provided practice test materials and tutorials to become familiar with the format and content of the tests.

2. Encourage parents and teachers to motivate students to do their best on the assessment.

3. Present video instructions to students and answer questions in preparation for each test. They will review the video within a day of each scheduled test.

4. Provide practice test materials to become familiar with the format and content of the accountability tests.

5. Familiarize students with test-taking strategies.

6. Prepare testing classrooms, including seating/spacing, coverage or removal of any academic materials

on walls and desks.

7. Alert students ahead of time to their room assignments for testing.

II. TEST ADMINISTRATION

A. The District Assessment Coordinator will ensure that:

1. Everyone involved with administering tests in the district will:

  a. Be trained in test security and test administration policies and procedures through annual district training, as appropriate for their role in test administration.

  b. Complete any test-specific required trainings.

  c. Promptly report any violations of the prescribed administration conditions, including test security breaches, to the appropriate administrator at the school or to the District Assessment Coordinator.

  d. Follow the district-determined testing calendar provided it does not conflict with state testing windows.

  e. Administer all tests in accordance with the instructions as directed by the District Assessment Coordinator, referencing the Procedures Manual as well as the other assessment guides and resources.

  f. Follow security policies and procedures for distribution and return of secure test materials, accounting for all secure test materials before, during, and after testing.

2. Provide adequate and appropriate staffing of testing rooms.

3. Ensure every student enrolled in a grade in which accountability assessments are given participates in the assessment or verify documentation is recorded for students who are not testing (i.e., test/accountability codes).

4. Account for all secure test materials, including secure test materials for online administrations, and store them in a locked, secure location throughout the testing process when not being used for administration.

5. Report any missing test materials to service provider.

6. Deliver test materials to the secure storage locations prior to testing: AES Office Storage Room, AMS Student Services Center and AHS Test Room.

7. Return all used and unused secure test materials to the service provider as specified in the applicable instructions.

8. Promptly report any test security breaches to MDE.

9. Answer staff questions.

B. Test Monitors will:

1. Clarify their test location assignments for the day and the test sessions or paper book administrations ahead of the date and time--what is my path for the testing day?

2. Obtain test materials from the school's designated secure storage room: AES Office Storage Room, AMS Student Services Center and AHS Test Room. Test materials include test directions, any paper book tests as necessary, login materials, headphones, pencils and scratch paper. Make sure that any needed Chrome cart is in place. Move the Chromecart to the next test room at the end of a session.

3. Ensure that all test materials listed on the Test Monitor Test Materials Security checklist and any other materials provided are accounted for prior to handing out the test materials to the students. Discrepancies will be reported immediately to the District Assessment Coordinator.

4. Provide students the opportunity to demonstrate what they know independently without any support, guidance, or unauthorized interference during test administration.

5. Verify that the correct test and/or accommodations are provided to students.

6. Read or present the scripted instructions in the Test Monitor and Student Directions to students during test administration.

7. Track absences on class rosters and on test login tickets. Instruct students to enter the Chromebook or computer number on their login tickets at the first testing and any make-up testing. Save all login materials.

8. If assigned, administer all ACCESS and Alternate ACCESS tests as scripted in the Test Administrator's Scripts.

9. Make sure calculators are used only when authorized and when calculator memory clearing policies are followed. o Follow the requirements outlined in the Test Monitor and Student Directions.

10. Actively monitor students during all test sessions:

11. Circulate repeatedly around the entire room to ensure students are following directions and making progress in the test.

12. Make sure students are focused only on their tests.

13 Watch for any unusual behavior or signs of cheating.

14. Adhere to time limits, if applicable.

15. Ensure that students who have finished their tests are engaged in allowable activities that do not distract students still testing.

16. 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.

17. 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.

18. Ask classroom teachers to take over active monitoring if it is necessary for Test Monitors to ask questions or summon help.

19. Contact Media Center personnel, The District Assessment Coordinator, or any other staff person for assistance in any emergency such as staff or student illness. Trained adult staff will supervise until the District Assessment Coordinator or another Test Monitor will assume monitoring.

C. MTAS Test Administrators should:

1. Administer the MTAS tasks as scripted.

2. Adapt the student-facing materials presented, which may include enlarging materials, incorporating texture, or providing braille versions of text and graphics to meet students' needs.

3. Use manipulatives as appropriate for a given student unless prohibited in the task script.

4. Read tasks and reading passages aloud to students, if appropriate, to meet students' needs.

5. Allow the use of assistive technology devices, including calculators, as needed and allowed to meet students' needs.

6. Refocus and repeat information as needed.

D. Staff entering student responses:

1. Must enter student responses exactly as written from MCA paper accommodated test books

2. As scribes, must record student responses exactly as provided into the online test or accommodated test materials.

3. Must enter MTAS scores exactly as recorded during test administration.

E. General Warnings

1. Staff

   a. During test administration, Test Monitors and Test Administrators are not allowed to read, review, discuss, or copy any reading passages, test questions or answer options, writing prompts, or student responses from an actual assessment for later use in instructional planning, classroom instruction, assessment, or other purposes.

   b. No one may reproduce or copy any part of any test or script, whether written or in audio, graphic or electronic format without proper authorization. Reproduction of secure test materials is a security breach and a Federal Copyright Act violation.

   c. No one may alter student responses during or after test administration.

2. 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.

III. Chain of Custody For Secure Test Materials

A. Receipt and Organization of Secure Test Materials

1. The District Assessment Coordinator and designated Test Monitors will have access to locked storage space to maintain the security of all test materials in their possession. Paper test materials will be inventoried upon arrival and will be organized prior to testing. Security of the test materials will be maintained at all times.

2. Test materials will be shipped to the district as determined by the District Assessment Coordinator. She will be immediately informed that secure test materials have arrived and will secure all materials in the AHS Testing Room and MTAS materials in the District SPED Director's office. She will inventory materials as soon as possible using the security checklists, which are kept for two years. Any discrepancies will be reported immediately to state testing contacts.

3. The District Assessment Coordinator will determine who should have access to any secured access and/or materials and require appropriate training dependent on that access.

4. The District Assessment Coordinator will organize test materials for each Test Monitor and Test

Administrator, including Test Monitor Test Materials Security Checklists, student testing tickets, and scratch paper.

B. Distribution of Materials to Test Monitors

1. Test Monitor Security Checklists for paper materials will be signed by the Test Monitor and returned to The District Assessment Coordinator once testing has been completed. Teachers and other school staff may not have access to secure test materials until the day tests are administered to students.

2. Special circumstances are arranged for Test Monitors supervising use of Braille materials.

3. For MTAS, Test Administrators need to have access to the materials upon delivery to prepare for individual student needs (enlarge material, find manipulatives, etc.). This includes the Task Administration Manual, Presentation Pages, and Response Option Cards. MTAS materials must be kept secure by the Test Administrators as they prepare for testing.

4. For Kindergarten ACCESS and Alternate ACCESS, Test Administrators need to have access to test materials beforehand (including the Test Administrator's Script) to prepare for test administration.

5. Students will not have access to test materials before test administration. The actual paper test materials cannot be used for student practice. The District Assessment Coordinator will return all secure test materials to the service provider by the dates specified in the Important Dates and according to return instructions or securely disposed of following testing (no more than 48 hours after the close of the testing window).

C. Return of Materials

1. Test Monitors will return all test materials, including student testing tickets and scratch paper to the District Assessment Coordinator or the AES Office Storage Center, the AMS Student Services Center, or the AHS Testing Room. Materials will be inventoried at the end of the day until returned to the AHS Testing Room.

2. The District Assessment Coordinator will keep record of the staff who have access to secure areas, inventory materials, and complete the security checklists.

IV. Misadministration and Breaches in Test Security

A. Any suspected breaches in administration of tests or breaches in test security should be reported to the District Assessment Coordinator. She will contact MDE contact with questions and report security breaches.

B. The District Assessment Coordinator will provide information to staff about the MDE tip line and MDE contact information to report security concerns.

V. Access to Test Results

Kathy Holahan will provide preliminary test results to classroom teachers at the end of the testing day or at the discretion of principals. Further preliminary results will be provided to staff and parents in consultation with administration. Embargoed test information will be shared with administration, teachers, paraprofessionals and office staff.

Test results will be loaded into the district information system when possible by designated district staff.