District Test Security Procedures

Moorhead Area Public Schools

2017-18

GENERAL TRAINING INFORMATION

- Training should include the following information from the district policies and procedures:
- *Completion of Non-Disclosure Agreements each year.*
- Review of test security requirements for before, during, and after test administration.
- Review of Minnesota Assessments Test Security Training for District and Schools, Test Monitor responsibilities, Test Monitor and Student Directions and any special instructions for a particular test given including any annual training such as the Online Test Monitor Certification Course or MTAS Training for Test Administrators.
- Review any accommodations to be given to students and procedures for administering the accommodations in the Test Monitor's test administration training.
- Discuss what active monitoring of the test session involves and the district's expectations for Test Monitors.
- Review of district policies and procedures for situations that may arise during test administration, including:
    - Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored
    - Who Test Monitors should contact in case of emergency
    - Ensuring students get to the correct rooms for test administration.
    - Ensuring students do not use cell phone or other electronic devices
    - Breaks for use of the restroom or other interruptions during testing
    - What to do if an individual student or the Test Monitor become ill or needs to leave during testing
    - What to do if an entire group of students needs to leave during testing (e.g., emergency
    - situation, fire drill)
    - What individual students will do when finished testing
- Review procedures to follow if a student reports an error with a test item.
- Determine process to contact School Assessment Coordinator (Asst. Principal) if a problem arises during the testing without leaving students unattended.
- Determine process for inventorying test materials upon receipt and return and completing the Test Monitor Test Materials Security Checklist.
- Determine process for when and how test materials (including paper accommodations, MTAS test materials, student login information, and scratch paper) are returned to between testing sessions and once testing is completed.
- Determine process for ensuring that all student responses from paper accommodated test materials and all student scores for MTAS will be entered according to procedures in the applicable Assessment Manual.
- Remind staff that all test materials are secure and cannot be reproduced in any form.

BREACHES IN TEST SECURITY

If there is a concern that test security may have been breached, the District Assessment Coordinator will notify MDE within 24 hours of the time of the alleged breach and submit the Test Security Notification with any documentation in Test WES within 48 hours.

NOTE: DAC=District Assessment Coordinator; SAC =School Assessment Coordinator

for 15-16 sy, DAC is Tony Huseby and SAC is generally the building assistant principal.

PREPARATION FOR TEST ADMINISTRATION

1. The DAC or SAC 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.

2. The DAC and the SAC will ensure that all guidelines referenced in Chapter 8 of this Procedures Manual are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.

3. The SAC makes arrangements for the logistics of test administration, which includes ensuring appropriate student-to-Test Monitor and Test Administrator ratios and scheduling computer labs.

4. All accommodations must be documented in the student's IEP or 504 plan prior to test

administration and communicated to the MARSS Coordinator (currently Pam Hancock) in order to enter into Pretest Editing in Test WES for MCA.

5. All accommodations for English learners must be identified and documented prior to test

administration and communicated to MARSS Coordinator (Pam Hancock) in order to enter into Pretest Editing in Test WES for MCA or to order test materials for ACCESS and Alternate ACCESS for ELLs.

6. All test assignment decisions (e.g., MCA to MTAS, ACCESS to Alternate ACCESS) must be

identified prior to test administration and communicated to the LSS Program Manager and MARSS Coordinator. For MCA and MTAS, MARSS Coordinator will enter changes into Pretest Editing in Test WES.

CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

RECEIPT AND ORGANIZATION OF SECURE TEST MATERIALS

1. Test materials are shipped to district or school as determined by DAC . If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by DAC or MARSS Coord. .

2.   DAC or MARRS Coord. will be immediately informed that secure test materials have arrived and will secure all materials in a predetermined secure locked location.

3.   DAC ensures that test materials (including paper accommodated and MTAS test materials) are inventoried upon arrival and kept in Missy or Pam's office , a secure locked location, until distributed to SAC .

4. Those who have access to the secured area, inventory materials and complete security checklists are DAC and MARSS Coord. . Those who have access to secure online testing systems, student login information, and student scratch paper are DAC, SAC, MARSS Coord and test proctors .

5.   DAC and SAC ensures every person with access to test materials will sign a Non-Disclosure Agreement before handling materials or accessing online systems.

6.   DAC will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to Vendor (currently Pearson . Security checklists are kept at the district for 12 months following testing.

7.   SAC ensures that student login information for online tests are created and kept in SAC office or building vault , a secure locked location, until time of testing.

8.   SAC organizes test materials for each Test Monitor and Test Administrator, including Test Monitor Test Materials Security Checklists, student login information, and scratch paper.

9. Test materials will be kept in SAC office or building vault , a secure locked location, until the time of distribution.

10. If students are taking the tests on multiple days, your building's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes Test tickets stay with Test Administrator (proctor) in locked cabinet and shredded when that test ends, scratch paper is collected and shredded or recycled in secure recycle bin .

DISTRIBUTION OF SECURE TEST MATERIALS

1. All accommodations will be communicated to the Test Monitors administering the assessments by LSS Program Manager . Any additional training required to administer accommodations will be facilitated by LSS Program Manager .

2. All test assignment changes (e.g., MCA to MTAS) will be communicated to the Test Monitors administering the assessments by LSS Program Manager .

3. Test Monitors who are in charge of administering an assessment receive Test Monitor and

Student Directions in advance of test date(s) from ___DAC or LSS Program Manager___. Test Monitors are responsible for reviewing and complying with all information in the Test Monitor and Student Directions.

4. The procedure for the distribution of all test materials (including online test materials) to the Test Monitors and Test Administrators will be_facilitated by the SAC_. Discrepancies in materials will be reported immediately to___DAC___.

5. 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 login information, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to_SAC_.

6. The Test Monitor is responsible for the test materials during the test administration until their

return to_the SAC and ultimately the DAC or MARSS Coord.___.

RETURN OF SECURE TEST MATERIALS

1. The Test Monitor and Test Administrator will return all test materials (including student login

information and any materials used as scratch paper) to ___the SAC___ immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them _in their classroom cabinet_, a locked secure location.

2. _SAC or Test Administrator (if they print them)_ will keep all test materials (including student login information and any materials used as scratch paper) secure until distributed to the Test Monitor or Test Administrator for the next test session.

3. Test Monitor Test Materials Security Checklists 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 SAC and then ultimately the DAC or MARSS Coord.___.

4. Student login information and any materials used as scratch paper will be securely destroyed at the end of test administration by the Test Administrator_ no more than 48 hours after the close of the testing window.

5. When the test materials are returned to_the SAC_, they will again be inventoried and kept

in_SAC office or building vault_, a secure locked location, until returned to the district (if applicable) or shipped back to the service provider.

6. _The DAC or MARSS Coord._ 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 DAC or MARSS Coord._ will follow instructions provided in the applicable Assessment Manual for the return shipping of test materials.