

District Test Security Procedures for LSSD 381

ASSESSMENT STAFF

District Assessment Coordinator: Mike Emerson

School Assessment Coordinators:

Minnehaha Elementary – Rachel Howard

William Kelley Elementary and High School – Rachelle Johnson

Two Harbors High School – Mike Emerson

DISTRICT MONITORING OF TEST ADMINISTRATION

Sites visits will be random during the testing window by the DAC. The data collected will be shared with the SAC. The SAC will share the data with the test monitor.

The following staff members will monitor test administrations in the district and provide the information following the visits: Mike Emerson, DACs

TESTING CALENDAR

The following staff members are responsible for setting the annual district calendar and updating the information throughout the year: DAC, each building SAC and each building technology coordinator.

The DAC will ensure that the testing calendar is posted on the district website.

The SAC from each building will be responsible to verify and update the test administration dates on the website. The district testing calendar is a shared document that can be easily updated from each site.

TRAINING AND COMMUNICATION

- Each sites' SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard) will be responsible for ensuring annual completion of *Assurances of Test Security and Non-Disclosure* each year by all staff involved with test administration.
- Each sites' SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard) will be responsible for providing district training on test administration and test security for all staff involved in testing prior to the test administration.
 - School Assessment Coordinators will train staff in each building, Mike Emerson, DAC, will be responsible for training the School Assessment Coordinators. The SACs will provide training documentation to the District Assessment Coordinator.
 - Depending on role in test administration, the following trainings will be provided:
 - Administrative Assistants - Test Security Checklist
 - All Custodians - Test Security Checklist
 - District Office Personnel - Test Security Checklist

- Principals - Test Security Checklist
 - All Teachers - Test Security Module with Assurance of Test Security and Non-Disclosure
 - Test Monitors - Test Monitor Modules (3)
 - MTAS Administrators - MTAS Testing Modules (3)
 - Technology Staff - Test Monitor Modules (3)
 - Paraprofessionals - Test Security Module
 - Substitute Teachers - Test Security Checklist
 - School Assessment Coordinators - Test Security Module and other modules as needed
 - District Assessment Coordinator - Test Security Module, Annual Training Workshop and other modules as needed
- Mike Emerson, DAC, is responsible for tracking that staff have completed required test-specific training, such as the Online Test Monitor Certification Courses and MTAS Training for Test Administrators.
 - The SACs (Mike Emerson, Rachelle Johnson, and Rachel Howard) will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing.
 - Mike Emerson, DAC, will be responsible for providing information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via email.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

- The student tutorials and item samples from the testing vendor, Pearson, will be used to help students prepare for the MCA testing for all grade levels and test subjects.
- The DAC will ensure that students are reminded of the importance of test security via the classroom teachers as they prepare students for testing and then again before testing begins by the testing monitor.
- The district procedure for preparing testing rooms (student seating/spacing, walls and student desks) is that all visible educational materials will be removed or completely covered, desks will be spaced apart, and dividers will be used in between workstations in the computer labs.
- The school will provide the following allowable materials for testing: scratch paper, pencils, formula sheets, and calculators (only when handheld calculators are allowed or an accommodation following the guidelines for the type of calculator allowed at each grade level). Mike Emerson, DAC, will answer questions from staff related to materials allowed/prohibited for testing. The SAC (Mike Emerson, Rachelle Johnson and Rachel Howard) will be responsible for gathering these materials and distributing them to testing monitors.
- Students will be given directions for their testing day, time and location, by their classroom teachers.
- Attendance will be taken in each testing session to make sure students are in the proper location with the assigned test and test monitor. Anyone entering the testing room will sign in on the sign-in sheet every time they enter and leave.
- Before testing begins, students will be reminded to turn off their cell phones and place them in the bin provided; “wearable” technology needs to be removed and placed in the bin, too; cell

phones and “wearable” technology will be returned at the end of the testing session when all testing materials are secured; test monitors will actively monitor the testing room; if anyone has a cell phone or other digital device, they will need to exit the test and leave the testing room; their test will be invalidated

- The trained testing monitors will be:
 - Mitch Wright and Rachel Howard at the Minnehaha
 - Geri Sando, Amy Nelson, Rachelle Johnson at the William Kelley Schools
 - Mike Emerson, Special Education Case Managers and substitute teachers hired to proctor the tests at Two Harbors H.S.
- Communication regarding those students not testing will be a shared document amongst the SAC, DAC and test monitors. Teachers will be informed when appropriate.

DISTRICT POLICIES AND PROCEDURES FOR TESTING - TEST ADMINISTRATION

Test Sessions Procedures and Monitoring

- Test Monitors and anyone else in the testing room such as classroom teacher, paraprofessional administrator etc. cannot provide any assistance with test questions or strategies during and after test administration.
- The district's expectations for active monitoring by Test Monitors are to be visible at all times, circulate the room often and to report any incidents that violate the testing procedures to the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard).
- The procedure for breaks for all students during testing is to close any written test booklets, turn off monitors or log off the online test. Test content will be secured during breaks by the test monitor. Break cannot exceed 20 minutes. Test questions will be “locked” once the test has been inactive for 20 minutes. Test monitors need to remind students that they will not be able to review and change any answers once 20 minutes of inactivity have occurred.
 - Breaks at the high school level will be between periods in a 2 period testing block
 - Breaks at the elementary level will be after a certain amount of time passes which is appropriate for the grade level
- The procedure for breaks for use of the restroom or other interruptions during testing is only one person at a time may leave the testing room, student's test materials must be secured, the monitor turned off or the online test logged out.
 - Additional staff will be used to monitor hallways and to check with testing monitors if they need assistance or a short break
- The SAC (Rachel Howard, Rachelle Johnson, Mike Emerson) will answer questions from staff involved in test administration and how staff will seek assistance without leaving students unmonitored. The DAC (Mike Emerson) will be a resource if the SAC is unable to answer any question.

- An email or text to a central location will be used to contact others for assistance if a problem arises during the testing so active monitoring can continue. This person will monitor their email during testing and then contact the required person for assistance – DAC, SAC, or Tech.
- Test Monitors should contact the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard) in case of emergency.
- If a student reports an error or technical issue with a test item, the procedure for documenting the issue is the test monitor will document the issue. Issues will be reported to the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard). The only information collected will be the test, test question # and the student's name.
- If the Test Monitor becomes ill or needs to leave during testing, the procedure is to email/text the central location and they will contact the SAC.
- If an entire group of students needs to leave during testing (e.g., emergency situation, fire drill), the procedure is to close test materials, turn off monitors, and lock the room. On return to the room, the test monitor should enter first. No test materials should be revealed until all students are in their seats.
- The SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard) 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).
- If at all possible, students should return to classroom teachers after they finish testing. If not possible, students will be allowed to bring a book to read to the testing room. The testing environment needs to remain quiet and distraction free at all times.
 - At the high school level, students will be instructed to bring reading materials for use when they are done with their test the first day of testing; the 2nd day of testing student will be given a pass back to class
 - At the elementary level, students will be instructed to bring reading materials for use when done with their test
- If students need additional time to complete their test, they can remain in the testing room if a monitor is available or they can exit the test and arrangements will be made to continue testing at a later time.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

- The district's policy for discussing the test administration experience with students after test administration is only to discuss the testing environment for the purpose of looking for ways to improve the testing experience. No discussion of test questions should take place.
- The SAC is responsible for entering student responses from MCA paper accommodated test materials.
- The DAC, SAC or trained MTAS administrator is responsible for entering MTAS scores from MTAS Data Collection Forms

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

- Those who have access to the secured area, inventory materials and complete security checklists are the site's SAC, administrative assistants, and administration. Those who have access to secure online testing systems, student testing tickets, and student scratch paper are the site's SAC and the technology staff.
- Paper test materials are shipped to the district or school as determined by the DAC, Mike Emerson. If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by the DAC, Mike Emerson.
- The DAC, Mike Emerson, will be immediately informed that secure test materials have arrived and will secure all materials in a predetermined secure locked location.
- The DAC, Mike Emerson, will inventory materials immediately using the security checklists. Any discrepancies will be documented. Security checklists are kept at the district for two years following testing.
- Site SACs (Mike Emerson, Rachelle Johnson, and Rachel Howard) organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor Test Materials Security Checklists*, student testing tickets, and scratch paper.
- Test materials for online and paper administrations will be kept in SACs office, a secure locked location, until the time of distribution.
- 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 all student test materials will be stapled together, placed in the assigned bin, and returned to the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard) at the end of each testing session. The materials to be stapled together include scratch paper used, formula sheets, and testing tickets. The SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard) will secure all testing materials between sessions and testing days.

Distribution of Materials to Test Monitors or Test Administrators

- The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be picking up the testing bin from the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard). Discrepancies in materials will be reported immediately to the SAC. (Mike Emerson, Rachelle Johnson, and Rachel Howard)
- The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be checked out with the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard) by signing the checkout form. Discrepancies in materials will be reported immediately to the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard).
- 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 SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard).

- The Test Monitor is responsible for the test materials during the test administration until they return the testing materials to the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard).
- Students' materials (testing ticket, scratch paper, graph paper etc.) will be collected, stapled together or placed in an envelope and then placed in a locked/secure area.

Return of Materials

- The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any materials used as scratch paper) to the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard) immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in their room in a locked filing cabinet, a locked secure location.
- If not kept by Test Monitors and Test Administrators, the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard) will keep all test materials secure until distributed for the next test session.
- Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by DAC (Mike Emerson) no more than 48 hours after the close of the testing window.
- *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 SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard).
- When the test materials are returned to the SAC (Mike Emerson, Rachelle Johnson, and Rachel Howard), they will again be inventoried and kept in the SAC's office, a secure locked location, until returned to the district (if applicable) or shipped back to the service provider.
- The DAC, Mike Emerson, will prepare the materials for their return to the district (if applicable) or for shipment to the service provider according to the applicable return instructions.
- The DAC, Mike Emerson, will follow instructions provided in the applicable return instructions for the return shipping of test materials.

MISADMINISTRATION AND BREACHES IN TEST SECURITY

- The process for reporting potential misadministration and security breaches within the school/building during testing is the SAC will report the issue to the DAC and then document the incident by completing a Test Administration Report.
- The SAC will report issues to the District Assessment Coordinator. The District Assessment Coordinator will contact MDE district contact with questions and to report security breaches.
- The DAC will provide information to staff on the MDE tip line and MDE contact information to report security concerns.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

- The preliminary test results can be shared with teachers and administrators with a vested interest in their students' achievement. Preliminary results can be discussed with teachers, students, and/or parents when there is an educational value or need to do so.
- As indicated, these are preliminary results and will not be finalized until summer. Programming and curriculum decisions can be made with the caveat specific student results may vary from the preliminary result.
- Final embargoed results will be shared through the SAC to the department/grade level to use for curriculum adjustments. Reports will be printed.
- Individual student reports will be sent home no later than Fall Parent/Teacher Conferences.