

District Test Security Procedures for St. Cloud Area Public School District (742) for school year 2015-2016.

PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

1. District Assessment Coordinator will be responsible for ensuring completion of *Assurances of Test Security and Non-Disclosure* each year by all building testing coordinators, media specialists, and academic coaches involved with test administration.
2. Building Testing Coordinator(s) will be responsible for ensuring completion of *Assurances of Test Security and Non-Disclosure* each year by all staff at their building(s) involved with test administration. Building Testing Coordinator(s) will send a copy of the *Assurances of Test Security and Non-Disclosure* each year by all staff at their building(s) involved with test administration to the District Assessment Coordinator.
3. District Assessment Coordinator will be responsible for reviewing the specific requirements all building testing coordinators, media specialists, and academic coaches agreed to in the *Assurance of Test Security and Non-Disclosure* prior to testing.
4. Building Testing Coordinators will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to testing.
5. District Assessment Coordinator will be responsible for training building testing coordinators, media specialists, and academic coaches prior to the test administration. Annual training for building testing coordinators, media specialists, and academic coaches must include training on test administration policies and procedures and test security and be documented and kept on file at the district.
6. Building Testing 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. The annual training must be documented and kept on file at the building(s). A copy of the training attendance sheet must be sent to the District Assessment Coordinator.
 - Review of Test Security Training, Test Monitor responsibilities, *Test Monitor and Student Directions*, and any special instructions for a particular test given.
 - Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.
 - 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 in order to maintain test security, including:
 - Building Testing Coordinator(s) in conjunction with the District Assessment Coordinator will answer questions from staff involved in test administration. Building Testing Coordinator(s) will decide how staff will ask questions without leaving students unmonitored.
 - Test Monitor(s) should contact the Building Testing Coordinator(s) or the media specialist(s) for assistance if a problem arises during the testing so active monitoring can continue. Test Monitor(s) should not leave the testing room unmonitored.

- Test Monitor(s) should contact the Building Testing Coordinator(s) or the media specialist(s) in case of an emergency.
 - Test Monitor(s) and media specialist(s) ensure that the students get to the correct rooms for test administration based on the testing schedule.
 - Test Monitors ensure that students do not use cell phones or other electronic devices.
 - Test Monitors may allow only one student at a time for a break for use of the restroom. The student should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device) unless an emergency prevents them from doing so. For paper accommodated test materials, students should close their test books. The student should return all secure testing materials (including testing ticket, scratch paper or paper test) before leaving the testing room. Test monitor will provide all the secure testing materials back to the student upon return to resume testing.
 - Test security must be maintained, and any prolonged absences or repeated requests for breaks must be investigated for a breach of security.
 - Test Monitor(s) should contact the media specialist(s) if a student reports an error or technical issue with a test item.
 - Test Monitor(s) should contact the Building Testing Coordinator(s) or the media specialist(s) if an individual student or the Test Monitor becomes ill or needs to leave during testing. Any student who leaves a test session and is unable to return because of an illness or other emergency will complete the abandoned section/segment during a make-up session, but the student may not change answers to items already attempted. The Test Monitor should remind students that they cannot go back to previously completed items.
 - Test Monitor(s) should close the door and secure the room before leaving if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill). Test Monitor(s) and other staff must be available to monitor that students do not discuss the test during their time away from the testing location.
 - After completing a section or test, students may either read a book or sit quietly until the test session is over for as long as the disruptions are kept to a minimum. Test Monitor(s) may use privacy screens for students who have completed the test, whenever available. Test Monitor(s) must contact District Assessment Coordinator immediately if the content of a book is pertaining to the test content the students in the testing room are taking at the given session.
- Remind staff that all test materials are secure and cannot be reproduced or shared in any form.
7. Test Monitor(s) 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).
 8. Building Testing Coordinator(s) 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.

9. Media Specialist is responsible for tracking devices/computers used by students.
10. District Assessment Coordinator is responsible for conducting on-site monitoring of test administrations within the district.
11. District Assessment Coordinator in conjunction with Building Testing Coordinator(s) and Media Specialist(s) 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.
12. Building Testing Coordinator(s) and the media specialist(s) are responsible for reminding staff of the district process for communicating potential security breaches within the school and to the District Assessment Coordinator, as well as providing information on the MDE tip line as an additional option for reporting security concerns.

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* in Test WES within 48 hours.

CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

1. Building Testing Coordinator(s) have access to the secured area, inventory materials and complete security checklists. Media Specialist(s) have access to secure online testing systems, student testing tickets, and student scratch paper.
2. Paper test materials are shipped to district as determined by District Assessment Coordinator. District Assessment Coordinator will complete the process for distributing secure test materials to the school(s).
3. Building Testing Coordinator(s) will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
4. Building Testing Coordinator(s) will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to District Assessment Coordinator. Security checklists are kept at the district for two years following testing.
5. Building Testing Coordinator(s) and Media Specialist(s) organize test materials for each Test Monitor and Test Administrator, including *Test Monitor Test Materials Security Checklists*, student testing tickets, and scratch paper.
6. Test materials for online and paper administrations will be kept in the designated secure locked location, until the time of distribution.
7. If students are taking the tests on multiple days, Test Monitor(s) will collect the testing tickets right after the students log into their test, and collect the scratch paper, paper tests or other alternate assessment materials after the end of the session.

8. Test Monitor(s) will return all secure test materials to the Media Specialist(s) and Building Testing Coordinator(s) at the end of each testing session. Media specialist(s) and Building Testing Coordinator(s) will secure the testing materials in the designated locked location.

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

1. Building Testing Coordinator(s) in conjunction with Media Specialist(s) will distribute all test materials for online administrations to Test Monitor(s) and Test Administrator(s). Discrepancies in materials will be reported immediately to the Building Testing Coordinator(s) and District Assessment Coordinator.
2. District Assessment Coordinator will distribute any paper test materials to the Building Testing Coordinator(s), who in return would deliver them to the Test Monitors and Test Administrators at their building(s). Discrepancies in materials will be reported immediately to the Building Testing Coordinator(s) and District 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 Building Testing Coordinator(s) and District Assessment Coordinator.
4. The Test Monitor is responsible for the test materials during the test administration until their return to the Building Testing Coordinator(s) and Media Specialist(s).

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 Media Specialist(s) immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in a designated locked secure location.
2. If not kept by Test Monitors and Test Administrators, Media Specialist(s) will keep all test materials secure until distributed for the next test session.
3. Student testing tickets, scratch paper and MTAS Response Option Cards will be securely destroyed (shredded) at the end of test administration by the Media Specialist(s) no more than 48 hours after the close of the testing window.
4. *Test Monitor Test Materials Security Checklists* for paper test materials will be signed by the Test Monitor(s) indicating that all materials have been returned once testing is completed. The *Test Monitor Test Materials Security Checklists* will be returned to the Building Testing Coordinator(s), who would send them to the District Assessment Coordinator.
5. When the test materials are returned to the Building Testing Coordinator(s), they will again be inventoried and kept in the designated secure locked location at the building, until returned to the district.
6. Building Testing Coordinator(s) will prepare the materials for their return to the district according to return instructions in the applicable *Assessment Manual*.
7. District Assessment Coordinator will follow instructions provided in the applicable *Assessment Manual* for the return shipping of test materials to the service provider.