



2017-2018 District Test Security Procedures for the Goodhue County Education District

SCHOOL(S)

Pathways Program @ Twin Bluff Middle School (Area Learning Center Middle Level Day Program, Grades 6-7)

River Bluff Education Center (K-12+ Special Education Setting IV and Area Learning Center Day Program, Grades 8-12)

Tower View Alternative High School (Area Learning Center Day Program, Grades 10-12)

ASSESSMENT STAFF

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

Brian Cashman, bcashman@gced.k12.mn.us, 651-388-4441 x1114

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

| School Assessment Coordinator | School(s) |
|-------------------------------|----------------------------------------------|
| Alisha Dalsin | River Bluff Education Center |
| Emily Christianson | Tower View Alternative High School |
| Chris Palmatier | Pathways Program at Twin Bluff Middle School |

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring test administration activities in the district is as follows:

The DAC will observe at least one test session per testing day at the River Bluff Education Center, Tower View Alternative High School, and the Pathways Program at Twin Bluff Middle School. The observation will be used as a way to match the “Minnesota Assessments Monitoring List” against the test session being observed. Appropriate and timely feedback with the test monitor and SAC will occur after the observation.

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

The test monitors at the River Bluff Education Center will be a mix of classroom teachers and classroom paraprofessionals. The test monitor for Tower View Alternative High School will be the school’s SAC. The test monitor for the Pathways Program at Twin Bluff Middle School will be the Pathways Program classroom teacher.

TESTING CALENDAR

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

Brian Cashman, District Assessment Coordinator

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

Brian Cashman, District Assessment Coordinator

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

Brian Cashman, District Assessment Coordinator

TRAINING AND COMMUNICATION

The following staff members will complete the *Assurance of Test Security and Non-Disclosure* on paper:

River Bluff Education Center – Kitchen Staff and itinerant staff who do not work directly with students/classrooms at RBEC

Tower View Alternative High School – Anderson Center (non-school) staff

Pathways Program at TBMS – TBD in consultation with Red Wing Schools DAC and Twin Bluff Middle School SAC*

**The Pathways Program at TBMS is a school-within-a-school alternative middle school day program. The classroom teacher in the Pathways Program is a GCED employee while the rest of the building staff is affiliated with the Red Wing School District. Thus, the ensuring of appropriate test security within this program requires the collaborative work of both the RBEC DAC and the Red Wing Schools DAC and the Twin Bluff Middle School SAC.*

The following staff members will complete the *Test Security Training* (paper) and *Assurance of Test Security and Non-Disclosure* (paper):

River Bluff Education Center – Licensed Staff, Front office staff, custodial staff, technology staff, paraprofessionals, other providers (i.e. Mental Health), administrators, and/or itinerant staff not in attendance at the in-person RBEC training on February 14, 2018.

Tower View Alternative High School – Tower View Alternative High School teaching staff, and any front office staff /Anderson Center custodial staff / technology staff not in attendance at the in-person Tower View training (date TBD).

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 |
|------------------------------------------------|------------------------------------------------------------|
| Brian Cashman, District Assessment Coordinator | (1) In-person presentation; (2) paper hand-out; (3) e-mail |

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:

| Method(s) for Providing District Policies and Procedures | Staff Member |
|-----------------------------------------------------------------|------------------------------------------------|
| (1) In-person presentation; (2) paper hand-out; (3) e-mail | Brian Cashman, District Assessment Coordinator |

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

| Student Resources | Grade |
|------------------------------|------------------------|
| Purpose of Student Resources | 3 - 12 |
| Test Navigation | 3 - 12 |
| Tools | 3 - 12 |
| Item Types | 3 - 5; 6 - High School |

(Expand as needed to address differences by grade, subject, and student.)

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 |
|---------------------|------------------------------------|
| Test Monitors | Testing Directions |

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district procedure for preparing testing rooms is explained below:

The River Bluff Education Center SAC, Tower View Alternative High School SAC, and Pathways Program @ Twin Bluff Middle School SAC will ensure that all guidelines referenced in Chapter 8 of the *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 – including student seating and spacing conducive to maintaining the highest level of test security.

These SACs will also make arrangements for the logistics of test administration, which includes ensuring appropriate student-to-Test Monitor and Test Administration ratios and scheduling computer labs.

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

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: |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Testing Bins:</p> <ul style="list-style-type: none"> - DAC and SAC Contact Information - Testing Session Attendance (both students and staff and related personnel) - Allowable/Non-Allowable Item List - Cell Phone and Device Policy - Calculator Use Reminders - Student ID Tickets (use as scratch paper for Reading, Science, and grade 3 and grade 4 math tests) - Formula sheet (gr. 5-8 & 11 math only) (also use as scratch paper) - Test Directions - Monitoring Reminders/Scripts - Test Security Narrative - Computer and Staffing Assignment Documentation Sheet (need to fill out during each test session) - Ear plugs (Noise buffers – headphones - can be picked up in the DAC’s office if needed) - Pencils - Red “Do Not Disturb” Testing Signs | <p>Test Monitors</p> | <p>A testing bin is prepared for each test monitor in advance of each proctored testing session by the DAC. The testing bin needs to be personally checked out and turned in after each testing session. The testing bins will be located in the GCED DACs office for River Bluff Education Center test monitors.</p> <p>The testing bin(s) for Tower View Alternative High School will be delivered to the Tower View SAC and/or test monitor by the GCED DAC and stored on site at Tower View through the end of testing – at which point the GCED DAC will pick up the testing bin.</p> <p>The testing bin(s) for the Pathways Program @ Twin Bluff Middle School will be delivered to the Pathways Program test monitor at the start of each testing day and will be picked-up at the conclusion of each testing day.</p> |

(Note if materials will be supplied by the school or students.)

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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <p>River Bluff Education Center:</p> <p>Students will report to their regularly scheduled class upon on-time arrival at school. From there, state testing will either occur in the student’s assigned class or the classroom teacher will direct the student to the appropriate testing location. For students arriving late, the RBEC front office staff will direct the student to the appropriate classroom and/or testing location.</p> <p>Tower View Alternative High School</p> <p>Students will report to their regularly scheduled class upon on-time arrival at school. From there, state testing will either occur in the student’s assigned class or the classroom teacher will direct the student to the appropriate testing location. For students arriving late, the Tower View office staff will direct the student to the appropriate classroom and/or testing location.</p> <p>Pathways Program @ Twin Bluff Middle School</p> <p>Students will report to their regularly scheduled class upon on-time arrival at school. From there, state testing will either occur in the student’s assigned class or the classroom teacher will direct the student to the appropriate testing location. For students arriving late, the TBMS front office staff will direct the student to the appropriate classroom and/or testing location.</p> | <p>Classroom Teachers; Front Office Staff</p> <p>Classroom Teachers; Front Office Staff</p> <p>Classroom Teachers; Front Office Staff</p> |

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

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Completion of the:</p> <ul style="list-style-type: none"> - Testing Session Attendance (both students and staff and related personnel) <p>This document will be included in the testing bin (see previous page for full description of the testing bin)</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

River Bluff Education Center / Tower View Alternative High School / Pathways Program @ TBMS

1. Students will be reminded verbally upon entering the testing location of the no cell phone and related electronics expectation. Students will be given the opportunity to provide the test monitor any prohibited device.
2. As part of the testing directions, students will again be reminded of the no cell phone and related electronics expectation. Students will be given the opportunity to provide the test monitor any prohibited device.
3. Once testing has started and a student is found to have prohibited electronic resources, the test monitor will immediately notify the SAC. The SAC will make arrangements to escort the student out of the testing location. Furthermore, the SAC will start the following process:

If there is a concern that security may have been breached, the SAC will alert the DAC. This information can be communicated to the DAC in person, via e-mail, via text, and/or via phone. If the situation requires additional information, the DAC will work with the person or persons involved to ensure accuracy and completeness of the report. The DAC, in turn, will notify the Minnesota Department of Education (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.

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 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The break schedule for each test session at all of the state testing locations (River Bluff Education Center, Tower View Alternative High School, and the Pathways Program @ Twin Bluff Middle School) will be pre-determined by the GCED DAC and each program’s SAC. The break schedule will be based on the age and needs of each test session.</p> | <p>If a break time is scheduled, the online test material for each student will be covered up via taped paper until the student is ready to resume testing. Student breaks will be actively monitored by test monitors (who may, or may not, be the test monitor in that specific testing location).</p> |

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

Breaks for the user of the restroom will be done one student at a time and the test monitor will ensure that the student’s online test material is covered up. In addition, the test monitor will ensure that there is an appropriately trained colleague who will be escorting the student to ensure test security.

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

River Bluff Education Center – Classroom paraprofessionals; front office staff

Tower View Alternative High School – Front office staff or classroom teacher(s)

Pathways Program @ Twin Bluff Middle School – TBD by Twin Bluff Middle School SAC

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

| Staff Member to Contact | Communication Method |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <p>Test Monitor will contact the SAC, SAC will contact the DAC (if needed).</p> <p>If the question requires the Test Monitor to step out of the room, the SAC will arrange for coverage (at Tower View, the front office staff may need to arrange for coverage).</p> | <p>Phone (landline), text, and/or e-mail</p> |

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

| Procedure | Staff Member to Contact |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <p>Test Monitor will contact the SAC, SAC will contact the DAC (if needed).</p> <p>If the situation requires the test monitor to step out of the room, the SAC will arrange for coverage (at Tower View, the front office staff may need to arrange for coverage).</p> | <p>Phone (landline), text, and/or e-mail</p> |

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

Test Monitor will ensure student safety while SAC and/or DAC will ensure test integrity.

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

The Test Monitor will contact the SAC. The SAC will contact the DAC. The SAC and DAC will arrange for

emergency coverage of the testing location to ensure test security.

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 finished early will wait in testing room until receiving directions from the Test Monitor. | Read, color, and/or wait quietly. |

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

River Bluff Education Center

The Test Monitor will contact the SAC. The SAC will make arrangements for the student to finish testing with the Test Monitor at another (secure) location at the school. The SAC will ensure that the students who remain in the classroom (and are done with testing) are appropriately supervised.

Tower View Alternative High School

The Test Monitor will dismiss the students done with testing and will supervise the remaining students in the secure testing location until the students finish.

Pathways Program @ Twin Bluff Middle School

The Test Monitor will dismiss the students done with testing and will supervise the remaining students in the secure testing location until the students finish.

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 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| The Test Monitor will instruct the student(s) to continue the test. The Test Monitor will note the test, grade, subject, section number (if applicable), item number, and MARSS/SSID number. Following the test session, the Test Monitor will notify the SAC and the SAC will notify the DAC. The DAC will contact the district technology staff (if a technical issue) and MDE or the service provider and give the information collected by the SAC; note – the content of the item itself cannot be referenced, copied, e-mailed, etc., as this would be a breach of security] | Student < Test Monitor < SAC < DAC < Technology Staff < MDE or Service Provider |

| | |
|--|--|
| | |
|--|--|

Staff report misadministrations and security breaches to the staff members listed below, using the process outlined:

| Procedure | Staff Member to Contact |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <p>If there is a concern that security may have been breached, school personnel need to alert the SAC. This information is then communicated to the DAC in person, via e-mail, via text, and/or via phone. If the situation requires additional information, the DAC will work with the person or persons involved to ensure accuracy and completeness of the report. The DAC, in turn, will notify the Minnesota Department of Education (MDE) within 24 hours of the time of the alleged breach and submit the <i>Test Security Notification</i> with any documentation in Test WES within 48 hours.</p> <p>MDE provides a tip line for reporting possible security breaches. This tip line will be posted on the GCED website and can also be accessed at: https://w1.education.state.mn.us/tip/. The DAC will be responsible for outlining this resource, as well as MDE contact information for reporting test security concerns to all staff via e-mail, written notification, and/or during the in-person Test Security meeting.</p> | <p>School Personnel < SAC < DAC < MDE</p> |

(If not reported directly to the District Assessment Coordinator, also include how information will be communicated to him/her.)

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:

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Test Monitors or other staff may not ask students about specific test items. If students ask about a specific test item following testing, Test Monitors should remind students that items are secure and cannot be discussed.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

(Indicate what may or may not be discussed with students following testing.)

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

| |
|-------------------------------------------------------|
| <p>Brian Cashman, District Assessment Coordinator</p> |
|-------------------------------------------------------|

(As needed, include any procedures or timelines for data entry that have been established.)

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

Brian Cashman, District Assessment Coordinator

Note: The Goodhue County Education District collaborates with its member school districts in preparing and sharing the non-secure MTAS test materials. These materials are rotated among the member school districts for a pre-determined MTAS testing window. All MTAS secure test materials is still kept with the member school districts.

(As needed, include any procedures or timelines for score entry that have been established.)

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) |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| River Bluff Education Center | RBEC Records Room |
| Tower View Alternative High School | RBEC Records Room (if needed, locked cabinet in Tower View’s front office) |
| Pathways Program @ Twin Bluff Middle School | RBEC Records Room (no secure test material for Pathways Program kept at TBMS) |
| *All Schools | There may be times where the secure test material will be kept in the GCED DAC’s office – in the upper desk storage unit (this unit will be locked). |

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

RBEC Records Room – RBEC Front Office Staff, RBEC Custodians, RBEC Administrators

Tower View Front Office Cabinet – Tower View Front Office Staff, Tower View Administrators

GCED DAC Office – RBEC Front Office Staff, RBEC Custodians, RBEC Administrators

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 |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Test materials are delivered to the River Bluff Education Center. | Test materials are delivered to the River Bluff Education Center for check-in and inventory and storage in a secure location. In the event that test material arrives at the school site, the front office staff and/or SAC will immediately notify the GCED DAC. |

(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:

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Brian Cashman, District Assessment Coordinator (for the Pathways Program, River Bluff Education Center, and Tower View Alternative High School)</p> <p>Emily Christianson and/or Taronda Howard (for Tower View Alternative High School, if needed)</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Brian Cashman, District Assessment Coordinator (for the Pathways Program, River Bluff Education Center, and Tower View Alternative High School) | Record appropriate information and immediately contact the service provider (Pearson) and, if appropriate, MDE. |

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 |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Brian Cashman, GCED DAC (for the Pathways Program, River Bluff Education Center, and Tower View Alternative High School) | The GCED DAC will furnish testing bin with appropriate materials (see page 5). The GCED DAC will match student log-in information against test session rosters. For paper testing, the GCED DAC will match received materials against test session rosters and IEP/504 requirements. |

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:

The procedure for the distribution of all test materials (including online test materials) to the Test Monitors will be for the District Assessment Coordinator to deliver these materials after verifying count and type.

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 (i.e. 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 the District Assessment Coordinator.

The test Monitor is responsible for the test materials during the test administration until their return to the District Assessment Coordinator

(Separate information by test, mode, and/or role as needed.)

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

Brian Cashman, District Assessment Coordinator

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

If students are taking tests on multiple days, secure and non-secure test materials (including student login information, paper test materials, and any materials used as scratch paper) are collected by the District Assessment Coordinator. These materials are kept secure between test sessions by checking and re-checking turned in materials versus running inventory list and placing test material in the GCED records storage room or the District Assessment Coordinator's locked upper office cabinet.

If for some reason the District Assessment Coordinator is unable to retrieve the test materials for a particular test session or day, the SAC will be responsible for implementing the procedure listed above and keeping the materials in a secure location on site until the materials are checked back in to the Test Monitor or retrieved by the District Assessment Coordinator.

(Separate procedures by test, mode, and/or role as needed.)

Return of Materials

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

1. The Test Monitor and the Test Administrator will return all test materials (including student login information and any materials used as scratch paper) to the District Assessment Coordinator immediately after testing. The District Assessment Coordinator will place these items in a secure and locked location (either the upper locked office cabinet

or Records Room). In the event that the District Assessment Coordinator is not able to receive the test materials, the School Assessment Coordinator will receive the materials and keep them in a secure location until the District Assessment Coordinator can retrieve the materials. At Tower View Alternative High School and the Pathways Program @ Twin Bluff Middle School, the District Assessment Coordinator will pick the testing materials up from a secure location. At the River Bluff Education Center, the materials will either be picked up by the District Assessment Coordinator, and/or by the School Assessment Coordinator, and/or returned to the District Assessment Coordinator by the Test Monitor.

2. The District Assessment Coordinator 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 District Assessment Coordinator

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

5. When the test materials are returned to the District Assessment Coordinator, they will again be inventoried and kept in the RBEC Records Room and/or the District Assessment Coordinator’s upper locked cabinet, a secure locked location, until shipped back to the service provider.

6. The District Assessment Coordinator will prepare the materials for shipment to the service provider according to return instructions in the applicable Assessment Manual.

7. The District Assessment Coordinator will follow instructions provided in the applicable *Procedures Manual* for the return shipping of materials.

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 |
|------------------------------------------------|----------------------------------------------------------------------------------|
| Brian Cashman, District Assessment Coordinator | River Bluff Education Center Records Room and/or GCED DAC’s upper office cabinet |

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

Brian Cashman, District Assessment Coordinator

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:

Brian Cashman, District Assessment Coordinator

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

Generally speaking, the Goodhue County Education District does not release preliminary test results. In some instances, a preliminary test result for an individual student may be shared with appropriate personnel. In such instances, the Goodhue County Education District will ensure that the preliminary results communication protocol, as outlined on pages 180-181 in the *Procedures Manual*, is followed.

The following information is communicated if preliminary results are provided:

Scale Score and (preliminary) Corresponding Category (i.e. Exceeds, Meets, Partially Meets, Does Not Meet)

(Indicate what information is provided about appropriate use of preliminary results.)

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

| Staff Members | Methods |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| RBEC Executive Director, RBEC Assistant Director/Principal, RBEC Assistant Director of System Development, and RBEC Building Coordinator, Tower View Alternative High School Principal, Twin Bluff Middle School Principal and Assistant Principal | E-mail |

(Methods may include student information systems, data warehouses, or service provider systems.)

Final public results will be shared with district staff as described below:

River Bluff Education Center

Final results will be shared via the District Data and Implementation Team

Tower View Alternative High School

To be determined by Tower View Alternative High School Principal

Pathways Program @ Twin Bluff Middle School

To be determined by the Twin Bluff Middle School Principal and Assistant Principal

ADDITIONAL INFORMATION

TESTING PERSONNEL

District Assessment Coordinator (DAC) (Goodhue County Education Center)

Brian Cashman, bcashman@gced.k12.mn.us; 651-388-4441 x1114 (office); 651-764-9016 (cell)

School Assessment Coordinator (SAC) (River Bluff Education Center)

Alisha Dalsin, adalsin@gced.k12.mn.us; 651-388-4441 x1601 (office)

School Assessment Coordinator (SAC) (Tower View Alternative High School)

Emily Christianson, evchristianson@rwps.org; 651-388-8963

School Assessment Coordinator (SAC) (Twin Bluff Middle School)

Chris Palmatier, cjpalmatier@rwps.org; 651-385-4530

Technology Specialists

Julie Dahl, jadahl@rwps.org; 651-385-4515 (office); 651-380-2633 (cell)

Charley McLaughlin, cmclaughlin@gced.k12.mn.us; 651-388-4441 x1118 (office)

ROLES AND RESPONSIBILITIES

(Not an exhaustive list – just highlights)

District Assessment Coordinator

1. Point of contact with the Minnesota Department of Education for state testing-related topics;
2. Develop the GCED testing calendar and ensure that it is posted on the GCED website and is appropriately updated;
3. Verify and update test administration dates on the GCED website;
4. Establish, refine, and communicate the GCED Test Security Procedures on a yearly basis;
5. Ensure applicable staff are appropriately trained on a yearly basis;
6. Ensure the security of test content and test materials;
7. Provide appropriate communication and follow-up before, during, and after student testing;
8. Be in regular communication with the SAC to ensure responsive and effective planning, communication, and action before, during, and after testing sessions.
9. Monitor test administration by observing at least one test session per testing day at the River Bluff Education Center, Tower View Alternative High School, and the Pathways Program at Twin Bluff Middle School. The observation will be used as a way to match the “Minnesota Assessments Monitoring List” against the test session being observed. Appropriate and timely feedback with the test monitor and SAC will occur after the observation.

School Assessment Coordinator

1. Ensure that students participate in the appropriate state tests (content and test format);
2. Ensure that student IEP and 504 accommodations are correctly followed;

3. Ensure that all test day logistics (staffing, rooms, technology, etc.) are taken care of;
4. Be the first point of contact for staff on testing days (and if unable to, coordinate with the DAC to ensure proper coverage and communication).

Test Monitor / Proctor

1. Ensure that all applicable state and district policies, procedures, and requirements are adhered to, including:
 - a. District and test-specific training
 - b. Handling of secure test materials
 - c. Active monitoring of the test session
 - d. Adherence to the state and/or district stated procedure governing before test, during test, and after test actions

ACCOMMODATIONS AND TEST TYPES

1. All accommodations must be documented in the student's IEP or 504 plan prior to test administration and communicated to the District Assessment Coordinator and School Assessment Coordinators in order for the District Assessment Coordinator to enter them into Pretest Editing in Test WES for MCA.
2. All accommodations for English Learners must be identified and documented prior to test administration and communicated to the District Assessment Coordinator and the School Assessment Coordinators in order for the District Assessment Coordinator to enter them into Pretest Editing in Test WES for MCA or to order test materials for ACCESS and Alternate ACCESS for ELLs.
3. All test assignment decisions (e.g., MCA to MTAS, ACCESS to Alternative ACCESS) must be identified prior to test administration and communicated to both the District Assessment Coordinator and School Assessment Coordinators. For MCA and MTAS, the District Assessment Coordinator will enter changes into Pretest Editing in Test WES.

TEST MONITOR / CLASSROOM TEACHERS / CLASSROOM PARAPROFESSIONALS REMINDERS

1. Test Monitors are responsible for reviewing and complying with all information in the *Test Monitor and Student Directions*.
2. 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 (i.e. student login information, scratch paper) are accounted for prior to handing out the test materials to the students. If there are discrepancies in secure test materials (i.e. student log-ins, paper materials), please contact the District Assessment Coordinator immediately.
3. The test Monitor is responsible for the test materials during the test administration until their return to the GCED SAC.
4. Make sure to complete the staffing form provided in your testing bin. This form tracks which students test with which Test Monitor, as well as records the other adults in the room (if applicable).
5. You can repeat the *Test Monitor and Student Directions* as written and during test administration the only directions you can give students are those that are scripted in the *Test Monitor and Student Directions*.

6. During testing, you cannot remind students of any test-taking strategies or offer them encouragement, other than what is scripted in the *Test Monitor and Student Directions*.
7. You cannot provide assistance as to how to answer different types of items.
8. You cannot read, review, discuss, or copy any reading passages, test questions, answer options, writing prompts, or student responses for later use in instructional planning, classroom instruction or assessments, or other purposes.
9. Remind students that they cannot disclose or discuss test items or answer options after test administration.
10. Upon completion of a testing session, and after all test materials have been appropriately returned to the District Assessment Coordinator, If a student asks about a specific item following testing, remind them that test items are secure and not to be discussed.
11. No one may reproduce or copy any part of any test or script, whether written or in audio, paper or electronic format without proper authorization. Reproduction of secure test materials is a security breach and a Federal Copyright violation.
12. No one may alter student responses during or after test administration.
13. You may assist a student if needed with the online/accessibility tools or navigation in the test only if it prevents a student from accessing an item, responding to an item, or moving within a test.
14. Be familiar with the Calculator Use Guidelines and enforce them as appropriate.
15. Students seating arrangement needs to be done in such a way as to provide adequate space between students so that it is not possible for a student to accidentally or intentionally cheat.
16. If a student needs to leave their spot, you need to ensure that the secure test material online is covered up.
17. Students may not use cell phones or any other devices at any time during testing, including during breaks and after testing is done (if the student remains in the testing room).
18. Dictionaries, thesauruses, and other reference materials, including text books, are not permitted.
19. All instructional posters and graphics, including strategy techniques or methods, in the testing room or on a student's desk must be covered or removed during MCA/MTAS testing. Even if the instructional information or strategies are not related to the test content (i.e. science information during a reading test), it must be covered up or removed.
20. You need to engage in Active Monitoring for the duration of the test session.
21. Remind students of the importance of keeping test content secure and acting with honesty and integrity.

TEST SECURITY TRAINING (IN-PERSON) AGENDA TEMPLATE

Test Security Training – Agenda

Agenda

1. Introduction of State Testing – Reason, Types, Windows (3 min.)
2. Test Security and Non-Disclosure Online Training (11 min.)
3. Active Monitoring Online Training (5 min.)

4. RBEC Test Security Key Messages / Wrap-Up (5 min.)

Key Messages

1. All staff needs to understand and sign the “Assurance of Test Security and Non-Disclosure Statement”. The ATSN is important – we are expected to understand and comply with the information. Your signature indicates that you have read the document, have understood the document, and will comply with the expectations laid out in the document. If you have questions after watching the online training and reading through the document, let me know.
2. Please review the attached “GCED Testing Procedures” document and let me know if you have any questions or comments.
3. Test Security is defined as the actions we, collectively, take to ensure that test content is protected so that test scores are accurate and meaningful. Test Security is important and serious. Breaches of test security can invalidate test content and scores. Breaches of test security and corresponding repercussions can affect staff as well.
4. The DAC will be responsible for the handling of test material. There will be a point in the process where the DAC will give the applicable staff member the applicable testing materials. The staff member is then responsible for the appropriate handling of the material. Responsibility is lifted once the staff member returns the material back to the DAC. (in-person – not left in the DAC’s office, the front office, the copy room, etc.). Test material includes session tickets, scratch paper, test manuals, answer sheets, etc. The test monitor needs to collect these items after every test session, as they are accountable for this material once it has been handed off by the DAC.
5. Cell phones and electronic devices are not allowed...each test monitor needs to ensure that there are no cell phones and/or electronic devices on the students. For staff, if a test monitor feels strongly that they need to have their cell phone and/or electronic devices with them, on, and out during testing, or if there is an exceptional student situation, please let the SAC and DAC know and we can talk about it. The biggest thing here is to not put any student or staff member in a compromising situation. Which leads to #6....
6. There is a list of “do not” statements pertaining to state testing. Collectively, these statements are meant to ensure test integrity. The first attachment lists these (numbers 6 through 19). All staff should read through this attachment.
7. Actively monitor your test session.
8. If there is any sort of situation that might constitute a breach in security, it needs to be reported immediately to the SAC and DAC. This applies to any unique circumstances...when in doubt, please notify the SAC and DAC.

Attachments: Testing Reminders; GCED Testing Procedures; Test Security Tip Line; Purpose of Student Resources Hand-Out; Parent/Guardian Guide to State Testing (MCA and MTAS); Opt-Out Letter

Available Resources: Test Tutorials – Navigation, Tools, Item Types (available in staff mail room)