River Bluff Education Center and Goodhue County Education District Area Learning Center

Test Security Procedures

2016-2017

Version 1

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General Training Information

Staff involved in state testing, as proctors, supervising staff, and related roles, will receive the following training:

- Completion of the Minnesota Department of Education (MDE) *Non-Disclosure Statement* each year (either the paper version, the online version, or both);
- Review of test security requirements for 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 prior to the test session(s);
- 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 *[TV – SAC will proctor, DAC will be on site];*
    - Who Test Monitors should contact in case of emergency *[TV - SAC, then DAC];*
    - Ensuring students get to the correct rooms for test administration *[TV – SAC];*
    - Ensuring students do not use cell phone or other electronic devices *[TV – SAC check-in at door];*
    - Breaks for use of the restroom or other interruptions during testing *[TV – one at a time; monitored by personnel trained in test security];*
    - What to do if an individual student or the Test Monitor become ill or needs to leave during testing *[TV – contact SAC, then DAC];*
    - What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill) *[TV – SAC will ensure student safety, DAC will ensure test integrity];*
    - What individual students will do when they are done testing *[TV – TBD].*
- Review procedures to follow if a student reports an error with a test item *[TV – SAC instructs the student(s) to continue the test and note the test, grade, subject, section number (if applicable), item number, and MARSS/SSID number; following the test session, the SAC notifies 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]*
- Determine process to contact the District Assessment Coordinator (DAC) or School Assessment Coordinator (SAC) if a problem arises during the testing without leaving students unattended *[TV – SAC and DAC will be on site];*
- 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 between testing sessions and once testing is completed *[TV – SAC will give to DAC, DAC will ensure integrity of materials]*;
- 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*;
- Reminder that all test materials are secure and cannot be reproduced in any form.

Breaches in Test Security
If there is a concern that security may have been breached, the DAC 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.

Preparation for Test Administration
1. The GCED DAC will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators will include training on test administration policies and procedures and test security and this training will be documented and kept on file at GCED.
2. The GCED SACs will ensure that all guidelines referenced in Chapter 8 of the Procedures Manual for the Minnesota Assessments 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 GCED SACs will make arrangements for the logistics of test administration, which includes ensuring appropriate student-to-Test Monitor and Test Administration 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 GCED DAC and SACs in order for the DAC to enter them 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 the GCED DAC and SACs in order for the DAC to enter them 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 Alternative ACCESS) must be identified prior to test administration and communicated to both the GCED DAC and SACs. For MCA and MTAS, the GCED DAC 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 the GCED DAC. If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by the GCED DAC.
2. The GCED DAC will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
3. The GCED DAC ensures that test materials (including paper accommodated and MTAS test materials) are inventoried upon arrival and kept in the River Bluff Education Center record storage room, which is a secure, locked location, until distributed to the appropriate classrooms on test day at the River Bluff Education Center or at other testing sites (i.e. Tower View Alternative High School).
4. Those who have access to the secured area, inventory materials and complete security checklists are the GCED DAC, the GCED SACs, and the River Bluff Education Center administrators and clerical staff. Those who have access to secure online testing systems, student login information, and student scratch paper are the GCED DAC, the GCED SACs, the River Bluff Education Center administrators and clerical staff, and the GCED Tech Support Specialist.
5. The GCED DAC ensures every person with access to test materials will sign a *Non-Disclosure Agreement* before handling materials or accessing online systems.
6. The GCED DAC will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to Pearson and MDE. Security checklists will be kept at the district for 12 months following testing. They will be kept in the GCED DAC's locked file cabinet.
7. The GCED DAC, GCED SACs, and GCED and Red Wing Tech Support Specialists will ensure that student log-in information for online tests are created and kept in the GCED records storage room, a secure locked location, until time of testing.
8. The GCED SACs organize 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 the GCED records storage room, a secure locked location, until the time of distribution.
10. If students are taking 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 checking and re-checking turned in materials versus running inventory list and placing secure test items in the GCED records storage room.

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

1. All accommodations will be communicated to the Test Monitors administering the assessments by the GCED SACs. Any additional training require to administer accommodations will be provided by the GCED SACs.
2. All test assignment changes (e.g., MCA to MTAS) will be communicated to the Test Monitors administering the assessments by the GCED SACs.
3. Test Monitors who are in charge of administering an assessment receive Test Monitor and Student Directions in advance of test dates from the GCED SACs. 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 for the GCED SACs to hand-deliver these materials after verifying count and type. Discrepancies in materials will be reported to the GCED 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 (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 GCED DAC.
6. The test Monitor is responsible for the test materials during the test administration until their return to the GCED SAC.

Return of Materials

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 GCED SAC immediately after testing. The GCED SAC will place these items in a secure and locked location.
2. The GCED SACs 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 GCED SAC.
4. Student login information and any materials used as scratch paper will be securely destroyed at the end of the test administration by the GCED SAC, no more than 48 hours after the close of the testing window.
5. When the test materials are returned to the GCED SAC, they will again be inventoried and kept in the GCED records storage room, a secure locked location, until shipped back to the service provider.
6. The GCED DAC will prepare the materials for shipment to the service provider according to return instructions in the applicable Assessment Manual.
7. The GCED DAC will follow instructions provided in the applicable *Assessment Manual* for the return shipping of materials.

Reminders for Test Monitors

1. Test monitors can repeat the *Test Monitor and Student Directions* as written and during test administration the only directions Test Monitors can give students are those that are scripted in the *Test Monitor and Student Directions*.
2. During testing, test monitors cannot remind students of any test-taking strategies or offer them encouragement, other than what is scripted in the *Test Monitor and Student Directions*.
3. Test monitors cannot provide assistance as to how to answer different types of items.
4. Test monitors 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.
5. Be familiar with the Calculator Use Guidelines (attached).
6. 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 accidently or intentionally cheat.
7. If a student needs to leave their spot, the Test Monitor needs to ensure that the secure test material online is covered up.