DEPARTMENT OF EDUCATION

District Test Security Procedures for the Goodhue County Education District for school year 2024-2025.

Schools:

Pathways Program 6-7 @ Twin Bluff Middle School
Pathways Program 8-12 @ River Bluff Education Center
REACH @ River Bluff Education Center
Upwards @ River Bluff Education Center
5RiversOnline @ Online/River Bluff Education Center

Note: For the remainder of the document, "River Bluff Education Center" is assumed to include Pathways 8-12, REACH, Upwards, and 5RiversOnline. Pathways Program 6-7 will be listed separately due to the fact that it is housed at Twin Bluff Middle School in the Red Wing School District.

ASSESSMENT STAFF

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

Brian Cashman, bcashman@gced.k12.mn.us; 651-388-4441 x1112

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

School Assessment Coordinator	School(s)
Jennifer Marquardt	Pathways Program 8-12 @ River Bluff Education Center REACH @ River Bluff Education Center Upwards @ River Bluff Education Center
Brian Cashman	Pathways Program 6-7
Kim Cory	5RiversOnline

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, the Pathways Program 6-7, and 5RiversOnline. 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 will occur between the School Assessment Coordinator (SAC) and Test Monitor (when appropriate).

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

> The test monitors at River Bluff Education Center will be a mix of classroom teachers and classroom paraprofessionals. The test monitor for the Pathways Program 6-7 will be the Pathways Program classroom teacher. The test monitor for 5RiversOnline will be a mix of program staff.

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.
>
> Pathways Program at TBMS – TBD in consultation with the Red Wing Schools DAC and the Twin Bluff Middle School SAC*.
>
> *The Pathways Program 6-7 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 collaborative work among the Red Wing Schools DAC, the School Building SACs, and the RBEC DAC.

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.

Pathways Program 6-7 – TBD in consultation with Red Wing Schools DAC.

5RiversOnline - Licensed staff, front office staff, technology staff, other providers, and/or administrators, not in attendance at the in-person 5RiversOnline training.

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
RBEC and 5RO Licensed Staff (general education and special education)	Test Security Training (in-person) plus paper-based *Assurance of Test Security and Non-Disclosure*
RBEC paraprofessionals	
RBEC Custodial Staff	
RBEC Front Office Staff	
GCED/RBEC/5RO Administrators	
GCED/RBEC Technology Staff	
GCED/RBEC Instructional Coach(es)	
Pathways Program 6-7 Classroom Teacher	
RBEC Special Education Staff	Online Training MTAS Training Module(s)

The following staff members will ensure annual completion of trainings, including the *Test Security Training*, *Assurances of Test Security and Non-Disclosure*, and any other required trainings via the following method(s):

Staff Member	Method(s) for Tracking Training
Brian Cashman, District Assessment Coordinator	Attendance rosters and related paperwork and online cataloging

If training is conducted in each building, the following staff members will provide training documentation to the District Assessment Coordinator:

All training will be provided by the District Assessment Coordinator

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 SAC, Pathways Program 6-7 SAC, and 5RiversOnline 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 set-up 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:
Testing Bins: -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 (used as scratch paper for Reading, Science, and Math Tests) -Formula Sheet (gr. 5-8 & gr. 11 math only) (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	Test Monitors	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 DAC's office for River Bluff Education Center test monitors. 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. The testing bin(s) for the Pathways Program 6-7 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. The testing bin(s) for 5RiversOnline will be delivered to the test monitor(s) at the start of each testing

		day and will be picked up at the conclusion of each testing day.

(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
River Bluff Education Center 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.	SAC, Classroom Teachers, Front Office Staff
Pathways Program 6-7 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 school front office staff will direct the student to the appropriate classroom and/or testing location.	SAC, Classroom Teachers, Front Office Staff
5RiversOnline Students will report to the assigned location and time at the River Bluff Education Center. Students will be directed to the testing location. For students arriving late, the front office and/or Administrative team will direct the students to the appropriate location.	SAC, Classroom Teachers, Front Office Staff

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:

Completion of the: (1) Testing Session Attendance (both students and staff and related personnel) – this document will be included in the testing bin (see previous page for full description of the testing bin)

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 / Pathways Program 6-7 / 5RiversOnline

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 with any prohibited device(s).

2. As part of the testing directions, students will again be reminded of the no cell phone and related electronics expectation. Student will be given the opportunity to provide the test monitor with any prohibited device(s).

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 within 24 hours of the alleged breach and will submit the *Test Security Notification* with any documentation in Test WES within 28 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
The break schedule for each test session at all of the state testing locations (River Bluff Education Center, Pathways Program 6-7, and 5RiversOnline) 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 the students in each test session.	If a break time is scheduled, the online test material for each student will be covered up via taped paper until the session is ready to be resumed. Student breaks will be actively monitored by test monitors (who may, or may not, be the test monitor in that specific testing location).

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

Pathways Program 6-7– TBD by School(s) SAC

5RiversOnline – Front office staff or Administrator Team

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
Test Monitor will contact the SAC, the SAC will contact the DAC (if needed). If the question requires the Test Monitor to step out of the room, the SAC will arrange for coverage.	Phone (landline), text, and/or e-mail

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
Test Monitor will contact the SAC, the SAC will contact the DAC (if needed). If the question requires the Test Monitor to step out of the room, the SAC will arrange for coverage.	Phone (landline), text, and/or e-mail

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

The Test Monitor will ensure student safety while the SAC and/or DAC 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 who finish early will wait in the 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.

Pathway Program 6-7

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.

5RiversOnline

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.

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 the 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 and/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 and/or service provider

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

Procedure	Staff Member to Contact
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 DA, in turn, will notify the Minnesota Department of Education 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. MDE provides a tip line for reporting possible security breaches. This tip line will be posted on the GCED website and can also be reached at: https://w1.education.state.mn.us/tip/. The DAC will be responsible for outlining this resource, as well MDE contact information for reporting test security concerns to all staff via e-mail, written notifications, and/or during the in-person Test Security meeting.	School Personnel < SAC < DAC < MDE

(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:

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.

(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:

Brian Cashman, District Assessment Coordinator

(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 internal MTAS testing window. All MTAS secure test materials are still kept with the member school districts.

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

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 Pathways Program 6-7 5RiversOnline *For all GCED schools and programs	RBEC Records Room* 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/5RiversOnline Administrators GCED DAC Office – RBEC Front Office Staff, RBEC Custodians, RBEC/5RiversOnline 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 materials 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:

Brian Cashman, District Assessment Coordinator (River Bluff Education Center, Pathways Program 6-7, 5RiversOnline)

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 (River Bluff Education Center, Pathways Program 6-7, 5RiversOnline)	Record appropriate information and immediately contact the service provider (Pearson) and, if appropriate, the Minnesota Department of Education

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, District Assessment Coordinator (River Bluff Education Center, Pathways Program 6-7, 5RiversOnline)	The GCED DAC will furnish testing bins with the 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 (include 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 other material 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 DAC. 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 DAC.

(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 DAC immediately after testing. The DAC will place these items in a secure and locked location (either the upper locked office cabinet and/or Records Room). In the event that the DAC is not able to receive the test materials, the SAC will receive the materials and keep them in a secure location until the DAC can retrieve the materials. At Tower View Alternative High School and the Pathways Program 6-7, the DAC will pick up the testing materials from a secure location. At the River Bluff Education Center, including 5RiversOnline, the materials will either be picked up by the DAC, and/or the SAC, and/or returned to the DAC by the Test Monitor.
>
> 2. The DAC will keep all test materials (including student log-in 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 Materials Security Checklists* will be returned to the DAC.
>
> 4. Student log-in information and any materials used as scratch paper will be securely destroyed at the end of the test administration by the DAC, no more than 48 hours after the close of the testing window.
>
> 5. When the test materials are returned to the DAC, they will again be inventoried and kept in the RBEC Records Room and/or the DAC's upper locked cabinet, a secure locked location, until shipped back to the service provider.
>
> 6. The DAC will prepare the materials for shipment to the service provider according to return instructions in the applicable *Procedures Manual*.
>
> 7. The DAC 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 Districts 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 an instance, the Goodhue County Education District will ensure that the preliminary results communication protocol, as outlined 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
Goodhue County Education District Executive Director, River Bluff Education Center Principal, River Bluff Education Center Building Coordinator, Goodhue County Education District Assistant Director of System Development, 5RiversOnline Principal, 5RiversOnline	E-mail

Special Education Coordinator, and 5RiversOnline School Counselor.	

(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 with the GCED Administrative Team.

Pathways Program 6-7 – Final Results will be shared with the GCED Administrative Team.

5RiversOnline – Final results will be shared with the GCED Administrative Team.