GENERAL TRAINING INFORMATION

Training should include the following information from the district policies and procedures:

- Completion of *Non-Disclosure Agreements* each year.

- Review of test security requirements for before, during, and after 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 in the Test Monitor's test administration training.

- 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
  - Who Test Monitors should contact in case of emergency
  - Ensuring students get to the correct rooms for test administration.
  - Ensuring students do not use cell phone or other electronic devices
  - Breaks for use of the restroom or other interruptions during testing
  - What to do if an individual student or the Test Monitor become ill or needs to leave during testing
  - What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill)
  - What individual students will do when finished testing

- Review procedures to follow if a student reports an error with a test item.

- Determine process to contact School and/or District Assessment Coordinator if a problem arises during the testing without leaving students unattended.

- 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 to between testing sessions and once testing is completed.

- 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.

- Remind staff that all test materials are secure and cannot be reproduced in any form.

BREACHES IN TEST SECURITY

If there is a concern that test security may have been breached, the District Assessment Coordinator will notify MDE within 24 hours of the time of the alleged breach and submit the *Test Security Notification* with any documentation in Test WES within 48 hours.

PREPARATION FOR TEST ADMINISTRATION

1. The District Assessment Coordinator will be responsible for training the School Assessment Coordinators prior to their training the Test Monitors.

2. The School Assessment Coordinators will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security and be documented and kept on file at the district.

3. The District and School Assessment Coordinators will ensure that all guidelines referenced in Chapter 8 of this *Procedures Manual* are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.

4. The School Assessment Coordinator makes arrangements for the logistics of test administration, which includes ensuring appropriate student-to-Test Monitor and Test Administrator ratios and scheduling computer labs.

5. All accommodations must be documented in the student's IEP or 504 plan prior to test administration and communicated to the District Assessment Coordinator in order to enter into Pretest Editing in Test WES for MCA.

6. All accommodations for English learners must be identified and documented prior to test administration and communicated to the District Assessment Coordinator in order to enter into Pretest Editing in Test WES for MCA or to order test materials for ACCESS and Alternate ACCESS for ELLs.

7. All test assignment decisions (e.g., MCA to MTAS, ACCESS to Alternate ACCESS) must be identified prior to test administration and communicated to the District Assessment Coordinator. For MCA and MTAS, the District Assessment Coordinator 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 District Assessment Coordinator. If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by the District Assessment Coordinator.

2. The District and School Assessment Coordinators will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.

3. The School Assessment Coordinator ensures that test materials (including paper accommodated and MTAS test materials) are inventoried upon arrival and kept in a secure locked location, until distributed to Test Monitors.

4. Those who have access to the secured area, inventory materials and complete security checklists are the School Assessment Coordinators. Those who have access to secure online testing systems, student login information, and student scratch paper are Test Monitors and School Assessment Coordinators.

5. The District and School Assessment Coordinators ensure every person with access to test materials will sign a *Non-Disclosure Agreement* before handling materials or accessing online systems.

6. The School Assessment Coordinator will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to the District Assessment Coordinator. Security checklists are kept at the district for 12 months following testing.

7. The Test Monitors and Test Administrators ensure that student login information for online tests are created and kept in a secure locked location, until time of testing.

8. The School Assessment Coordinator organizes 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 a secure locked location, until the time of distribution.

10. If students are taking the tests on multiple days, each building's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes the School Assessment Coordinator, Test Monitors, Test Administrators, and building principal.

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 School Assessment Coordinator. Any additional training required to administer accommodations will be provided by the Special Education Director.

2. All test assignment changes (e.g., MCA to MTAS) will be communicated to the Test Monitors and Test Administrators administering the assessments by the School Assessment Coordinator.

3. Test Monitors and Test Administrators who are in charge of administering an assessment receive *Test Monitor and Student Directions* in advance of test date(s) from the School Assessment Coordinator. 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 will be included in their training. Discrepancies in materials will be reported immediately to the School and District Assessment Coordinators.

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 (e.g., 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 School Assessment Coordinator.

6. The Test Monitor is responsible for the test materials during the test administration until their return to the School Assessment Coordinator.

RETURN OF MATERIALS

1. The Test Monitor and Test Administrator will return all test materials (including student login information and any materials used as scratch paper) to the School Assessment Coordinator immediately after testing.

2. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them a locked secure location.

3. The School 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.

4. *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 School Assessment Coordinator.

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

6. When the test materials are returned to the School Assessment Coordinator, they will again be inventoried and kept in a secure locked location, until returned to the district (if applicable) or shipped back to the service provider.

7. The School Assessment Coordinator will prepare the materials for their return to the district (if applicable) or for shipment to the service provider according to return instructions in the applicable *Assessment Manual*.

8. The District and School Assessment Coordinators will follow instructions provided in the applicable *Assessment Manual* for the return shipping of test materials.

TRAINING AND DOCUMENTATION

- **The Assistant District Assessment Coordinator (ADAC) (Curriculum & Title Assistant) will be responsible for ensuring annual completion of Assurances of Test Security and Non-Disclosure by all staff involved with test administration.**

- **The District Assessment Coordinator (DAC) (Director of Curriculum & Administrative Services) will be responsible for providing district training on test administration and test security for all SACs involved in testing prior to the test administration.**

- **The School Assessment Coordinators (SAC) will train staff in each building, and the DAC will be responsible for training the School Assessment Coordinators. MDE Assessment staff and Pearson online videos will provide training documentation to the DAC.**

- **Depending on role in test administration, the following trainings will be provided (e.g., staff with access to test materials vs. Test Monitors):**

    o **Assurance of Test Security and Non-Disclosure (form & module)**
    o **Test Monitor - Active Monitoring for Test Monitors**
    o **Test Monitors - Online Test Monitor Certification course for MCA—active monitoring & managing test sessions**
    o **MTAS Test Administrator Experienced Staff - MTAS Scoring**

- **The DAC and ADAC are responsible for tracking that staff have completed required test-specific trainings, such as the Online Test Monitor Certification Courses and MTAS Training for Test Administrators.**

- **The DAC, ADAC, and SAC will be responsible for reviewing the specific requirements staff agreed to in the Assurance of Test Security and Non-Disclosure prior to spring testing.**

DISTRICT POLICIES AND PROCEDURES FOR TEST ADMINISTRATION

- **The district procedure for preparing testing rooms, including student seating/spacing and walls and student desks, is to ensure adequate lighting, comfortable temperatures, and a quiet atmosphere. Tests may be administered in a computer lab or in our regular classrooms using Chromebooks. Student workstations will be adequately spaced apart.**

- **Only people involved in taking or administering the test are allowed to be in the room; no other staff or visitors to enter the room while testing is in progress.**

- **The location must be a closed room that is being used only for testing, not a public venue.**

- **The doors of each testing room are to be closed during test administration with signs posted on the doors reading "Testing—Do Not Disturb."**

- The school will provide the following allowable materials for testing: computer and scratch paper. Building SACs will answer questions from staff related to materials allowed/prohibited for testing.

- The procedure for ensuring students do not use cell phones or other devices is available on the district website and will be posted to the district email news prior to testing.

- Through Leadership Team, principal meetings, and Test Security Training, the DAC will share with school principals and SACs the district's expectations for adherence to *Test Monitor and Student Directions*.

- The guidelines that Test Monitors can provide during and after test administration are outlined in the MDE training modules.

- The district's policy for discussing the test administration experience with students after test administration is outlined in the MDE training modules. Staff will not discuss the testing items or questions with students.

- The district's expectations for active monitoring by Test Monitors are outlined in the MDE testing module.

- The procedure for breaks for all students during testing is that the office will be notified via landline (not cell) phones in the classroom and an adult will escort the student to and from the rest room or break area. Test content will be secured during breaks by turning off the computer monitor or covering it with paper.

- The procedure for breaks for use of the restroom or other interruptions during testing is that the test monitor will call the office who will send an adult to escort the student. In case of an emergency evacuation, the classroom will be locked before exiting the building if at all possible.

- Building SACs will answer questions from staff involved in test administration.

- The procedure for how staff will ask questions without leaving students unmonitored is using the classroom landline.

- Use of the classroom or lab landline will be used to contact others for assistance if a problem arises during the testing so active monitoring can continue.

- Test Monitors should contact the main office in each building in case of emergency.

- If a student reports an error or technical issue with a test item, the procedure for documenting the issue is to note the issue without looking at the test item and contact the office. Issues will be reported to the building SAC, the building administrative assistant, the district office administrative assistant, or the DAC (in this order).

- If the Test Monitor becomes ill or needs to leave during testing, the procedure is to contact the building office immediately to relieve the staff member.

- If an entire group of students needs to leave during testing (e.g., emergency situation, fire drill), the procedure is to turn off computer monitors or close laptops, evacuate, and lock the lab if at all possible.

- Students' teachers and test monitors will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).

- The DAC, along with building SACs are responsible for conducting on-site monitoring of test administrations within the district.

CHAIN OF CUSTODY FOR SECURE TEST MATERIALS
Receipt and Organization of Secure Test Materials

- Those who have access to the secured area, inventory materials and complete security checklists are the building SAC and their administrative assistant. Those who have access to secure online testing systems, student testing tickets, and student scratch paper are the building SACs, administrative assistant, or the Test Monitor for each test.

- Paper test materials are shipped to district or school as determined by the ADAC. If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by the ADAC

- Office administrative assistants will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.

- The ADAC will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to the DAC and testing company. Security checklists are kept at the district for two years following testing.

- Building SACs will organize test materials for each Test Monitor and Test Administrator, including Test Monitor Test Materials Security Checklists, student testing tickets, and scratch paper.

- Test materials for online and paper administrations will be kept in the building main office, a secure locked location, until the time of distribution.

- If students are taking the tests on multiple days, the building's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes returning them to the main school office.

Distribution of Materials to Test Monitors or Test Administrators

- The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be through the building's main office, SACs and administrative assistants. Discrepancies in materials will be reported immediately to the SAC or DAC.

- The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be determined by the building SAC and relayed to staff in the

individual buildings. Discrepancies in materials will be reported immediately to the building's SAC or DAC.

- Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the Test Monitor Test Materials Security Checklist and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to the building SAC.

- The Test Monitor is responsible for the test materials during the test administration until their return to the building's main office and secured by the SAC or administrative assistant.

Return of Materials
- The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any materials used as scratch paper) to the building's main office and secured by the SAC or administrative assistant immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in a secured closet, a locked secure location.

- If not kept by Test Monitors and Test Administrators, the building's main office and the SAC or administrative assistant will keep all test materials secure until distributed for the next test session.

- Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by the SAC or ADAC no more than 48 hours after the close of the testing window.

- Test Monitor Test Materials Security Checklists for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The Test Monitor Test Materials Security Checklists will be returned to the building SAC.

- The building SAC will copy the Test Monitor Test Material Security Checklist for school files and send the original to the DAC.

- When the test materials are returned to the building SAC, they will again be inventoried and kept in the building's main office, a secure locked location, until shipped back to the service provider.

- The building SAC will prepare the materials for shipment to the service provider according to the applicable return instructions.

- **The building SAC will follow instructions provided in the applicable return instructions for the return shipping of test materials.**

- **The building SAC will provide a copy of the School Security Checklist that will remain in District files for two years.**

MISADMINISTRATIONS AND BREACHES IN TEST SECURITY
- **The timeline for reporting potential misadministrations and security breaches within the school/building during testing is within 24 hours of the alleged incident.**

- **SACs will report issues to the District Assessment Coordinator. The DAC will contact the MDE district contact with questions and to report security breaches.**

- **Building SACs and the DAC will provide information to staff on the MDE tip line and MDE contact information to report security concerns.**