Adopted: 2/11/02   Orig. 1997
Reviewed: 2017, 2022
Revised: 12/17/18 , 12/16/24

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I.   **PURPOSE**

The purpose of this policy is to set forth the school district's tes ng plan and procedure.

II.   **GENERAL STATEMENT OF POLICY**

The policy of the school district is to implement procedures for tes ng, test security, documenta on, and record keeping.

III.   **DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION**

A. Superintendent

1.   Responsibili es before tes ng.

a.   Designate a district assessment coordinator and district technology coordinator.

b.   The superintendent, or a designee who has been authorized to be the iden fied official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Educa on (MDE) secure systems.

c.   Annually review and recer fy staff who have access to MDE secure systems.

d.   Read and complete the *Assurance of Test Security and Non-Disclosure*. [Note: This form is available on the Minnesota PearsonAccess Next website – see Cross references for website address.]

e.   Establish a culture of academic integrity.

f.   Fully cooperate with MDE representa ves conduc ng site visits or Minnesota Test of Academic Skills (MTAS) audits during tes ng.

g.   Ensure student informa on is current and accurate.

h.   Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administra on and test security.

i.   Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were

present in the tes ng room (e.g., staff providing assistance, paraprofessionals, etc.).

j. Confirm the district assessment coordinator has current informa on and training specific to test security and the administra on of statewide assessments.

k. Confirm the district assessment coordinator completes Pre-test Edi ng in the Test Web Edit System (WES).

l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Par cipa on in Statewide Tes ng form.

2. Responsibili es a er tes ng.

a. Confirm the district assessment coordinator and Minnesota Automated Repor ng Student System (MARSS) coordinator complete Post-test Edi ng in Test WES.

b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.

c. Confirm the MARSS coordinator has updated all student records for Post-test Edi ng.

d. Confirm the district assessment coordinator has finalized the district's assessment informa on prior to the close of Post-test Edi ng in Test WES.

e. Confirm the district assessment coordinator, or designee, has access to the Gradua on Requirements Records (GRR) system and enters necessary informa on.

f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibili es before tes ng.

a. Serve as primary contact with MDE regarding policy and procedure ques ons related to test administra on.

b. Read and complete the *Assurance of Test Security and Non-Disclosure*.

c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.

        (1)   Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years a er the end of the academic school year in which tes ng took place.

d.   Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibili es thereunder.

e.   Iden fy appropriate tests for students and ensure student data sent to service providers for tes ng are correct.

f.   Establish district tes ng schedule within the tes ng windows specified by the MDE and service providers.

g.   Prepare tes ng condi ons, including user access to service provider websites, preparing readiness for online tes ng, preparing a plan for tracking which students test on which computers or devices, ensure accommoda ons are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administra on; establishing process for inventorying and distribu ng secure test materials where necessary; preparing procedures for expected and unexpected situa ons occurring during tes ng; planning for addressing technical issues while tes ng; iden fy staff who will enter student responses from paper accommodated test materials and scores from MTAS administra on online.

h.   Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.

        (1)   Provide training on proper test administra on and test security. (Pearson's Training Management System)

        (2)   Verify staff complete any and all test-specific training.

i.   Maintain security of test content, test materials, and record of all staff involved.

        (1)   Receive secure paper test materials from the service provider and immediately lock them in a previously iden fied secure area, inventory same, and contact service provider with any discrepancies.

        (2)   Organize secure test materials for online administra ons and keep them secure.

        (3)   Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of tes ng, distribu ng test materials to and collec ng test materials

from students at the me of tes ng, keeping test materials secure between tes ng sessions, and returning test materials a er tes ng is completed.

      j.   Confirm that all students have appropriate test materials.

    2.   Responsibili es on tes ng day(s).

      a.   Conduct random, unannounced visits to tes ng rooms to observe staff adherence to test security and policies and procedures.

      b.   Fully cooperate with MDE representa ves conduc ng site visits or MTAS audits.

      c.   Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security No fica on* in Test WES within 48 hours.

      d.   Address invalida ons and test or accountability codes.

    3.   Responsibili es a er tes ng.

      a.   Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

      b.   Arrange for secure disposal of all test materials that are not required to be returned within 48 hours a er the close of the tes ng window.

      c.   Return secure test materials as outlined in applicable manuals and resources.

      d.   Collect security documents and maintain them for two years from the end of the academic school year in which tes ng took place.

      e.   Review student assessment data and resolve any issues.

      f.   Distribute Individual Student Reports no later than fall parent/teacher conferences.

      g.   Enter Gradua on Requirements Records in the GRR system.

C.   School Principal

    1.   Responsibili es before tes ng.

      a.   Designate a school assessment coordinator and technology coordinator for the building.

      b.   Be knowledgeable about proper test administra on and test security as outlined in manuals and direc ons.

      c.   Read and complete the *Assurance of Test Security and Non-Disclosure*.

      d.   Communicate the importance of test security and expecta on that staff will keep test content secure and act with honesty and integrity during test administra on.

      e.   Provide adequate secure storage space for secure test materials before, during, and a er tes ng un l they are returned to the service provider or securely disposed of.

      f.   Ensure adequate computers and/or devices are available and rooms appropriately set up for online tes ng.

      g.   Verify that all test monitors and test administrators receive proper training for test administra on.

      h.   Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administra on.

      i.   Include the complete Parent/Guardian Guide and Refusal for Student Par cipa on in Statewide Tes ng form in the student handbook.

    2.   Responsibili es on tes ng day(s).

      a.   Ensure that test administra on policies and procedures and test security requirements in all manuals and direc ons are followed.

      b.   Fully cooperate with MDE representa ves conduc ng site visits or MTAS audits.

    3.   Responsibili es a er tes ng.

      a.   Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.

      b.   Ensure requirements for embargoed final assessment results are followed.

D.   School Assessment Coordinator

    1.   Responsibili es before tes ng.

      a.   Implement test administra on and test security policies and procedures.

      b.   Read and complete the *Assurance of Test Security and Non-Disclosure*.

      c.   Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.

    d.   Iden fy appropriate tests for students and ensure student data sent to service providers for tes ng are correct.

    e.   Prepare tes ng condi ons, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for addi onal staff to assist with unexpected situa ons; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan sea ng arrangements for students; ensure prepara ons are completed for Op onal Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online tes ng; ensure accommoda ons are properly reported; confirm how secure paper test materials will arrive and quan es to expect; address accommoda ons and specific test administra on procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administra ons online.

    f.   Train staff, including all state-provided training materials, policies and procedures, and test-specific training.

    g.   Maintain security of test content and test materials.

        (1)   Receive secure paper test materials from the service provider and immediately lock them in a previously iden fied secure area, inventory same, and contact service provider with any discrepancies.

        (2)   Organize secure test materials for online administra ons and keep them secure.

        (3)   Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of tes ng, distribu ng test materials to and collec ng test materials from students at the me of tes ng, keeping test materials secure between tes ng sessions, and returning test materials a er tes ng is completed.

        (4)   Iden fy need for addi onal test materials to district assessment coordinator.

        (5)   Provide MTAS student data collec on forms if necessary.

        (6)   Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administra on Manuals* to test administrators so they can become familiar with the script and prepare for test administra on.

(7)   Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student informa on on the label is accurate.

2.   Responsibili es on tes ng day(s).

    a.   Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between tes ng sessions and that district procedures are followed.

    b.   Ensure *Test Monitor and Student Direc ons* and *Test Administrator Scripts* are followed and answer ques ons regarding same.

    c.   Fully cooperate with MDE representa ves conduc ng site visits or MTAS audits, as applicable.

    d.   Conduct random, unannounced visits to tes ng rooms to observe staff adherence to test security and test administra on policies and procedures.

    e.   Report tes ng irregulari es to district assessment coordinator using the *Test Administra on Report*. [Note: This form is available on the Minnesota PearsonAccess Next website – see Cross references for website address.]

    f.   Report security breaches to the district assessment coordinator as soon as possible.

3.   Responsibili es a er tes ng.

    a.   Ensure that all paper test materials are kept locked and secure and security checklists completed.

    b.   Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

    c.   Arrange for secure disposal of all test materials that are not required to be returned within 48 hours a er the close of the tes ng window.

    d.   Return secure test materials as outlined in applicable manuals and resources.

    e.   Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.

    f.   Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator
    1.   Ensure that district is prepared for online test administra on and provide technical support to district staff.

2. Acquire all necessary user iden fica ons and passwords.

3. Read and complete the *Assurance of Test Security and Non-Disclosure*.

4. Fully cooperate with MDE representa ves conduc ng site visits or MTAS audits.

5. A end district training and any service provider technology training.

6. Review, use, and be familiar with all service provider technical documenta on.

7. Prepare computers and devices for online tes ng.

8. Confirm site readiness.

9. Provide all necessary accessories for tes ng, technical support/troubleshoo ng during test administra on and contact service provider help desks as needed.

F. Test Monitor

1. Responsibili es before tes ng.

   a. Read and complete the *Assurance of Test Security and Non-Disclosure*.

   b. A end trainings related to test administra on and security.

   c. Complete required training course(s) for tests administering.

   d. Be knowledgeable about how to contact the school assessment coordinator during tes ng, where to pick up materials on day of test, and plan for securing test materials between test sessions.

   e. Be knowledgeable regarding student accommoda ons.

   f. Remove or cover any instruc onal posters or visual materials in the tes ng room.

2. Responsibili es on tes ng day(s).

   a. Before test.

      (1) Receive and maintain security of test materials.

      (2) Verify that all test materials are received.

      (3) Ensure proper number of computers/devices or paper accommodated test materials are present.

      (4) Verify student tes ng ckets and appropriate allowable materials.

      (5) Assign numbered test books to individual students.

        (6)   Complete informa on as directed.

        (7)   Record extra test materials.

b.   During test.

        (1)   Verify that students are logged in and taking the correct test or using the correct grade-level and er test booklet for students with paper accommodated test materials.

        (2)   Follow all direc ons and scripts exactly.

        (3)   Follow procedures for restric ng student access to cell phones and other electronic devices, including wearable electronic devices.

        (4)   Stay in tes ng room and remain a en ve during en re test session. Prac ce ac ve monitoring by circula ng throughout the room during tes ng.

        (5)   Be knowledgeable about responding to emergency or unusual circumstances and technology issues.

        (6)   Do not review, discuss, capture, email, post, or share test content in any format.

        (7)   Ensure all students have been provided the opportunity to independently demonstrate their knowledge.

        (8)   Fully cooperate with MDE representa ves conduc ng site visits or MTAS audits.

        (9)   Document the students who tested with the test monitor and any other adult(s) who were present in the tes ng room (e.g., staff providing assistance, paraprofessionals, etc.).

        (10)   Document students who require a scribe or translated direc ons or any unusual circumstances and report to school assessment coordinator.

        (11)   Report any possible security breaches as soon as.

c.   A er test.

        (1)   Follow direc ons and scripts exactly.

        (2)   Collect all materials and keep secure a er each session. Upon comple on return to the school assessment coordinator.

        (3)   Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

    1.   Before tes ng.

        a.   Read and complete the *Assurance of Test Security and Non-Disclosure*.

        b.   A end trainings related to test administra on and security.

        c.   Complete required training course(s) for tests administering.

        d.   Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.

        e.   Prepare test materials for administra on, including objects and manipula ves, special instruc ons, and specific adapta ons for each student.

    2.   Responsibility on tes ng day(s).

        a.   Before the test.

            (1)   Maintain security of materials.

            (2)   Confirm appropriate MTAS materials are available and prepared for student.

        b.   During the test.

            (1)   Administer each task to each student and record the score.

            (2)   Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.

            (3)   Fully cooperate with MDE representa ves conduc ng site visits or MTAS audits.

            (4)   Document and report and unusual circumstances to district or school assessment coordinator.

        c.   A er the test.

            (1)   Keep materials secure.
            (2)   Return all materials.

            (3)   Return objects and manipula ves to classroom.

            (4)   Enter MTAS scores online or return data collec on forms to the district or school assessment coordinator.

H. MARSS Coordinator

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1. Responsibili es before tes ng.

   a. Confirm all eligible students have unique state student iden fica on (SSID) or MARSS numbers.

   b. Ensure English language and special educa on designa ons are current and correct for students tes ng based on those designa ons.

   c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment informa on.

2. Responsibili es a er tes ng.

   a. Ensure accurate enrollment of students in schools during the accountability windows.

   b. Ensure MARSS iden fying characteris cs are correct, especially for any student not taking an accountability test.

   c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

   Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

A. Test Security Procedures will be adopted by school district administra on.
   [Note: This form is available on the Minnesota PearsonAccess Next website – see Cross references for website address.]

B. Students will be informed of the following:

1. The importance of test security;

2. Expecta on that students will keep test content secure;

3. Expecta on that students will act with honesty and integrity during test administra on;

4. Expecta on that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive informa on. The test of a student who wears a device during tes ng must be invalidated.

   If a student completes tes ng and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further ac on to determine if the test should be invalidated, rather than automa cally invalida ng the test.

5. Availability of the online Test Security Tip Line on the MDE website for repor ng suspected incidents of chea ng or other improper or unethical behavior

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for repor ng suspected incidents of chea ng or other improper or unethical behavior.

2. Other contact informa on and op ons for repor ng security concerns.

V. **REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documenta on consis ng of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years a er the end of the academic year in which the tes ng took place.

2. School district security checklists provided in the test materials shipment must be maintained for two years a er the end of the academic school year in which tes ng took place.

3. School security checklists provided in the test materials shipment must be maintained for two years a er the end of the academic school year in which tes ng took place.

4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years a er the end of the academic school year in which tes ng took place.

5. School district test monitor tracking documenta on must be maintained for two years a er the end of the academic year in which the tracking took place.

6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years a er the end of the academic school year in which tes ng took place.

7. Documenta on of school district staff training on test administra on and test security must be maintained for two years a er the end of the academic school year in which tes ng took place.

8. Test Security No fica on must be maintained for two years a er the end of the academic school year in which tes ng took place.

9. Test Administra on Report must be maintained for one year a er the end of the academic school year in which tes ng took place.

10. Record of staff trainings and test-specific trainings must be maintained for one year a er the end of the academic year in which tes ng took place.

VI. RETALIATION PROHIBITED

An employee who discloses informa on to the MDE Commissioner or a parent or guardian about service disrup ons or technical interrup ons related to administering assessments under this sec on is protected under sec on 181.932, governing disclosure of informa on by employees.

[NOTE: The 2024 Minnesota legislature enacted this provision.]

Legal References: Minn. Stat. § 13.34 (Examina on Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruc on, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness~~the World's Best Workforce~~)
Minn. Stat. § 120B.30 (Statewide Tes ng and Repor ng System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501~~.0640-3501~~.066055 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathema cs)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.096055 (Academic Standards in Science) Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies) Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Educa on)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruc on Goals)
MSBA/MASA Model Policy 613 (Gradua on Requirements)
MSBA/MASA Model Policy 615 (Tes ng, Accommoda ons, Modifica ons, and Exemp ons for IEPs, Sec on 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms: http://minnesota.pearsonaccessnext.com/policies-and-procedures/