Test Security Procedures
For Mahtomedi ISD #832
2017-2018

District Security Procedures for State Test Materials

PREPERATION FOR TEST SECURITY DURING TEST ADMINISTRATION

1. The District Assessment Coordinator (DAC) (Christina Boice Mallach (x2346)) will be responsible for ensuring completion of *Assurances of Test Security and Non-Disclosure* each year by all staff involved with test administration.

2. School Assessment Coordinators (SACs) will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing (especially if the assurance was completed in the fall).

3. SACs 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. Training documentation should be sent to Carol Bacon (x2012) for retention.

- o Review of Test Security Training, Test Monitor responsibilities, *Test Monitor and Student Directions,* and any special instructions for a particular test given.
- o Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.
- o Discuss what active monitoring of the test session involves and the district's expectations for Test Monitors.
- o Review of district policies and procedures for situations that may arise during test administration in order to maintain test security, including:
    - Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.
    - What the process is for contacting others for assistance if a problem arises during the testing so active monitoring can continue.
    - 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 phones or other electronic devices
    - Breaks for use of the restroom or other interruptions during testing.
    - What to do if a student reports an error or technical issue with a test item.
    - 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.

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

4. Test Monitors and Test Administrators 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).

5. SACs 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.

6. Test Monitors and Test Administrators are responsible for tracking devices/computers used by students.

7. SACs are responsible for conducting on-site monitoring of test administrations within the district.

8. SACs are responsible for determining the process for how all secure test materials for online and paper administrations will be kept secure before, during, and after testing, including when and how all secure test materials are returned between testing sessions and once testing is completed.

9. SACs are responsible for reminding staff of the district process for communicating potential security breaches within the school and to the District Assessment Coordinator, as well as providing information on the MDE tip line as an additional option for reporting security concerns.

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* in Test WES within 48 hours.

CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

1. Those who have access to the secured area, inventory materials and complete security checklists are District and Building Administration, District Assessment Coordinator, School Assessment Coordinators, and other staff as directed by those above. Those who have access to secure online testing systems, student testing tickets, and student scratch paper are District and Building Administration, District Assessment Coordinator, District Technology Coordinator, School Assessment Coordinators, Test Monitors, Test Administrators, and other staff as directed by those above.

2. Paper test materials are shipped to district or school as determined by the District Assessment Coordinator (Christina Boice Mallach x2346). If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by the District Assessment Coordinator (Christina Boice Mallach x2346).

3. Principals and/or SACs will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.

4. SACs will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to the District Assessment Coordinator (Christina Boice Mallach x2346). Security checklists are kept at the district for two years following testing.

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

6. Test materials for online and paper administrations will be kept in a designated, secure locked location, until the time of distribution.

7. If students are taking the 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 keeping the materials in a designated, secure locked location.

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

1. The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be completed by the building SAC. Discrepancies in materials will be reported immediately to the building SAC.

2. The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be completed by the building SAC. Discrepancies in materials will be reported immediately to the building SAC.

3. 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.

4. The Test Monitor is responsible for the test materials during the test administration until their return to the building SAC.

Return of Materials

1. 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 SAC immediately after testing. If Test Monitors and Test Administrators keep test materials in between testing sessions, they must keep them in a designated, locked secure location.

2. If not kept by Test Monitors and Test Administrators, building SACs will keep all test materials secure until distributed for the next test session.

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

4. *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 SACs.

5. When the test materials are returned to the building SACs, they will again be inventoried and kept in a designated, secure locked location, until shipped back to the service provider.
6. The SAC will prepare the materials for shipment to the service provider according to return instructions in the applicable *Assessment Manual.*

7. The SAC will follow instructions provided in the applicable *Assessment Manual* for the return shipping of test materials.

Test Monitor Training
Training should include the following actions:
- Read and sign *Non-Disclosure Agreements*.
- Review of Test Monitor responsibilities, printed *Test Monitor Directions* and any special instructions for a particular test given.
- Review any accommodations to be given to students in the Test Monitor's test administration.
- Review of policies and procedures for situations that may arise during testing, including situations related to online tests. (*See Below)
- Review procedures to follow if a discrepancy in the test material occurs.
- Determine process to contact School Assessment Coordinator if a problem arises during the testing without leaving students unattended.
- Determine process for inventorying material upon receipt and return and completing the Test Monitor Test Materials Security Checklist.
- Determine process for when and how test materials are returned to SACs.

Situations That May Arise During Testing

When **testing is finished**, students should remain seated until all students are finished testing and are all logged off or testing session has ended OR students should quietly log off and move to a supervised area.

When **a student finishes testing and time remains** in the testing session, students are **allowed to read**. Books should be kept out of reach during testing. Playing on the computer, drawing, and other activities that may be distracting to test takers are not allowed.

Restroom use: only 1 student may leave the room at a time (restroom, illness, etc.), hallways and restrooms should be monitored so test items are not discussed (only 1 student in a restroom at a time is ideal)
*if a student leaves the room, the computer monitor should be turned off or the test exited. If the student has a paper test book it should be closed.

Emergencies
> **Alarm (Fire, lockdown, tornado, etc.):** Regular emergency procedures are followed, leaving the computer lab or testing area as is. Please lock the computer lab/testing room door if possible. Test Monitors should ensure that emergency procedures are followed by everyone in the room. Please complete a Test Administration Report (TAR)

> **Student becomes ill:** only 1 student may leave the room at a time (restroom, illness, etc.), if the nurse confirms student cannot finish testing session, that student's test should be "exited" and the rest of the class continues testing.

If the online test will not resume contact your SAC

If technology issues are encountered on testing day, contact the Technology Department
      Jim Hering (x2237)
      Adam Conger (x2243)

Breaches in Test Security
If there is a concern that test security may have been breached, the District Assessment
Coordinator (Christina Boice Mallach x2346)) will notify MDE within 24 hours of the time of the
alleged breach and submit any documentation. The *Test Security Notification Form* is available
in the Testing Folders provided to each computer lab.