

Adopted: April 28, 2016
Updated: January 25, 2018

Prairie Creek Community School

Mandated Testing Procedure and Security Policy

STUDENT TESTING PROCEDURES AND SECURITY

I. PURPOSE

It is the purpose of this policy to set forth the PCCS test security procedures that are expected to be followed for state testing as required by state law. Test security refers to policies and procedures designed to protect test content and ensure the integrity of test scores. All content in a test is considered secure, and includes, but is not limited to, reading passages and titles; science scenarios and titles; and all components of test items. Keeping test content secure and following test security procedures is how the integrity of the test scores that students receive is ensured.

II. GENERAL STATEMENT OF POLICY

It is the policy of the PCCS to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

III. DUTIES OF DISTRICT ASSESSMENT COORDINATOR

- A. Serve as the district's main contact with MDE and the testing vendors.
- B. Maintain and revise the district's testing security policy as needed.
- C. Be knowledgeable about proper test administration and test security. Attend all required Minnesota Department of Education training sessions.
- D. Prepare proper testing conditions.
- E. Be responsible for ensuring completion of *Assurances of Test Security and Non-Disclosure* each year by all staff involved with test administration.
- F. Will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing

- G. Provide training to test monitors and other school staff in proper test administration and test security.
- H. 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 setup of the computer labs and testing rooms.
- I. Complete the *Test Security Notification Form* to report security breaches of a state assessment.
- J. Follow procedures for receiving and returning test materials as outlined in the online *Procedure Manual for the Minnesota Assessments*.
- K. Will conduct on-site monitoring of test administrations within the school, and ensure that online test sessions are closed at the end of all test administrations.
- L. Collect security documents. Keep them for 12 months from the end of the academic school year in which testing took place.
- M. Complete the Test Administration Report for all administered assessments.
- P. Responsible for reminding staff of PCCS's process for communicating potential security breaches within the school, as well as providing information on the MDE tip line as an additional option for reporting security concerns.
- Q. Review all student assessment data in Test WES after state testing is complete and update as necessary in MARSS or Test WES as applicable.

IV. DUTIES OF EXECUTIVE DIRECTOR

- A. Be knowledgeable about the roles and responsibilities of the District Assessment Coordinator (DAC,) the District Technology Coordinator (DTC,) Test Monitor (TM,) Test Administrator (TA,) and the MARSS Coordinator. Be knowledgeable of proper test administration and test security as it relates to all of these roles as articulated in the most current *Procedures Manual for the Minnesota Assessments* and Minnesota Department of Education (MDE) communications.

- B. Provide adequate secure storage space for all testing materials from the time they arrive in the building until they are returned to testing vendor.
- C. Ensure that all non-licensed staff are properly trained and supervised by a licensed staff member.
- D. Ensure that all general security procedures, test administration procedures, test requirements and testing directions are followed.

V. DUTIES OF DISTRICT TECHNOLOGY COORDINATOR

- A. Submit site readiness certification in collaboration with the District Assessment Coordinator.
- B. Ensure computers and other technology devices are ready for online testing and for tracking devices/computers used by students.

VI. SELECTION AND DUTIES OF DISTRICT TEST MONITORS

- A. Test monitors should be selected from the highest possible ranking from the following list. If a school has exhausted the availability of persons who match “a,” it should select staff who match “b,” and so on:
 - a. Licensed teachers or administrators who work in the district.
 - b. Paraprofessionals who work in the school.
 - c. School district personnel employed by the school district.
 - d. Licensed substitute teachers who are employed by the district for the purpose of proctoring the test.
- B. Test monitors who are not employees of PCCS cannot be the sole test monitor in a classroom or small group setting.
- C. Be knowledgeable of building/district test procedures and test security.
- D. Administer a test to a group of students with one test monitor for every 30 students, if possible.
- E. Read a mathematics script to one or more students whose IEPs call for an individualized setting.
- F. 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.)
- G. Follow the *Test Monitor Directions* carefully.

- H. Use the Test Material Security Checklists to verify receipt of all test books and answer books/documents from the assigned students before leaving a testing room.
- I. Responsible for the security of the assigned testing materials until they are returned to the District Assessment Coordinator.
- J. Immediately notify the District Assessment Coordinator if any materials are missing.

VII. DUTIES OF THE MTAS TEST ADMINISTRATORS

- A. Be knowledgeable of proper test administration and test security.
- B. Review the *MTAS Administration Manual* and training materials.
- C. Know building/district test procedures.
- D. Assist as needed with planning specific adaptations for each student being administered the MTAS.

VIII. DUTIES OF THE MARSS COORDINATOR

- A. Refresh MARSS data on an ongoing basis so that the most current student information is available for testing purposes.
- B. Make sure State Aid Categories and other MARSS identifying characteristics are correct (especially for Shared Time students and Foreign Exchange students and any other students who are not expected to take an accountability test).
- C. Work with District Assessment Coordinator to edit discrepancies in Test WES, which may include multiple uploads into MARSS before Test WES closes.

IX. GENERAL SECURITY PROCEURES

- A. Chain of Custody for Test Materials
 - 1. District Assessment Coordinator ensures test materials (including online test materials) are inventoried upon arrival and kept in a secure locked location in each building site, until distributed to Test Monitors for test administration. The DAC is also responsible for

determining how all secure test materials are returned between testing sessions and once testing is completed.

2. Test materials will be organized by the District Assessment Coordinator for each Test Monitor.
3. Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the Test Material Security Checklist are accounted for prior to handing out the test materials to the students.
4. The Test Monitor is responsible for the test materials during the test administration until their return to District Assessment Coordinator.
5. When the test materials are returned to the District Assessment Coordinator, they will again be inventoried and kept in a secure locked location, until shipped back to the test vendor.

B. Test Monitor Training

1. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security. The District Assessment Coordinator must document that staff have received district training on test administration and test security, and either sign-in sheets or certificates of completion must be kept on file at PCCS for 2 years.
 - • Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.
 - • 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 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
- - Remind staff that all test materials are secure and cannot be reproduced or shared in any form.

C. 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.

X. 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 the District Assessment Coordinator and Executive Director. Those who have access to secure online testing systems, student testing tickets, and student scratch paper are the District Assessment Coordinator, Executive Director and Technology Coordinator.
2. Paper test materials are shipped to district. If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by the District Assessment Coordinator.
3. District Assessment Coordinator will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
4. District Assessment Coordinator will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to the

Executive Director. Security checklists are kept at PCCS for two years following testing.

5. District Assessment Coordinator organizes 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 the Executive Director's office, a secure locked location, until the time of distribution, or be secure in the possession of a trained Test Monitor.
7. If students are taking the tests on multiple days, PCCS's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes locking up items immediately after use in the Executive Director's office.

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 personal distribution by District Assessment Coordinator or Executive Director. Discrepancies in materials will be reported immediately to District Assessment Coordinator.
2. The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be personal distribution by District Assessment Coordinator. Discrepancies in materials will be reported immediately to District Assessment Coordinator.
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 District Assessment Coordinator.
4. The Test Monitor is responsible for the test materials during the test administration until their return to District Assessment Coordinator or Executive Director.

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 District Assessment Coordinator or the Executive Director immediately after testing. If Test Monitors and Test Administrators will keep test materials in between

testing sessions, they must keep them in the Executive Director's office, a locked secure location.

2. If not actively being used or transported by Test Monitors and Test Administrators, the District Assessment Coordinator 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 District Assessment Coordinator 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 District Assessment Coordinator.
5. When the test materials are returned to District Assessment Coordinator, they will again be inventoried and kept in the Executive Director's office, a secure locked location, until shipped back to the service provider.
6. District Assessment Coordinator will prepare the materials for their return shipment to the service provider according to return instructions in the applicable *Assessment Manual*.
7. District Assessment Coordinator will follow instructions provided in the applicable *Assessment Manual* for the return shipping of test materials.

X. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

The school district will maintain records necessary for program audits conducted by the Minnesota Department of Education.

XI. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

- A. **Testing Date Posting**
As required by MDE, PCCS will post testing dates and times on the PCCS website.
- B. **Notice of Test Results.**
After receiving scores from the State, PCCS, in a timely fashion, will provide, written notice to the parents and the student of State Testing results.
- C. **Notice Pertaining to Adequate Yearly Progress**
If the school district is proposed for identification for school improvement, for corrective action, or for restructuring by MDE, the PCCS shall provide to parents of students in the school district sufficiently

detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress.

XII. STUDENT RECORD KEEPING

- A. Test Results. PCCS keep a record on each student that includes the results of tests required for graduation.
- B. Student Progress. Individual student progress will be reported on a student record in the format and manner prescribed by the State.