

DISTRICT TEST SECURITY PROCEDURE TEMPLATE

District Test Security Procedures for Rocori Public Schools for school year 2018-19

ASSESSMENT STAFF

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

Sam Court
courtsam@rocori.k12.mn.us
 ext. 2101
 cell: 608-769-7563

(List all contacts assigned as District Assessment Coordinators, if applicable.)

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

School Assessment Coordinator	School(s)
Sam Court	John Clark Elementary School
Mary Holmberg	Richmond Elementary School
Eric Skanson	Cold Spring Elementary School
Marsha Gilbertson	ROCORI Middle School
Craig Leiser	ROCORI High School

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring test administration activities in the district is as follows:

The district assessment coordinator will make at least 2 unscheduled visits to each building during testing to monitor test administration procedures. The School Assessment Coordinators will also monitor testing procedures within their individual building. Any observed violations of testing procedures will be reported directly to the MDE test security tip line.

The district's expectations for active monitoring by Test Monitors are to comply with the MDE guidelines as present in training:
no outside work can be brought into the lab
no computer usage except email for support purposes between the DAC and testing monitors throughout the district
monitors will follow the same electronics policies as the students with the exception of email for support purposes and use of PearsonAccessNext for test administration (i.e., no use of cell phones, Kindles, tablets, iPads, laptops, etc.)

(Include how visits are determined and how information will be collected and shared following the visit.)

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

Sam Court will monitor test administrations along with the building assessment coordinators. Any observed violations of testing procedures will be reported directly to the MDE test security tip line.

TESTING CALENDAR

The following staff members are responsible for setting the annual district testing calendar and updating all required information:

Sam Court
courtsam@rocori.k12.mn.us
ext. 2101
cell: 608-769-7563

The following staff members ensure that the testing calendar is posted to the district website:

Kayla Youngblom

The following staff members are responsible for verifying and updating test administration dates on the website:

Principals Mark Jenson, Eric Skanson, Mary Holmberg, and Sam Court

TRAINING AND COMMUNICATION

The following staff members will complete the *Test Security Training and Assurance of Test Security and Non-Disclosure* on paper:

Custodial staff will complete the training on paper. All other staff will complete online trainings and sign the Test Security Training and Assurance of Test Security and Non-Disclosure forms online.

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

Role	Additional Trainings
District Assessment Coordinator Test Monitor MTAS Test Administrator Technology Staff Other Staff	Trainings and Modules required in the Training Management System in PearsonAccessNext

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

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
Sam Court	Paper copies for custodial staff and online tracking for all other staff involved in testing.

(This may include using reports in service provider systems or tracking trainings provided in the district. Separate information by test and/or role as needed.)

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

All trainings will be conducted by the District Assessment Coordinator

(If all training is provided by the District Assessment Coordinator, indicate that here.)

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
Sam Court	Sam Court will provide information to staff on the MDE tip line and MDE contact information to report security concerns.

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
<p>Sam Court will be responsible for providing district training on test administration and test security for all staff involved in testing prior to the test administration.</p> <p>Depending on role in test administration, the following trainings will be provided (e.g., staff with access to test materials vs. Test Monitors): Brian Michalski will train the tech team in accordance with the materials provided to him by Sam Court.</p>	<p>Sam Court</p>

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

The following student resources will be used to prepare students for testing:

Student Resources	Grade
<p>The school will provide the following allowable materials for testing: scratch paper, extra pencils. MTAS allowable materials will be determined on an individual basis. Sam Court will answer questions from staff related to materials allowed/prohibited for testing.</p>	<p>3-8, 10</p>

(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
<p>District staff proctoring the exams</p>	<p>The district’s expectations for adherence to Test Monitor and Student Directions and what assistance Test Monitors can provide during and after test administration are based on the training provided by MDE. Test monitors will follow the MDE guidelines to the best of their ability and will use scripted answers if at all possible</p>

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district procedure for preparing testing rooms is explained below:

The district procedure for preparing testing rooms, including student seating/spacing and walls and student desks, is to utilize our lab space, which appears to comply with the requirements set forth by MDE. The test monitor in each lab will remove any instructional materials from the walls, etc.

(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:
Scratch paper extra pencils MTAS allowable materials will be determined on an individual basis	Test Monitors	The test monitor will distribute and collect all allowable materials on the day of testing.

(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
Buildings will follow individual school procedures for scheduling and insuring that students get to the right locations.	Building Principals

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:

School Assessment Coordinators will create master lists and schedules of when and where students will be testing. Master testing schedules will include the adults in each testing setting.

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:

The district's expectations for active monitoring by Test Monitors are to comply with the MDE guidelines as present in training:
 no outside work can be brought into the lab
 no computer usage except email for support purposes between the DAC and testing monitors throughout the district
 monitors will follow the same electronics policies as the students with the exception of email

for support purposes and use of PearsonAccessNext for test administration (i.e., no use of cell phones, Kindles, tablets, iPads, laptops, etc.)

The procedure for ensuring students do not use cell phones or other devices is to request that all devices be placed in the front of the room upon entrance to the lab. Test monitors will actively watch to ensure that students do not have access to devices.

If students fail to comply with placing their cell phone in the front of the room, administration will be called and the student will be removed from the testing setting until he/she agrees to comply with the procedure.

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 procedure for breaks for all students during testing is to allow breaks as needed but only one student may leave the lab at a time to use the bathroom/get a drink.	Test content will be secured during breaks by shutting off the monitor display when the student leaves the room.

The district’s procedure for breaks for use of the restroom or other interruptions during testing is as follows:

The procedure for breaks for use of the restroom or other interruptions during testing is described above for bathroom breaks. There will be no group bathroom breaks. For interruptions, the students will shut the monitor off until it is communicated to test monitors that the session may be resumed or will be ended for the day.

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Test monitors will monitor students if they leave the testing room. Additional staff will be on call to assist in monitoring the halls during testing.

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
Sam Court 320-251-8651 ext. 2101 courtsam@rocori.k12.mn.us	Email (for support purposes only) and land-line telephones within the lab will be used to contact others for assistance if a problem arises during the testing so active monitoring can continue.

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
If an unexpected situation occurs, the test monitor will contact the district assessment coordinator.	Sam Court 320-251-8651 ext. 2101 courtsam@rocori.k12.mn.us

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

If an entire group of students needs to leave during testing (e.g., emergency situation, fire drill), the procedure is to shut off the monitor display and remind the students that they may not discuss the test.

If the Test Monitor becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

If the Test Monitor become ill or needs to leave during testing, the procedure is to contact Sam Court, who will locate an alternate test monitor to complete the testing session.

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)
If students complete the test early, they will remain in the testing room until they are dismissed by the testing monitor.	Reading

If students need extra time to test, the procedure below will be followed:

If students need extra time for a test, the monitor will follow the individual building schedule. The individual building schedule will either allow for additional time during the current testing session or it will allow for additional time during a make-up session.

If the student stops testing for the day, the test monitor will insure that the test is completely closed out and that all secure materials are returned to the secure location.

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
<p>If a student reports an error or technical issue with a test item, the procedure for documenting the issue is to record the test subject, grade level, name of student, and question number and provide that information to Sam Court. He will contact Pearson.</p>	<p>Sam Court 320-251-8651 ext. 2101 courtsam@rocori.k12.mn.us</p>

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

Procedure	Staff Member to Contact
<p>Staff will email or call the district assessment coordinator to report any misadministrations or security breaches.</p>	<p>Sam Court 320-251-8651 ext. 2101 courtsam@rocori.k12.mn.us</p>

(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:

<p>The district’s policy for discussing the test administration experience with students after test administration is that any conversation must be in general (i.e., if a student complains that the testing setting was an issue, like the monitor display was too bright) and not specific (i.e., the student and monitor cannot discuss test questions, answers, or any testing content).</p>

(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:

<p>Building Assessment Coordinator will delegate appropriate staff to enter student responses from MCA paper accommodation test materials. All materials will be kept in the secure location at each building unless being used to test a student or to score a test.</p>

(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:

Amanda Ruegemer, Anita Erkens, Mitch Beaudry, Julie Braegelmann, Jeremy Frank, Jessica Rennecke, Larry Syverson, Leslie Buttweiler, Lisa Ludwig, Rachel Neutzling, Shelly Hoyt, Shannon Girard Malbraaten, Regina Magedanz, Shannon Pooler, Jessica Rodeberg, and Stephanie Ruegemer

Scores will be entered before the end of the testing window. All materials will be kept in the secure location at each building unless being used to test a student or to score a test.

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

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

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)
See Secure Locations	Rockville: locked cabinet in Tracy Neugart’s office Richmond: locked cabinet in Dana Groetsch’s office CSE: locked cabinet in Joel Baumgartner’s office RMS/RHS: secure materials vault in office RMS: Shelly Hoyt’s locked closet (MTAS) RHS: Amanda and Steph Ruegemer’s locked closet (MTAS) District Office: Locked Closet

Listed below are staff members who have access to these locations where secure test materials are stored:

Sam Court, Tracy Neugart, Dana Groetsch, Mary Holmberg, Joel Baumgartner, Eric Skanson, Shelly Hoyt, Jake Nelson, Marsha Gilbertson, Mark Jenson, Nate Guetter, Craig Leiser, Stephanie Ruegemer, Kayla Youngblom and Amanda Ruegemer

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
Sam Court	<p>Test materials for online and paper administrations will be kept in the district office secure closet, a secure locked location, until the time of distribution.</p> <p>Sam Court will deliver the materials to each secure location at the other buildings when testing begins for each building.</p>

(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:

Sam Court, Mary Holmberg, Eric Skanson, Marsha Gilbertson, Craig Leiser

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
Sam Court Kayla Youngblom	Sam Court will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to Pearson. Security checklists are kept at the district for two years following testing.

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
Sam Court Kayla Youngblom	Sam Court and Kayla Youngblom will deliver the materials to the secure location at each building.

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:

<p>The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be as follow: Test Monitors will retrieve the materials from the secure locked location and maintain the security throughout the day</p>

(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:

Discrepancies in materials will be reported immediately to Sam Court

The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be done by Sam Court. Discrepancies in materials will be reported immediately to Sam Court.

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 Sam Court.

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 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 locking materials in the closet in each building at the end of the testing day.

Rockville: locked cabinet in Tracy Neugart's office
Richmond: locked cabinet in Dana Groetsch's office
CSE: locked cabinet in Joel Baumgartner's office
RMS/RHS: secure materials vault in office
RMS: Shelly Hoyt's locked closet (MTAS)
RHS: Amanda and Steph Ruegemer's locked closet (MTAS)

District Office: Locked Closet

The Test Monitor is responsible for the test materials during the test administration until their return to the secure locked location within each building at the end of the testing day. After testing is completed, Sam Court will pick up the secure materials.

(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:

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

Sam Court will prepare the materials for their return to the district (if applicable) or for shipment to the service provider according to the applicable return instructions.

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
Sam Court	Rockville: locked cabinet in Tracy Neugart’s office Richmond: locked cabinet in Dana Groetsch’s office CSE: locked cabinet in Joel Baumgartner’s office RMS/RHS: secure materials vault in office RMS: Shelly Hoyt’s locked closet (MTAS) RHS: Amanda and Steph Ruegemer’s locked closet (MTAS) District Office: Locked Closet

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

Sam Court

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:

Sam Court, Mary Holmberg, Eric Skanson, Marsha Gilbertson, Craig Leiser

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

The district’s policy about providing preliminary test results is detailed below:

Preliminary results will be shared with building principals. Building principals may share preliminary results with their staff.
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The following information is communicated if preliminary results are provided:

Preliminary results may be shared with teachers and counselors for the purposes of scheduling and instruction. Individual scores may be shared with parents verbally. No results will be shared in writing with the public until the embargoed results are released.
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(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
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Teachers and administrators	The results will be downloaded from MDE by counseling clerical staff and loaded into Skyward.
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(Methods may include student information systems, data warehouses, or service provider systems.)

Final public results will be shared with district staff as described below:

Final public results will be shared at district designated leadership meetings, goal setting team meetings, and back to school workshops and at a school board meeting.
