

DISTRICT TEST SECURITY PROCEDURE TEMPLATE

District Test Security Procedures for ROCORI Public Schools for school year 2020-21

This template may be modified or adjusted as needed, including separating procedures by school, test, and/or adding rows or columns as needed. However, all requirements specified in the District Test Security Procedure Requirements in the current year's version of the Procedures Manual must be included. If other district policies and procedures are referenced, they should be included with this procedure. Roles (e.g., DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.

The District Test Security Procedure Requirements includes references to Procedures Manual chapters for more information on the procedures included here.

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
 office: 320-251-8651 ext. 2101
 cell: 320-247-4962

(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
Keri Johnson	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 testing within in the district by the District Assessment Coordinator (or other designated staff) 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
office: 320-251-8651 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 Nate Guetter, Eric Skanson, Keri Johnson, and Sam Court

TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Member	Method(s) for Verifying Training Completed
Kayla Youngblom and 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 or schools. Separate information by test and/or role as needed.)

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

Role	Additional Trainings
Test Monitor	Test Monitor will complete the required trainings
Test Monitor (Paper)	Test Monitors who oversee paper administrations will complete the Handling Secure Paper Test Materials training

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

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 prior to testing:

Method(s) for Providing District Policies and Procedures	Staff Member
District Testing Policies and Procedures will be referenced during MDE required trainings and also emailed out after staff trainings.	Sam Court

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. The link will also be included on the local testing directions.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
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.	3-8, 10

(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
District staff proctoring the exams	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.

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

The district’s processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

Process for Documentation	Method(s) for Communicating
All testing opt refusal forms will be emailed or delivered to Kayla Youngblom in the district office.	Email for communication. Paper copies of refusals will be kept on file in the district office.

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

The district’s process for ensuring that students take the correct assessment and receive the general supports, linguistic supports, and/or accommodations required is explained below:

Special education teachers, 504 coordinators, and EL teachers submit accommodations to the District Assessment Coordinator through a shared online document. The District Assessment Coordinator then adds the appropriate accommodations to Test WES.
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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. District technology staff will assist in setting up computer labs with headphones and proper links to TestNav.

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

The district's procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Procedure	Staff Member
Security cameras are only present in one building (John Clark Elementary). Brian Michalski will disable this camera during the scheduled testing.	Brian Michalski

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).

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 ensuring that students get to the right locations.	ROCORI High School – Guidance office staff ROCORI Middle School – Guidance office staff along with district instructional coaches Cold Spring Elementary – Classroom teachers along with district instructional coaches John Clark Elementary – Classroom teachers and building principal Richmond Elementary – Classroom teachers and building principal

The following method will be used to track which students test with which Test Monitor or Test Administrator, 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, including wearable technology, 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, wearable technology, 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 and Test Administrators will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
<p>Sam Court 320-251-8651 ext. 2101 courtsam@rocori.k12.mn.us</p> <p>Kayla Youngblom 320-685-4185 ext. 4904 youngblomk@rocori.k12.mn.us</p>	<p>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.</p>

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
<p>If an unexpected situation occurs, the test monitor will contact the district assessment coordinator.</p>	<p>Sam Court 320-251-8651 ext. 2101 courtsam@rocori.k12.mn.us</p>

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. The testing room will be locked and remain locked until the proctor or administration returns to the room.

If the Test Monitor or Test Administrator 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 a book

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

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

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

<p>Elementary grades will work with buddy classrooms to have students attend another class if the student has already completed the testing. Middle School and High School schedules will allow only the students who are actively testing to enter the testing labs. Students who finish testing will attend scheduled classes.</p>
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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
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>Sam Court 320-251-8651 ext. 2101 courtsam@rocori.k12.mn.us</p>

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

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

(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:

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).

(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:

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.

(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, Julie Braegelmann, Jeremy Frank, Jessica Rennecke, Larry Syverson, Leslie Buttweiler, Lisa Ludwig, Shelly Hoyt, Shannon Girard Malbraaten, Regina Magedanz, Shannon Pooler, Jessica Rodeberg, Suzanne Schlangen, Katie Nelson, Jenna Zimny 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: 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, Keri Johnson, Joel Baumgartner, Eric Skanson, Shelly Hoyt, Jake Nelson, Marsha Gilbertson, Mark Jenson, Nate Guetter, Craig Leiser, Stephanie Ruegemer, Kayla Youngblom and Shannon Pooler

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
Kayla Youngblom and Sam Court	Kayla and Sam will deliver the materials directly to the school assessment coordinators who will place materials in the secure locations in each building.

(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, Keri Johnson, 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:

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

(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, Keri Johnson 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.

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.

(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
Teachers and administrators	The results will be downloaded from MDE by counseling clerical staff and loaded into Skyward. Scores will also be exported directly from Pearson into Viewpoint.

(Methods may include student information systems, data warehouses, or service provider systems.)

The following information is communicated to staff about abiding by the embargo:

Viewpoint will have a warning on the homepage indicating that the results are embargoed along with a description of how staff can and cannot use the embargoed data.

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

Individual Student Reports (ISRs) will be provided to families as described below:

Hard copies will be provided to families before the first conference.

(Hard-copy or electronic versions of the ISRS may be provided. Ensure the method for providing takes student data privacy into account.)