

1 **DISTRICT TEST SECURITY PROCEDURE TEMPLATE**

District Test Security Procedures for Albany Area Schools for school year 2022-23

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:

Laura Roelike - District Assessment Coordinator (DAC)

(List all contacts designated 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)
Joan Eibensteiner	Albany and Avon Elementary
Nicole Schneider	Albany Area Middle and High Schools
Julie Stich	Avon Elementary Testing Contact

(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:

Laura Roelike will visit each site at least once during test administration. These site visits may be scheduled ahead of time or may be random. DAC will follow up in person with the SAC following the visit. In addition, the SAC at each site will be responsible for monitoring testing at their site including scheduled and/or unscheduled room visits during testing. The SAC will report any findings or feedback to the DAC as well as to the Test Monitor.

(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:

DAC - District wide monitoring

TESTING CALENDAR

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

DAC will oversee the creation of the district wide assessment calendar by obtaining feedback from the SACs as well as the building administrators.

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

DAC

<https://www.district745.org/resources/testing>

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

DAC is responsible for making sure the calendar on the website remains accurate. SACs are responsible for notifying the DAC of any changes to test dates at their site.

DAC will double check the dates with School Assessment Coordinators periodically to ensure the posted dates remain accurate. At times throughout the year, minor adjustments may be made due to unforeseen circumstances (e.g., weather related closures).

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
DAC and SACs	DAC will send out reminders prior to testing to each SAC by email about what trainings are required for each role type. A week prior to each site starting each type of test (ACCESS, MCA Reading, etc.), DAC will verify with the SAC that trainings are complete through TMS, WIDA, and in person training documentation compiled by each SAC. DAC will coordinate with the SAC for any additional training that needs to occur prior to their involvement 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

All staff involved in testing complete the Test Security Training and district specific training. In addition, staff in the following roles complete the additional training modules listed below:

- Staff involved in monitoring any sessions - Active Monitoring Training
- Online session monitors - MDE Administering the MCA
- Online session monitors/proctors (staff who need to know PearsonAccess Next to manage sessions, resume tests, etc.) - MDE Managing Test Sessions in PearsonAccess Next
- Paper Test Monitors - MDE Handling Secure Paper Test Materials and MDE Administering the MCA
- MTAS Administrators - MDE MTAS Test Administrator courses (applicable versions)
- ACCESS Test Administrators - WIDA ACCESS Test Administrator Training Courses (applicable versions)

There are also optional trainings available in TMS that staff may complete.

(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

The DAC will provide the information to the SACs in the district specific training. The SAC is then responsible for providing this info to testing staff at their site.

This information will include a review of district procedures for situations that may arise during testing including:

- Who will answer questions from staff and how staff will seek help during testing without leaving students unmonitored.
- What the process is for contacting others for assistance if a problem arises during testing so active monitoring can continue.
- Who should Test Monitors contact in case of emergency
- Ensuring students get to the correct test room
- Developing a plan to track which students test with which Test Monitor/Test Administrator for all test sessions
- Remind students of the importance of keeping test content secure and acting with honesty and integrity
- Ensuring students do not use cell phones, wearable technology, or other prohibited devices
- Breaks for use of the restroom or other interruptions during testing
- What to do if a student reports an error or technical issue during testing
- What to do if a Test Monitor or individual student becomes ill during testing
- What to do if an entire group of students needs to leaving during testing (ex: fire drill)
- What individual students should do when finished testing (during the test session and on subsequent days)

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
SAC	Contact the DAC to report the concern
DAC	Contact MDE by the test security tip line with any test security concerns

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
Student Tutorials and Item Samplers are to be used by teachers/students as appropriate to prepare students for testing. In addition, if students are using linguistics supports, the EL teachers are responsible for ensuring that the students using these supports have the opportunity to become familiar with them ahead of time.	

(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 keeping test content secure and acting with honesty and integrity via the method(s) listed.

Staff Member	Method(s) for Communicating
Test Monitor	Remind students prior to the start of each test session of the importance of test security, including the expectation that students will keep test content secure.

(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
Each SAC is responsible for communicating with each Test Monitor to determine situations where participation may not be occurring. Medical excuse information is gathered by the SAC and brought to the DAC for review. All refusal documents are to be sent to the DAC.	MDE website has a refusal form for parents to use. Medical excuse documentation is kept by the DAC. Any questions that parent or staff may have can be emailed to the DAC.

(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:

The SAC will work with Test Monitors prior to testing to determine any supports and/or accommodations that a student may need. Coordination with each IEP team will also occur prior to testing by the SAC and each site’s special education team lead. DAC will request the support and accommodation information from each SAC so the information can be used for material ordering and setting up of testing.

(Include how information on which test – MCA or MTAS; ACCESS or Alternate ACCESS – and general supports, linguistic supports, and accommodations is communicated with the applicable school staff.)

The district’s procedure for preparing testing rooms is explained below:

- Preparation of testing rooms, including student seating/spacing and walls and student desks is the responsibility of the School Assessment Coordinators and Test Administrators, and the DAC will cover this information with SACs during their training. The SAC is then responsible for covering this information in detail during district/school specific training at each site. If teachers are testing in their own classrooms, the teacher/Test Administrator is responsible for ensuring that security procedures are followed (ex: instructional materials covered on walls, proper spacing between the desks, max number of students per Test Monitor, etc.). The technology team, SACs and DAC will be responsible for ensuring that the computer labs are prepared for testing.
- Included in training with SACs and monitors is the following:
 - At least one monitor for every 30 students.
 - Arrange seating so there is enough spacing between students to ensure students work independently and so that students cannot see other students’ tests.
 - Information on what needs to be covered on the walls.
 - Cameras: making sure staff are aware of where cameras are and that they are not recording anything that would show test content. At this time we do not have cameras in computer labs or classrooms.

(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
No security cameras in our school can be remotely controlled. We do not have cameras in our classrooms or computer labs.	DAC/SACs

(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

The school will provide the following allowable materials for testing: student login tickets, printed formula sheets (math testing for grades 5-8 and 11 only), and scratch paper. Grade 11 students may bring their own calculator for the MCA math test, and math teachers and Test Monitors will work with students to ensure that the calculators meet test security requirements.

SAC will distribute materials to the monitors. Note that in some cases, the SAC may designate someone else to do this. THE DAC will assist with the creation of online sessions, printing and organizing login tickets, etc. as needed.

School Assessment Coordinators will ensure that guidelines are followed in terms of what materials are allowed during test administration. Test monitors are also responsible for understanding what is and isn't allowed and ensuring that prohibited materials are not used. In addition, monitors are responsible for ensuring that all secure materials are collected and accounted for at the end of each session that they are monitoring.

During test sessions, materials are distributed at the beginning of the session and collected at the end of the session.

(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 Members

The District Assessment Calendar is published on the district website. More specific building-level testing calendars are shared with staff, students and parents at each school site. Teachers, monitors, administrators and other building-level staff will help to ensure that students get to the right locations for testing and that students know exactly when and where they are scheduled to test.

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room:

Detailed test schedules indicate which students will be testing in which rooms and who the assigned monitors are assigned for each room. Rosters will be printed and used for scheduling and tracking student students and monitors during test sessions. Those printed rosters will also be used to track any additional monitors who are in the room during testing. At the conclusion of testing, the SAC at each site will return the detailed rosters with student and monitor information to the DAC who will keep it on file for 2 years.

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:

- Students will be reminded at the beginning of each session that phones and other wearable technology devices must not be used at any time during testing, including the time after they have exited their own test. The monitor will explain what is considered wearable technology to ensure that the students understand what types of items they need to remove. Students will be instructed to put phones and other prohibited devices away in a location where they are not visible by the Test Monitor or student. Students will be given an opportunity prior to logging in to make sure their phones are turned off and/or silenced.
- In the event that a phone rings during testing, the student will be instructed to not pick up the phone or view the phone at any time. If the ringing continues, the student may hand the phone to the monitor (without viewing it) and the monitor may silence or turn off the phone.
- Students will be reminded that any devices that receive texts are prohibited and must be put away during testing.
- If a Test Monitor has a question about cell phones or prohibited devices, they should contact the SAC or DAC. In addition, if a student is discovered using a prohibited device at any time during testing, the monitor will contact the SAC or DAC as soon as possible.

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
For younger grade levels, the test is scheduled into shorter test sessions to ensure students have appropriate breaks. The shorter sessions allow students to securely exit the test and resume at a later time. In upper grade levels students are scheduled to take the test in one sitting. Restroom procedures in these situations are outlined below.	Test content should be secured at all times including during student breaks. If a break occurs at any time during testing (either scheduled or unscheduled), the Test Monitor is responsible for ensuring that test security protocol is followed. When possible, the Test Monitor will ask students to exit their tests.

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

- Only one student should leave the room at a time to use the restroom.
- If an emergency arises and the entire group needs to leave the room, test content should be kept secure by, at the minimum, turning papers upside down and/or flipping monitor screens down and locking the room. Students should be monitored during the break to ensure they are not discussing test content.

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

Test Monitor is responsible for ensuring that the student is monitored if they leave the testing room. Test Monitors should consult with their SAC if they have additional questions on this.

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
The DAC, SAC and lab aides will periodically check in testing rooms to see if help is needed (especially at the beginning of each test session as students are logging in). If help is needed, the monitor may contact the DAC, SAC, or tech support.	Cell phones may be used by Test Monitors to call for help if needed during testing. Note that cell phones may only be used by monitors for this specific purpose. If a landline phone is available in the room, the monitor may also use that phone to call the DAC, SAC, or tech support for assistance.

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
If a student becomes ill during testing or needs to leave unexpectedly, the Test Monitor should instruct the student to exit their test. If the student is testing on paper, they should complete their current section, if possible.	The Test Monitor should contact their SAC if assistance is needed. If the SAC is unavailable, the monitor may contact the DAC or another building level SAC.

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

If an emergency arises and the entire group needs to leave the room, test content should be kept secure by, at the minimum, turning papers upside down and/or flipping monitor screens down and locking the room. Students should be monitored during the break to ensure that they are not discussing test content.
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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 a Test Monitor becomes ill or needs to leave during testing, they will notify their School Assessment Coordinator (SAC). Another monitor must be present in the room before the monitor may leave. SAC will provide Test Monitors with specific contact information for who they will contact during testing if help is needed. Students should never be left unattended.
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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)
<p>In some instances students will exit the room upon completion of testing. This will vary though depending on test schedules for that particular building. They may not at any time access a cell phone or other prohibited wearable technology if any other students in the room are still testing.</p>	<p>Students who complete their test and remain in the room may read a book or do other quiet work that does not disrupt other students who are still testing.</p>

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

This will vary depending on the situation. In some situations, the testing room and monitor will be available and the student may continue their testing in the same room until they are finished. In other instances, the student will exit their test and will resume their test on a scheduled make-up date.

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:

Some of the MCA tests are scheduled to be completed in one session; however, many tests are scheduled to be administered over multiple days and/or sessions.

In instances where tests are scheduled over multiple days, students will often be instructed to progress up to a certain question number on a given day. For example, they may be asked to not go past question #20 on day 1, #40 on day 2, etc., to ensure that they don't complete their test too early. This may not always work and there may be instances where a student completes their test while scheduled testing is still taking place. If that occurs, the SAC is responsible for having a building plan in place outlining where those students who finish early should go on the next scheduled test date. Test Monitors and SACs are responsible for making sure that students are not in the room for a session if they completed their test during a previous session. This information will be provided in training to SACs (by the DAC) and to monitors (by the SACs). Other scheduling accommodations for students who are finished testing may include sending these students to another central location, such as the media center or to another classroom. At times, classes may be combined to accommodate these students.

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>The test monitor will note the student name, grade, test and item number only. The Test Monitor will not write down secure test content and will not discuss the item content with students or staff.</p>	<p>The Test Monitor will provide that information to the School Assessment Coordinator (SAC) or the District Assessment Coordinator (DAC).</p>

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

Procedure & Staff Member to Contact

- 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 within 48 hours.
- The School Assessment Coordinator (SAC) will report issues to the DAC. The DAC will contact MDE with questions and to report security breaches. Test Monitors will report any potential breaches immediately to their School Assessment Coordinator.
- The School Assessment Coordinator (SAC) is responsible for reminding staff of the district 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 breaches and/or concerns.

(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:

No test content may be discussed at any time between students or staff. There may be discussions involving scheduling to help us improve our scheduling for next year. There may also be discussion about technology and how students felt using a computer vs. a Chromebook or how they felt about testing in a lab vs. a classroom or other location.

(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 test materials:

The School Assessment Coordinators and District Assessment Coordinator will coordinate this at each site and verify that appropriate staff are trained and that the data input has been completed. In most instances, it will be the Special Ed teacher who administered the test or the lab aide who input the student responses. The DAC will monitor progress of this and send reminders to the SACs and Special Education staff of the deadlines to help ensure that deadlines aren’t missed.

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

The staff members listed below are responsible for entering MTAS data from MTAS Data Collection Forms:

Each MTAS administrator will be responsible for entering their own scores online. MTAS administrators will be determined in January when assessment accommodations are collected from Special Ed staff. Once the MTAS administrators for the year are established, the DAC will communicate directly with the MTAS administrators on the required MTAS training, timeline for receiving materials, completing tests and inputting scores. MTAS administrators have been asked to not wait until the last minute to enter in scores to ensure that we have adequate time for troubleshooting any issues that do arise. The DAC will also send email reminders on deadlines to MTAS administrators before and during the testing window to ensure that the deadlines to enter scores are not missed.

(As needed, include any procedures or timelines for data 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)

- Media Center Office - Locked space
- Buildings - locked principal's office and/or locked cabinets in the office and/or special ed teacher(s) classrooms. SAC is responsible for selecting these locations at their sites and ensuring that staff with access to the locations have completed test security training.

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

- Media Center Office - DAC and Secondary SAC
- Buildings - Site Administrator, Lab aides have access to locked storage in their spaces, special ed teachers have access to their own locked cabinets.

In addition, those who have access to secure online testing systems, student testing tickets, and student scratch paper are School Assessment Coordinators, lab aides, teachers, and Test Monitors. All of these staff will complete the test security training.

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 Members & Procedures

All paper test materials are shipped to the district. The District Assessment Coordinator will inventory materials and hand deliver them to each School Assessment Coordinator and/or special services site lead. At the elementary schools, materials are delivered to the SAC. At the middle school, materials will be delivered to the SAC or Special Ed lead. At the high school, paper tests will be delivered to the Special Ed lead.

(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:

The DAC will initially receive materials and will store them in the secure/locked room in the media center. The SAC will secure all materials in a pre-determined secure locked location once the DAC distributes them to their site.

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

The DAC will inventory materials using the security checklists when they first arrive in the district. The SAC or special services lead will inventory materials when they arrive at their site using the security checklists. Any

Staff Member Inventorying Materials & Procedure for Discrepancies

discrepancies will be reported immediately to the DAC. Security checklists are kept in the office 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

For online testing tickets, the SAC at each site will create sessions and print student login tickets and securely store them. The SAC or lab aide organizes test materials for each Test Monitor and Test Administrator.

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 determined by the School Assessment Coordinator.

The Test Monitor is responsible for the test materials during the test administration until their return to the School Assessment Coordinator.

Each person handling materials (whether they are for paper or online testing) is responsible for ensuring that all materials they receive are kept secure at all times and that they are returned to a secure location or returned to the SAC.

(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 the School Assessment Coordinator or the DAC.

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 tests over multiple days, the School Assessment Coordinator will have a plan in place for keeping materials secure between test sessions. This includes student login information and any material used as scratch paper. In most cases, this will involve locking the materials in a locked cabinet in the computer lab or a nearby office.

(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 Materials Assigned to Students Checklists* (or other checklist used in the district) to the staff members listed below:

Materials will be returned to the School Assessment Coordinator immediately after testing. If Test Monitors will keep materials between testing sessions, they must keep them in a secure locked location. Test security checklists should be used throughout testing to track each bar coded item.

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

The School Assessment Coordinators will keep tests in a secure/locked location until their site has completed testing. At that time, they will inventory materials and return all secured materials to the DAC. Along with the secured materials, security checklists will also be returned to the DAC.

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

SAC returns materials to the DAC.

DAC inventories materials upon arrival and returns all materials to the service provider. The DAC will follow instructions provided in the applicable assessment manual for the return shipping of test materials.

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:

SAC may destroy the materials at their site or return to the DAC. If returned to the DAC, they will be securely destroyed in the district office.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

The site principal will determine if, when, and how preliminary results are distributed to students.

The following information is communicated if preliminary results are provided:

If preliminary results are shared, the site is responsible for ensuring that all involved understand that the results are preliminary only and that they may change. They will also provide the recipient information on when final results will be distributed.

(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
Principals	<p>DAC will communicate with building-level administrators.</p> <p>Embargoed results will not be shared with others.</p>

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

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

The “Nondisclosure Agreement for Sharing Assessment and Accountability Results” will be provided to school administrators and teachers with students participating in testing during their initial annual assessment training. Staff will sign and return the form at that time. Since these administrators and teachers will have access to preliminary scores, we want to ensure that they understand the additional requirements with preliminary and embargoed data. Teachers will typically have access to preliminary scores for their own students through PearsonAccess Next and/or the scores for their students will be provided to them by the DAC.

(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:

- All reports will be sorted and sent home with students.
- Note that when ISRs are sent home with students, there will also be a message notification (email and/or phone) to parents alerting them that their child will be coming home with their report.

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