

DISTRICT TEST SECURITY PROCEDURES FOR AUSTIN PUBLIC SCHOOLS 2020-2021

Revised: 10/01/2020

ASSESSMENT STAFF

District Assessment Staff:

- John Alberts – Executive Director of Educational Services – District Assessment Coordinator
- Corey Haugen – Director of Research Evaluation and Assessment
- Sheri Willrodt – Director of Special Services

School Assessment Staff:

- Jill Rollie – Principal - Woodson Kindergarten Center (0492-01-110)
- Jeff Roland – Principal - Banfield Elementary (0492-01-010)
- David Wolff – Principal - Neveln Elementary (0492-01-040)
- Katie Baskin – Principal - Southgate Elementary (0492-01-070)
- Sheila Berger – Principal - Sumner Elementary (0492-01-080)
- Dewey Schara – Principal - IJ Holton Intermediate (0492-01-280)
- Jessica Cabeen – Principal - Ellis Middle School (0492-01-280)
- Andrea Malo – Principal - Austin High School (0492-01-280)

DISTRICT MONITORING OF TEST ADMINISTRATION

Plan for Monitoring Test Administration Activities in the District

District Assessment Coordinator and School Assessment Coordinators will each conduct random, unannounced visits to testing rooms to observe adherence to state and district policies and procedures by Test Monitors and other staff. At least one elementary (3-4), intermediate (5-6), middle (7-8), and high school testing room will be monitored.

During each visit, monitoring staff member will use the Minnesota Assessments Monitoring List (Page 218-219) from Appendix B of the Procedures Manual for the Minnesota Assessments as an evaluation guide.

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

- Jill Rollie – Principal - Woodson Kindergarten Center (0492-01-110)
- Jeff Roland – Principal - Banfield Elementary (0492-01-010)
- David Wolff – Principal - Neveln Elementary (0492-01-040)
- Katie Baskin – Principal - Southgate Elementary (0492-01-070)
- Sheila Berger – Principal - Sumner Elementary (0492-01-080)
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TESTING CALENDAR

Corey Haugen is responsible for setting the annual district testing calendar and updating all required information. He will ensure the testing calendar is posted to the district website and will update/verify test administration dates as changes are made throughout the year.

Annual Testing Calendar:

https://www.austin.k12.mn.us/Documents/REA/APS_TestingSchedule_2020-2021.pdf

Site Specific Calendars:

<https://www.austin.k12.mn.us/Pages/district-calendar.aspx>

TRAINING AND COMMUNICATION

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

- **District Assessment Coordinator** will be responsible for ensuring completion of Test Security Training and Assurance of Test Security and Non-Disclosure each year by all school assessment coordinators, teachers, paraprofessionals, and other staff involved with test administration.
- **School Assessment Coordinator(s)** will be responsible for ensuring completion of Assurances of Test Security and Non-Disclosure each year by all staff at their building(s) involved with test administration. School Assessment Coordinator(s) will send a copy of the Assurances of Test Security and Non-Disclosure each year by all staff at their building(s) involved with test administration to the District Assessment Coordinator.

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

- MTAS Test Administrators: less than 3 years of experience
 - *Test Security Training, MTAS Overview, MTAS Test Administration, and MTAS Scoring*
- MTAS Test Administrators: 3 or more years of experience
 - *Test Security Training and MTAS Scoring*
- Test Monitors
 - *Test Security Training, Active Monitoring for Statewide Tests, and Preparing for online testing*
- Test Monitors using paper accommodated materials
 - *Test Security Training, Active Monitoring for Statewide Tests, and Preparing for testing with paper accommodated test materials*
- Special Education Teachers
 - *Understanding MCA Accommodations and Linguistic Supports*
- School Assessment Coordinators
 - *Managing Test Sessions in PearsonAccess Next*

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):

- Completion of trainings is tracked using Pearson Training Management System Reports and signed rosters from all “live” training sessions. Live trainings are conducted by the Director of Research Evaluation & Assessment and School Assessment Coordinators.

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:

- John Alberts, the District Assessment Coordinator, will communicate this information to staff via email.

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:

- John Alberts, the District Assessment Coordinator, will ensure district policies and procedures are provided to staff via email, print materials and trainings.

DISTRICT POLICIES AND PROCEDURES FOR TESTING: PREPARATION

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

- Grades 3-11
 - Pearson Access Next Student Tutorials: navigation, tools, and item types
 - Pearson Access Next Item Samplers
 - Pearson Stand-alone Online Calculator tools

The following staff members will ensure that students are reminded of the importance of test security via the method(s) listed.

- **Classroom teachers** (grades 3-4) will communicate this verbally with their students
- **Homeroom Teachers** (grades 5-11) will communicate this verbally with their students during homeroom
- **Test Monitor(s)** 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).
- Testing information will be included in the parent newsletters/communications the week before testing begins.

The district procedure for preparing testing rooms is explained below:

- If students are testing at tables and not individual desks, adequate space will be ensured to minimize chances for cheating.
- Testing Room(s) will have adequate lighting, comfortable temperature, and a quiet atmosphere. Any materials in room that could potentially relate to test content will be removed or covered. Signs will be posted on the doors stating “Testing - Do Not Disturb” during test administration.
- Arrangements will be made to silence all overhead announcements and bells

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

- Students will be provided the following testing materials by the school:
 - Pencils or Pens
 - Scratch Paper
 - Seals - school will provide to students using accommodated test books. In the event the district runs out of seals, tape will be used instead.
 - Highlighters - students using accommodated test books will be supplied a highlighter by school
 - Calculators - will be supplied by school to 11th grade only
 - Headphones - students will be asked to bring their own set. Each testing room will have extra sets provided by the school for students in need of a pair
 - Hard-copy mathematics formula sheets - will be provided by the district for all students.
- School Assessment Coordinators will gather and sort pencils, pens, highlighters, scratch paper, and headphones into piles for each test session.
- School Assessment Coordinator will distribute items to Test Monitors on test day.
- Test Monitors will return items to the School Assessment Coordinator along with their secure test materials.

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:

- **Elementary:** Students will test with their classroom teacher unless otherwise specified. Students testing in alternate locations will be notified by their classroom teacher and case manager 1-2 days prior to the scheduled test session.
- **Middle/High School:** Students will test with their designated Test Monitor. On testing days, students will report to their designated testing area for attendance. If a student will be testing in an alternate location, they will be notified by their homeroom teacher, 1st period teacher, and (if applicable) case manager, 1-2 days prior to scheduled test session.
- Staff will be available in hallways during test days to assist and direct students.

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:

- Each building will have an internal document that lists the building’s master testing schedule and includes individual rosters for each test monitor including the following information: roster of students testing, room location, testing times/days, and hallway/bathroom escorts assigned to the room.

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:

- Testing monitors will ensure students do not have or use cell phones or other electronic devices.
- Prior to the test, monitors must notify students that phones/electronic devices are not allowed in the testing room.
 - If a cell phone is seen during the test, to maintain security, monitors must instruct students to take the phone without looking at it and raise it in the air for the monitor to come collect. The monitor will then turn off the phone and keep it until the test is complete.
 - If a phone does go off during a testing session, the test monitor must make a note as to how the situation was handled/what student(s) and staff were involved and return to the DAC. It is required the DAC notify MDE of any security issues, even if handled properly.
 - No personal electronic devices or wearable technology (i.e. fitbits, Apple watches) are allowed in the testing room.
 - Any prohibited device(s) taken from students during test session will be held by the school until a parent/guardian picks it up.

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:

- After approximately 60 minutes of testing, students may be allowed a short break. Test Monitors must continue to actively monitor students during a break to ensure students do not discuss test. Breaks will occur in a designated location to ensure a distraction free environment for other testing rooms.
- Students should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device). For paper accommodated test materials, students should close their test books. The students should return all secure testing materials (including testing ticket, scratch paper or paper test) before leaving the testing room.
- Test Monitor(s) should close the door and secure the room before leaving if an entire group of students needs to leave during testing. Test Monitor(s) and other staff must be available to monitor that students do not discuss the test during their time away from the testing location.
- Test monitor will provide all the secure testing materials back to the students upon return to resume testing.

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

- Test Monitors may allow only one student at a time for a break for use of the restroom. The student should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device) unless an emergency prevents them from doing so. For paper accommodated test materials, students should close their test books. The student should return all secure testing materials (including testing ticket, scratch paper or paper test) before leaving the testing room. Test monitor will provide all the secure testing materials back to the student upon return to resume testing.
- Test security must be maintained, and any prolonged absences or repeated requests for breaks must be investigated for a security breach.
- Any student who leaves a test session and is unable to return because of an illness or other emergency will complete the abandoned section/segment during a makeup session, but the student may not change answers to items already attempted.

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

- School Assessment Coordinator(s), building assistant principals, available teachers and paraprofessionals and support staff.

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:

- Test monitors will contact School Assessment Coordinators, Corey Haugen and/or John Alberts with test administration questions via email or phone.
- Test monitors will contact Corey Haugen 507-460-1933 or Eric Harder 507-460-1930 with technology/device related questions.

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:

- Test Monitor(s) should contact the School Assessment Coordinator if an individual student or the Test Monitor becomes ill or needs to leave during testing. Any student who leaves a test session and is unable to return because of an illness or other emergency will complete the abandoned section/segment during a makeup session, but the student may not change answers to items already attempted. The Test Monitor should remind students that they cannot go back to previously completed items.

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

- Test Monitor(s) should close the door and secure the room before leaving if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill). Test Monitor(s) and other staff must be available to monitor that students do not discuss the test during their time away from the testing location.

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

- Test Monitor(s) should contact the School Assessment Coordinator if they become ill or need to leave during testing.

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

- After completing a section or test, students may either read a book or sit quietly until the test session is over for as long as the disruptions are kept to a minimum.
- Test Monitor(s) must contact School Assessment Coordinator immediately if the content of a book is pertaining to the test content the students in the testing room are taking at the given session.

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

- Test monitor will notify DAC to schedule extra time for student.

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:

- If a student points out a test item that appears to have an error, the test monitor should instruct the student to continue the test and note the grade, subject, test session, item number, student MARSS/SSID number, and information on how the online test was accessed (i.e. device or operating system, app, or browser). Similarly, if a student received an error message in an online test, the Test Monitor should write down the error message and number along with the student information. If the technical issue prevents the student from responding to the item, the student should exit the test.
- The contents of the item itself should **never** be referenced, captured as an image, or emailed within the school or district or in a communication with MDE or the service provider because doing so is a breach of security.
- Following the test session, the Test Monitor should notify the District Assessment Coordinator about any test items that appear to have an error.
- For technical issues, the Test Monitor should contact Corey Haugen 507-460-1933 or Eric Harder 507-460-1930.

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

- 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.

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:

- All content is considered secure, and includes, but is not limited to, reading passages and titles; science scenarios and titles, all components of test items in online assessments, paper accommodated test materials, and MTAS test materials; and student responses.
- Students are not allowed to disclose or discuss test items or answer options after test administration. Staff may not ask students about specific items.
- If a student asks about a specific item following testing, staff are to remind them that items are secure and not to be discussed. District staff may, however, provide instruction on the general concept but must not address or solve the specific test item.

The staff members listed below are responsible for entering student responses from MCA paper accommodated test materials:

- Corey Haugen, Director of Research Evaluation & Assessment will work directly with School Assessment Coordinators and Case Mangers to complete accurate data entry procedures.
- Student responses will be entered into TestNav's Data Entry form within 48 hours of test completion or before the close of the testing window (whichever is sooner).

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

- Corey Haugen, Director of Research Evaluation & Assessment will work directly with School Assessment Coordinators and Case Mangers to complete accurate data entry procedures.
- Student responses will be entered into TestNav's Data Entry form within 48 hours of test completion or before the close of the testing window (whichever is sooner).

DISTRICT POLICIES AND PROCEDURES: 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:

- Secure Test Materials will be locked (in most situations) in the School Assessment Coordinators office, or a locked/secured room within the school.

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

- School Assessment Coordinator(s) have access to the secured area, inventory materials, complete security checklists, secure online testing systems, student testing tickets, and student scratch paper.

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:

- Paper test materials are shipped to district as determined by District Assessment Coordinator. District Assessment Coordinator will complete the process for distributing secure test materials to the school(s).
- School Assessment Coordinator(s) will be immediately informed that secure test materials have arrived and will secure all materials in a predetermined secure locked location.
- School Assessment Coordinator(s) will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to District Assessment Coordinator. Security checklists are kept at the district for two years following testing.

The School Assessment Coordinators listed below will receive and store all materials in a pre-determined secure locked location:

- Jill Rollie – Principal - Woodson Kindergarten Center (0492-01-110)
- Jeff Roland – Principal - Banfield Elementary (0492-01-010)
- David Wolff – Principal - Neveln Elementary (0492-01-040)
- Katie Baskin – Principal - Southgate Elementary (0492-01-070)
- Sheila Berger – Principal - Sumner Elementary (0492-01-080)
- Dewey Schara – Principal - IJ Holton Intermediate (0492-01-280)
- Jessica Cabeen – Principal - Ellis Middle School (0492-01-280)
- Andrea Malo – Principal - Austin High School (0492-01-280)

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

- District Assessment Coordinator will notify vendor discrepancy.

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

- School Assessment Coordinator(s) organize test materials for each Test Monitor and Test Administrator, including Test Monitor Test Materials Security Checklists, student testing tickets, and scratch paper.
- Organized materials will be kept in the designated secure location until the day of testing when delivered to Test Monitors.

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:

- District Assessment Coordinator will distribute any paper test materials to the School Assessment Coordinator(s), who in return would deliver them to the Test Monitors and Test Administrators at their building(s). Discrepancies in materials will be reported immediately to the School Assessment Coordinator(s) and District Assessment Coordinator.
- School Assessment Coordinator(s) will distribute all test materials for online administrations to Test Monitor(s) and Test Administrator(s). Discrepancies in materials will be reported immediately to the District Assessment Coordinator.
- 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 School Assessment Coordinator(s).
- The Test Monitor is responsible for the test materials during the test administration until their return to the School Assessment Coordinator(s).

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the School Assessment Coordinators listed below:

- Jill Rollie – Principal - Woodson Kindergarten Center (0492-01-110)
- Jeff Roland – Principal - Banfield Elementary (0492-01-010)
- David Wolff – Principal - Neveln Elementary (0492-01-040)
- Katie Baskin – Principal - Southgate Elementary (0492-01-070)
- Sheila Berger – Principal - Sumner Elementary (0492-01-080)
- Dewey Schara – Principal - IJ Holton Intermediate (0492-01-280)
- Jessica Cabeen – Principal - Ellis Middle School (0492-01-280)
- Andrea Malo – Principal - Austin High School (0492-01-280)

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, Test Monitor(s) will collect the testing tickets, formula sheets and scratch paper, paper tests or other alternate assessment materials at the end of the testing session.
- The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any materials used as scratch paper) to School Assessment Coordinator(s) immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in a designated locked secure location.
- MTAS Test Administrators will collect and secure their materials in a designated secure location approved by District/School Assessment Coordinator(s).
- If not kept by Test Monitors and Test Administrators, school assessment coordinators(s) will keep all test materials secure until distributed for the next test session.
- Student testing tickets, scratch paper and MTAS Response Option Cards will be securely destroyed (shredded) at the end of test administration by the School Assessment Coordinator(s) no more than 48 hours after the close of the testing window.
- Test Monitor Test Materials Security Checklists for paper test materials will be signed by the Test Monitor(s) indicating that all materials have been returned once testing is completed. The Test Monitor Test Materials Security Checklists will be returned to the School Assessment Coordinator(s), who would send them to the District Assessment Coordinator.
- When the test materials are returned to the School Assessment Coordinator(s), they will again be inventoried and kept in the designated secure locked location at the building, until returned to the district.
- District Assessment Coordinator will follow instructions provided in the applicable Assessment Manual for the return shipping of test materials to the service provider.

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 School Assessment Coordinators listed below:

- Jill Rollie – Principal - Woodson Kindergarten Center (0492-01-110)
- Jeff Roland – Principal - Banfield Elementary (0492-01-010)
- David Wolff – Principal - Neveln Elementary (0492-01-040)
- Katie Baskin – Principal - Southgate Elementary (0492-01-070)
- Sheila Berger – Principal - Sumner Elementary (0492-01-080)
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- Jessica Cabeen – Principal - Ellis Middle School (0492-01-280)
- Andrea Malo – Principal - Austin High School (0492-01-280)

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.

- Secure Test Materials will be locked (in most situations) in the School Assessment Coordinators office, or a locked/secured room within the school.

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

- District Assessment Coordinator

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:

- District Assessment Coordinator and/or School Assessment Coordinator(s)

DISTRICT POLICIES AND PROCEDURES FOR TESTING: TEST RESULTS

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

- Preliminary student assessment results may be shared with students/families for growth target conversations and instructional staff for program analysis and reflection on instructional practices and curriculum review. Instructional Staff have been alerted and understand the sensitivity of preliminary results and have agreed to non-disclosure procedures.
- Preliminary student assessment results are not discussed in any public forums. In addition, the school board is not alerted of results until final results are available.

Final embargoed results will be provided to the following staff members through the following methods:

- Final embargoed results will be shared with superintendent, principals, and building data teams via the district's data warehouse, ViewPoint.

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

- Final Results will be shared within the district via district's data warehouse ViewPoint.
- Department of Research Evaluation & Assessment will provide Final Results summary to the School Board.
- Department of Research Evaluation & Assessment will provide each school with assessment summaries outlining longitudinal results and subject level reviews.
- MDE generated ISR's will be provided to parents/students.