

## DISTRICT TEST SECURITY PROCEDURE TEMPLATE

### District Test Security Procedures for Albany Area School District #0745 for school year 2021 - 2022

#### ASSESSMENT STAFF

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

Lauren Kunde, District Assessment Coordinator

*(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)
Sue Jenkins, Principal	Avon Elementary School
Ann Schultz, Principal	Albany Elementary School
Paul Conrad, Principal	Albany Area Middle School
Eric Bubna, Principal	Albany Area 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 DAC will conduct random, unannounced visits to testing rooms to observe adherence to state and district policies and procedures by Test Monitors and other staff. Each building will receive at least 2 unannounced visits. Information will be collected via a monitoring checklist to be shared with the Test Monitor, the DAC, and the building administrator.

*(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:

Lauren Kunde, DAC

### TESTING CALENDAR

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

Lauren Kunde, DAC

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

Lauren Kunde, DAC

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

Lauren Kunde, DAC

### 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
Lauren Kunde, DAC	Utilizing the Training Management System along with internal spreadsheets, completion of required Test Security Training will be tracked.

*(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
------	----------------------

MCA Online Test Monitor	Test Monitor Training for Online Administration
MTAS Test Administrator	MTAS Test Administrator training
MCA Paper-Administered Test Monitor	Test Monitor Training for Paper Administration
ACCESS Test Administrator	Access Test Training as well as MDE Test Security module
Tech Staff	Test Security 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:

<b>Method(s) for Providing District Policies and Procedures</b>	<b>Staff Member</b>
District policies and procedures will be provided through email as well as face-to-face and virtual training.	Lauren Kunde, DAC

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:

<b>Staff Member</b>	<b>Method(s) for Providing Information</b>
Lauren Kunde, DAC	Email, face-to-face and virtual training, TMS trainings

### ***DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION***

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

<b>Student Resources</b>	<b>Grade</b>
Student Tutorials including Navigation, Tools, and Item Types; Item Samplers; Stand-Alone Calculator	Grade 3 and 4
Student Tutorials including Navigation, Tools, and Item Types; Item Samplers; Stand-Alone Calculator; Formula Sheets	Grades 5, 6, 7, 8, and 11
Student Tutorials including Navigation, Tools, and Item Types; Item Samplers	Grade 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.

<b>Staff Member</b>	<b>Method(s) for Communicating</b>
Classroom Teachers	Verbal reminder before leaving for the lab for testing
Test Monitor--Online	Verbal reminder before handing out testing tickets
Test Monitor—Paper-Accommodated	Verbal reminder during directions

*(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:

<b>Process for Documentation</b>	<b>Method(s) for Communicating</b>
Parents will complete necessary documentation; all documentation will be sent to the DAC as soon as received	DAC will reach out to classroom teachers and notify them of the status of student testing participation. Test monitors will confirm status via a shared Google document.

*(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:

Contact is made via the DAC to classroom teachers as well as interventionists and SPED case managers. Through emails and meetings at each grade level, lists are compiled of student support needs. The DAC then enters the data in Test WES as well as Pearson systems as needed. Lists are then produced and shared with test monitors as well as teachers to confirm settings, supports, and accommodations that will be used during 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:

Teachers will be notified of room use before the opening of testing. Expectations for preparation will be shared by the DAC. Material necessary to cover walls will be provided by the DAC. The test monitor for the building will inspect rooms daily to make sure it meets the preparation standards of the district.

*(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
There are no testing rooms with security cameras at this time. The DAC confirms this with the principals in the building each year.	Email

*(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
Test tickets, scratch paper, formula sheets, pencils	Building test monitor	DAC will provide tub with required materials at beginning of testing window. Security of tub will be maintained by locking it up in either a principal's office or the DAC's office.

*(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
Classroom teachers will deliver students to the test monitor in a computer lab.	Classroom teachers

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:

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:

Testing rosters from PearsonAccessNext will be printed and used to record attendance as well as adults present in the testing locations.	
--	--

The procedure for ensuring students do not use cell phones or other devices is the removal of all cellphones from the room before testing or the placing of all cellphones in the possession of the test monitor before testing begins. If the test monitor collects cell phones before testing, all cell phones must be in silent mode. The unauthorized use of a cell phone during testing will result in the possible invalidation of the student's test

**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:

<b>Procedure for Student Breaks</b>	<b>Plan for Securing Test Content</b>
The procedure for breaks for all students during testing is for all students to quietly stand and stretch in place.	Test content will be secured during breaks by covering screens or closing test booklets.

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

<p>The procedure for breaks for use of the restroom or other interruptions during testing is to allow one student to the restroom at a time.</p> <p>In case of emergency, classroom teacher may accompany a second student to restroom</p>
--

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

The classroom teacher will monitor students if they leave the testing room; the assigned test monitor will maintain active monitoring within the testing room.
--

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:

<b>Staff Member to Contact</b>	<b>Communication Method</b>
Lauren Kunde (x. 5044)	District phone system; test monitors also have a cellphone contact available.

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:

<b>Procedure</b>	<b>Staff Member to Contact</b>
In case of student illness, contact the building’s nurse or administrative assistant via phone.	School nurse or administrative assistant
In case of behavioral issues, contact building principal or DAC	Principal or DAC
In case of early dismissal, the DAC will communicate necessary schedule changes via phone and email	DAC

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 first ensure the safety of the students. If there is time, lock the testing room. If there is time and opportunity, test content should be secured by covering the screens or closing the test booklet

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 call the school's administrative assistant for coverage. The District Assessment Coordinator should also be contacted after coverage is arranged.

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>Students who complete testing early are to remain in the room.</p> <p>If a student is done early and not needing testing time on additional days, student will be sent to a study hall/separate space until rest of class finishes.</p>	<p>Allowable activities include reading a paper book, completing activities on paper (like sketching or personal writing), or sitting quietly.</p>

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

Test monitors will communicate with classroom teachers and the DAC to schedule additional testing time.

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:

The DAC will create a list of students who have finished on a previous day. Those students will be monitored in an alternate location while classmates are testing.

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

Procedure	Staff Member to Contact
<p>If a student reports an error or technical issue with a test item, the procedure for documenting the issue is to record the student's name and the item number. NO TEST CONTENT should be recorded. Issues will be reported to the district assessment coordinator.</p>	<p>Lauren Kunde, DAC</p>

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

Procedure	Staff Member to Contact
<ul style="list-style-type: none"> <li>The process for reporting potential misadministrations and security breaches within the school/building during testing is to immediately call or email the district assessment coordinator.</li> </ul>	Lauren Kunde, DAC
Procedure	Staff Member to Contact
<ul style="list-style-type: none"> <li>All staff will report issues to the District Assessment Coordinator. The District Assessment Coordinator will contact MDE district contact with questions and to report security breaches.</li> <li>The District Assessment Coordinator will provide information to staff on the MDE tip line and MDE contact information to report security concerns.</li> </ul>	

*(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 limited to asking students if they felt prepared for their assessments. At no time will teachers ask about the test content. If a student begins to talk about test content, teachers are directed to tell the student that no test content should ever be discussed with anyone.

*(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:

Lauren Kunde, DAC

*(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:

MTAS Test Administrators as assigned by the DAC

*(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)
Albany Area Secondary School	Office of the DAC in Media Center
Albany Elementary School	Principal’s Office
Avon Elementary School	Principal’s Office

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

Amy Notch, DAC; Ann Schultz, Principal of ALE; Sue Jenkins, Principal of AVE; custodians and administrative assistants in all buildings

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
Lauren Kunde, DAC	Materials will be sorted into bins assigned to each building. Within the bins, materials will be sorted by classroom. Bins will be stored in locked cabinets within designated offices.

*(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:

Building test monitors and MTAS administrators

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
Test monitors and MTAS administrators	Contact the DAC immediately via phone or email.

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
-----------------------------------	-----------

Lauren Kunde, DAC	Based on information from SIS as well as data collected from SPED case managers, the DAC will build out folders and bins for each school 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 DAC will deliver materials to the designated sites. The DAC will alert the test monitors of material location in the building.

*(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:

Lauren Kunde, DAC

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

The test monitor will collect all materials, file it appropriately in the testing bin, and return it to the principal's office or the DAC's 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:

Lauren Kunde, DAC

If the DAC is not available, materials should be secured in the building principal's office until the DAC can be reached.

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
Lauren Kunde, DAC	Locked file cabinet in the DAC office

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

Lauren Kunde, DAC

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:

Lauren Kunde, DAC

### ***DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS***

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

Preliminary test results will be provided to teachers via the PearsonAccessNext or Viewpoint.  
Preliminary results will be shared with parents after the testing window closes by classroom teachers

The following information is communicated if preliminary results are provided:

All teachers will include a district-provided cover letter which explains the nature of preliminary results along with context for understanding the scale score and proficiency level of the student.

*(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:

<b>Staff Members</b>	<b>Methods</b>
Building Principals and Building Leadership Teams	District Data Presentation (PowerPoint file)

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

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

Staff is informed of dates of embargo, what information it applies to, and the consequence of violating the embargo.

*(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:

Each family will receive a hard copy of the ISR via conferences or mail. If an efficient delivery system for electronic versions is established through our SIS, ISRs may be delivered via the SIS to families in fall of 2021.

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