

1 **DISTRICT TEST SECURITY PROCEDURE TEMPLATE**

District Test Security Procedures for Pillager School District for school year 2021-2022.

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:

Ryan Krominga
rkrominga@isd116.org
 218-746-2103

(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)
Jennifer Alleman jalleman@isd116.org 218-746-2098	Pillager Elementary School Pillager Middle School Pillager High School

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

DISTRICT MONITORING OF TEST ADMINISTRATION

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

District Assessment Coordinator, Ryan Krominga, will train all test monitors in test administration. Test monitors will consist of classroom and/or content teachers.

Monitoring will take place daily and any issues will be addressed immediately and reported if necessary.

Information collected will be shared person to person and through email as necessary.

(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:

Ryan Krominga

TESTING CALENDAR

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

Ryan Krominga

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

Ryan Krominga
Sarah Zimmermann

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

Ryan Krominga
Sarah Zimmermann

TRAINING AND COMMUNICATION

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

All district staff who will monitor testing will complete the Test Security Training. Participation will be monitored and tracked by Ryan Krominga and Jennifer Alleman to ensure this requirement is met. All staff will complete the Assurance of Test Security and Non-Disclosure.

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

Role	Additional Trainings
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<p>Test Monitor All teachers in grades 3-4 All ELA teachers in grades 5-8 and 10 All Science teachers in grades 5, 8, and 10 All Mathematics teachers in grades 5-8 and 11</p> <p>MTAS Test Administrator Melissa Bouc Kelsie Jares</p>	<p>TEST MONITORS TEST SECURITY TRAINING (ASSURANCE OF TEST NON-DISCLOSURE INCLUDED) ACTIVE MONITORING FOR STATEWIDE TESTS PREPARING FOR ONLINE TESTING</p> <p>2</p> <p>MTAS TEST ADMINISTRATOR TEST SECURITY TRAINING (ASSURANCE OF TEST NON-DISCLOSURE INCLUDED) MTAS SCORING</p>
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(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

The following staff members will ensure annual completion of trainings, including the *Test Security Training, Assurances of Test Security and Non-Disclosure*, and any other required trainings via the following method(s):

Staff Member	Method(s) for Tracking Training
Ryan Krominga Jennifer Alleman	Pearson AccessNext Pearson AccessNext and storage of Assurance of Test Security and Non-Disclosure

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

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

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

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

Staff Member	Method(s) for Providing Information
Ryan Krominga Jennifer Alleman	Staff 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:

Method(s) for Providing District Policies and Procedures	Staff Member

All staff involved in testing will view necessary training videos for the portions of test administration that they will be responsible for conducting.	Jennifer Alleman
Staff will participate in a district training to provide further information and/or clarify any questions regarding test administration.	Ryan Krominga

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
Online Student Tutorial	Grades 3-8, 10, 11
Item Samplers	Grades 3-8, 10, 11

(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
Test Monitors	Student Directions - verbal

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

The district procedure for preparing testing rooms is explained below:

Test monitors will cover all information pertaining to testing if testing is taking place in classrooms. Testing taking place in computer labs will also be required to avoid having any pertinent information posted. Students will not be allowed to have materials not directly used and allowed for testing out during test administrations.

Students will be seated in an arrangement that will allow for test security.

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

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

Materials:	Staff Members:	Collection and Distribution Plan:
Test Tickets	Jennifer Alleman and/or Ryan Krominga	Test tickets will be distributed to test monitors at the time of each test administration and collected following each test administration.

(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
<p>Elementary school students will test with their homeroom teachers or special education teachers (when necessary). Students will be escorted to and from their testing locations by said teachers.</p> <p>Secondary students will primarily test in their classrooms and will report to these classrooms as normally scheduled. In the event that a student does not test during their regularly scheduled class period, the student will receive a pass stating where and when the student should report for testing.</p>	<p>Ryan Krominga Jennifer Alleman Test Monitors</p>

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:

A class roster will be provided for testing sessions. Students who are absent will be crossed off of the roster. Test monitors and other adults present in the room during the test session will sign the class roster.

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:

Students will be instructed that cell phones or other prohibited devices are not to be used in testing rooms. If a cell phone or other prohibited device is used, the device will be confiscated and the school policy for electronic devices will be followed. If necessary, test security concerns will be reported to MDE.

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
<p>Testing sessions will be kept to approximately 1 hour. This will minimize the number of breaks needed. If a break is necessary, students will pause their test.</p>	<p>Test content (i.e. test tickets) will be maintained in the possession of the test monitor.</p>

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

Students needing to use the restroom will pause their test. One student will be allowed to use the restroom at a time.

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

If a student needs to use the restroom, a test monitor will accompany the student in the hallway. If there is not an additional test monitor or adult available at the time, the test monitor will contact Josh Smith or Jennifer Alleman for assistance.

The staff members listed will answer questions or provide assistance during test administration. Test Monitors will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
Ryan Krominga Jennifer Alleman	Office phone, cell phone, email Office phone, cell phone, email

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

Procedure	Staff Member to Contact
The test monitor will contact Josh Smith or Jennifer Alleman for directions.	Ryan Krominga Jennifer Alleman

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

In case of an emergency, student and staff safety is a priority. If possible, tests will be paused. If not possible, students and staff will be evacuated and DAC will contact MDE regarding the situation.

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

The test monitor will contact Ryan Krominga or Jennifer Alleman for further direction.

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)
Students will remain in the testing location.	Read silently.

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

If possible, the student will remain in the testing location for the time necessary to complete the test or section of the test. If it is not possible for the student to remain in the testing location, their test will be paused and they will continue testing at another time.

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
The student will notify the test monitor. If the test monitor is unable to solve the issue, the test monitor will contact the DAC.	Ryan Krominga Jennifer Alleman

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

Procedure	Staff Member to Contact
Staff will report misadministrations and security breaches to the DAC through face to face conversation, via email, or through phone contact.	Ryan Krominga Jennifer Alleman

(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:

Staff and students are instructed not to discuss specific test items.

(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:

Ryan Krominga

(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:

Melissa Bouc Kelsie Jares

(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)
Pillager Elementary School	School Conference Room - District Office
Pillager Middle School	School Conference Room - District Office
Pillager High School	School Conference Room - District Office

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

Ryan Krominga – DAC Michael Malmberg – Superintendent Lois McBroom - Data Clerk Alicia Wassen - District Office Secretary Maureen Milless – District Office Secretary Elgiere Frovarp – Human Resources Melissa Berry – Bookkeeper Jason Savage – High School Principal Wade Mortenson – Middle School Principal Josh Smith - Elementary School Principal Tod Pelarski – Building Maintenance

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
Ryan Krominga Jennifer Alleman	Materials will be provided to the test monitor at the time of the test session.

(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 predetermined secure locked location:

Ryan Krominga

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
Ryan Krominga Jennifer Alleman	Discrepancies will be noted and reported immediately to MDE.

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
Jennifer Alleman	Test materials will be provided to test monitors directly at the time of testing.

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:

Test materials will be provided to test monitors directly at the time of testing.

(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:

Ryan Krominga
Jennifer Alleman

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

Test Monitors will collect test materials and deliver to the DAC. Test materials will be placed in a secure location until needed.

(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:

Ryan Krominga
Jennifer Alleman

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
Ryan Krominga Jennifer Alleman	School Conference Room – District 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:

Ryan Krominga
Jennifer Alleman

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:

Ryan Krominga
Jennifer Alleman

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

Preliminary test results are not to be shared in a public forum.

The following information is communicated if preliminary results are provided:

Student scale scores are provided to classroom/content teachers. Results are not shared in a public forum.
(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
Ryan Krominga	Viewpoint data warehouse

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

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

Final public results are shared with the Pillager School Board at a monthly board meeting following the public release of test results.