St. Maries Joint School District No. 41 recognizes the need to require sufficient procedures relative to all State level assessment programs. To this end, District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Proctors will share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. All State assessment programs, including but not limited to the Idaho Standards Achievement Test (ISAT), are to be administered by professional staff members who have been oriented in the proper test administration procedures for the ISAT used in the District's schools.

Test administration procedures shall include the following:

TEST SECURITY:

1. The District will provide appropriate training for staff to understand security and test protocol. Attendance for test training sessions will be mandatory for School Test Coordinators and test proctors.

    A. All staff that have contact with the assessment and test items are required to understand the security issues surrounding assessment and must sign the Test Security Agreement.

2. Students will not have notes, calculators, books, etc., unless allowed during specific testing sessions.

3. All testing procedures will be followed appropriately.

4. Computers used for testing will be kept secure and monitored at all times during the assessment.

5. Test session tickets must be printed and properly administered. Every student who tests must have a ticket. Tickets are to be collected before students leave the testing room. Tickets will be properly shredded.

6. Students who pause on the test or take a restroom break must be monitored.

7. Overnight reactivations must be pre-approved by the State Department of Education Idaho Standards Achievement Test (ISAT) coordinator.

8. Passwords and test materials must be kept confidential and in a secure location.

9. Materials must be packaged according to the instructions to ship back to the test vendor.

10. A copy of each student's assessment records will be kept in the student's cumulative file.

SPECIAL EDUCATION ACCOMMODATIONS:

1. Test Proctors and Administrators must understand the process of allowing accommodations for Special Education students during assessments.

2. Students who are eligible will be given appropriate accommodations which are consistent with the Individual Education Program (IEP), English Learning Program (ELP), Section 504, and classroom instruction.

3. Students will use the accommodations provided to them during the assessment.

4. Paper/pencil tests will be administered only to eligible students.

5. Paper/pencil tests will be handled in a secure manner and will be returned to the testing vendor within the appropriate timeframe.

6. Students who need the audio accommodation must be previously identified and have the appropriate ticket for administration.

IDAHO STANDARDS ACHIEVEMENT TEST – ALTERNATE (ISAT-ALT)

1. The Special Education Director and/or designee, and the Special Education teachers will attend the ISAT-ALT training.

2. Students who are eligible to take the ISAT-ALT will be clearly identified and paperwork will be completed.

3. The Special Education Director and/or designee will submit the names, e-mail addresses, and District-school site locations of teachers who will administer the ISAT-ALT.

4. Students who have been identified as eligible to take the ISAT-ALT must correspond to the State Department of Education's list of students who were given the ISAT-ALT in all eligible content areas. The Special Education Director and/or designee will approve the tests and the list of eligible students.

5. ISAT-ALT portfolios must be submitted within the allocated time frame with submission dates confirmed by the student's Special Education teacher.

   A. All portfolios must be complete with required data; baseline and two (2) student artifacts for each assessed standard in designated content area. Special Education teachers will confirm completion with submission date.

WiDA ACCESS FOR ELLS 2.0 ENGLISH LANGUAGE PROFICIENCY TEST

1. The Limited English Proficiency (LEP) Coordinator and test proctors will attend the Access 2.0 trainings.

2. Students will be tested in groups of five (5) to seven (7) students, with minimal distraction.

3. Speaking tests will be administered individually.

4. Students who are eligible will be given accommodations according to their Individualized Education Program (IEP) or English Learning Program (ELP) and are appropriate for the WiDA ACCESS for ELLs 2.0 English Proficiency Test.

Policy Cross Reference:

Legal Reference:

Policy History:
Reviewed: 03/12/2012
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