



# Hillsboro City Schools 2019-20 Testing Security Plan

## Hillsboro City Schools' Testing Security Plan will do the following:

- Protect the validity and integrity of test results by maintaining all aspects listed in this **Security Plan**.
- Inform all individuals authorized to be involved in test administration to review security protocols, prohibited activities, testing irregularities and security breaches, and sign the Security Agreement.
- Establish and document the chain-of-custody of test materials.
- Designate a central locked facility with limited access for secure storage of test materials.
- Document that Technology Coordinators, Test Administrators, and Proctors have received necessary documentation and training for successful, secure administration of the assessments.
- Establish who is responsible for shredding or recycling certain specified test materials after administration.

### **Chain-of-Custody Requirements**

School Test Coordinators (Building Administrators) are required to maintain a log of secure materials. Schools must maintain the Chain-of-Custody Form or tracking log of secure materials for at least three years as directed by Ohio.

#### Secure Materials:

1. Student Testing Tickets
2. Printed Seal Codes
3. Mathematics Reference Sheets written on by students
4. Scratch paper written on by students

Schools will also need a log to account for collection and secure shredding of Mathematics Reference Sheets written on by students and scratch paper written on by students (for grades 5–8 and high school).

- Local Schools will use the attached Chain-of-Custody Form to account for the shredding/disposal of all secure documents previously listed.

Test Administrators are not to have extended access to test materials before or after administration. Test Administrators must document the receipt and return of all secure test materials (used and unused) to the School Test Coordinator immediately after testing.

- Upon completion of a test session, all Test Administrators will complete a Post-Certification Form and return it to their School Test Coordinator (BTC) along with all secure documents.

### **Personnel Authorized To Be Present During Testing**

(Personnel will complete District Security Training and **Public School Works Testing Ethics training**)

District Test Coordinator  
Building Test Coordinator - Building Administrators  
Guidance Counselor  
Tech Coordinator Staff  
Test Administrators (Licensed Staff Members) (Classified and Certified)



# Hillsboro City Schools

## 2018-19 Testing Security Plan

### **Post-Test Certification Form**

After the completion of test administration and return of all test materials, the School Test Coordinator (BTC) must sign a Post-Test Certification Form.

Stating the following:

- That materials have been tracked using the Chain-of-Custody Form, Computer-Based Chain-of-Custody Form, or other tracking log and were returned securely.

### **Security Breaches and Testing Irregularities**

Any action that compromises test security or score validity is prohibited. These may be classified as security breaches or testing irregularities.

It is highly recommended that School Test Coordinators (BTC's) discuss other possible security breaches and testing irregularities during Test Administrator training.

### **Test Security Breaches**

The following lists describe various security breaches (actions prohibited before, during, and after testing that compromise test security) regarding electronic devices, test supervision, and test materials. These lists are intended as examples only and are not comprehensive. Test Administrators reserve the right to add security breaches to the following lists at their discretion.

#### **Examples of Test Security Breaches - *Electronic Devices***

- Using a cell phone or other prohibited handheld electronic device (e.g., smartphone, iPod®) while secure test materials are still distributed or while students are testing. (Exception: Test Coordinators, Technology Coordinators, Test Administrators, and Proctors are permitted to use cell phones in the testing environment only in cases of emergencies or when timely administration assistance is needed. LEAs may set additional restrictions on allowable devices as needed.)
- Technology Coordinators may NOT take photos of TestNav screens.
- Using a computer, laptop, or tablet (other than the one being used to administer a computer-based test) while secure test materials are still distributed or while students are testing.

#### **Examples of Test Security Breaches - *Test Supervision***

- Explaining passages or test items to students.
- Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test.
- Engaging in activities that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing (e.g., grading papers, reading a book, newspaper or magazine).
- Leaving students unattended for any period of time while secure test materials are still distributed or while students are testing.
- Giving students more or less time than is allotted for the unit as outlined in the manual (except for students who have the extended time accommodation specified in an approved IEP, 504 Plan, or, if required by your state, an EL Plan).
- Encouraging students to finish early.
- Allowing students to pass notes, talk, or cause disturbances while test materials are still distributed or while students are testing.
- Providing unauthorized persons with access to secure materials or the testing



## Hillsboro City Schools 2018-19 Testing Security Plan

- environment.
- Formally or informally scoring student responses to test items.
  - Allowing a student to engage in any activities not listed in Appendix C as appropriate for your state.
  - Allowing students to test before or after your state's test administration window.

### **Examples of Test Security Breaches - *Test Materials***

- Leaving test materials unattended or failing to keep test materials secure at all times while secure test materials are still distributed or while students are testing.
- Viewing or permitting students to view secure test content at any time other than during testing.
- Reading or viewing the passages or test items before, during, or after testing. (Exception: In special cases where a Test Administrator reads aloud to a student (human reader or human signer), Human Readers should be given the opportunity to review passages and items prior to providing the Human Reader accessibility feature. Reading to a student who meets the requirements and has the Human Reader accommodation listed in his or her IEP or 504 Plan is permitted on the English Language Arts/Literacy assessments or as an accessibility feature for the Mathematics assessment.)
- Copying or reproducing (e.g., taking a picture of) any part of the passages or test items or any secure test materials or online test forms.
- Altering or interfering with a student's responses in any way.
- Making responses available to a student.
- Handling the test materials for a purpose other than test administration (e.g., teacher takes a Test Booklet home to review, Test Administrator reads a student's responses after school).
- Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication.
- Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test

### **Testing Irregularities**

The following lists describe testing irregularities (i.e., actions or events that may occur before, during, or after administration that may compromise the validity of the test) regarding the testing environment and testing procedures. These are intended as examples only and are not comprehensive. Test Administrators reserve the right to add testing irregularities to the following lists at their discretion.

### **Examples of Testing Irregularities - *Testing Environment***

- Building evacuation or lockdown.
- Unauthorized visitors in the testing environment.
- Failing to follow administration directions exactly as specified in the Test Administrator Manual.
- Losing a student's Test Booklet.
- Losing a student's Testing Ticket.
- Displaying testing aids in the testing environment (e.g., a bulletin board containing relevant instructional materials) during testing.
- Failing to provide a student with a documented accommodation or providing a student



# Hillsboro City Schools

## 2018-19 Testing Security Plan

- with an accommodation that is not documented and therefore is not appropriate.
- Loss of internet connectivity for computer-based testing.
  - Providing access to Seal Codes for computer-based testing ahead of time and before reading the appropriate direction in the script.

### **Reporting Security Breaches and Testing Irregularities**

All instances of security breaches and testing irregularities must be reported to the School Test Coordinator immediately. The Building Test Coordinator must immediately report suspected violations to the District Test Coordinator. The Form to Report a Testing Irregularity or Security Breach must be completed within two school days of the incident.

If any situation occurs that could cause any part of the test administration to be compromised, refer to your state's policy and immediately follow those steps.

Occasionally, individuals will contact state department of education offices with allegations of testing irregularities or security breaches. In these cases, the state's designee may contact the School Test Coordinator (BTC) or LEA Test Coordinator (DTC) and ask that individual to investigate the allegation and report back to the appropriate state level organization.

### **Maintaining the Security of Test Materials and Content**

School Test Coordinators (BTC's) must develop a chain-of-custody plan reflecting the requirements in this section. An effective chain-of-custody plan will ensure that test materials are accounted for at all times before, during, and after test administration. The plan should include procedures for documenting the distribution and return of test materials between School Test Coordinators (BTC's) and Test Administrators. It should account for return of materials to the vendor. It should also include a process to document shredding or recycling, as appropriate, of secure materials that are not returned to the vendor. Failure to implement and follow a chain-of-custody plan may result in test invalidations.

#### **Before Testing**

- All test materials will be stored in a locked central storage area provided by the LEA Test Coordinator (DTC).
- On the day of testing, all materials will be accounted for and distributed by the LEA Test Coordinator (DTC) to the School Test Coordinator (BTC). The School Test Coordinator (BTC) will then give all test materials to the appropriate Test Administrators.
- The Chain-of-Custody Form will be filled out to reflect the distribution of materials moved from locked central storage area to the classroom before the testing session begins.

#### **During Testing**

- Test Administrators will follow all aspects of the Local School's Security Plan during testing.

#### **After Testing**

- The Chain-of-Custody Form will be filled out to reflect materials moved from the classroom to locked central storage area and secured by either the School Test Coordinator (BTC) or the LEA Test Coordinator (DTC).



## Hillsboro City Schools 2018-19 Testing Security Plan

- The School Test Coordinator (BTC) or the LEA Test Coordinator (DTC) will ensure that all secure testing materials are destroyed by shredding.

The appropriate Test Administrator, School Test Coordinator (BTC), and/or the LEA Test Coordinator (DTC) will complete the Computer-Based-Chain-of-Custody Form attached to this Security Plan.

The Computer-Based-Chain-of-Custody Form will be stored by the LEA Test Coordinator (DTC) for a period of three years to comply with Ohio guidelines for testing.

### **Procedures for Safety Threats and Severe Weather**

In the event that there is a building evacuation, lockdown, or school closure that occurs before the start of a unit, follow the protocol outlined below:

- Proceed with testing only if the unit can be completed that day.
  - If the unit cannot be completed, schedule the unit during make-up testing.
- Document the situation, noting the event, date, and time, students affected, and any other specific details regarding the situation.
- Refer to Appendix C for your state's policy about reporting a testing irregularity or security breach.

In the event that there is a building evacuation, lockdown, or school closure that occurs during the unit, follow the protocol outlined below:

- If possible, note the time of the disruption so that the remaining time for the unit can be calculated.
- If leaving the test environment, lock the door or take necessary steps to ensure the security of the test materials if time permits.
- Upon returning to the testing room, prepare students for the continuation of the unit:
  - Test Administrators must inform students how many minutes remain in the unit.
  - Test Administrators must write on the board the updated start time and stop time of the unit.
  - Students may need to be Resume.
- Document the situation, noting the event, date, and time, students affected, and any other specific details regarding the situation.
- Refer to Appendix C for the state's policy about reporting a testing irregularity or security breach.

### **Before the test**

- The room should be free of "clues" that would aid the student in taking the test (e.g., maps and charts).
- Test administrators should allow at least 20-30 minutes to prepare for the test administration.
  - Establish test sessions – not too early- the session will "time out"
  - Read scripted directions
  - Assist students with signing into the test (all test tickets are secure documents)
  - Approve students to test
  - Read the [Online Testing Highlights and Script](#) carefully well in advance of test day.
  - The testing times reflect the amount of time students have to complete each part of the test.



## Hillsboro City Schools 2018-19 Testing Security Plan

- Test administrators are responsible for ensuring students have the specified amount of time to take the test in one day, and are responsible for enforcing testing time for each part of the test. (*The technology does not keep track of time.*)

### **Actively Monitoring a Test Session**

- making sure the students are taking the correct test;
- walking around the room (the test administrator may sit at the test administrator desk for short periods but may not be involved with non-test activities listed below);
- observing that students are not involved in activities that might be considered cheating;
- monitoring test completion per student;
- monitoring how much time is left in a test session and student test completion; and
- generally being involved with the test session.

### **Electronic Devices (Adults)**

- Test administrators may have a cell phone for medical and technological emergencies, to use as a time-keeper or to otherwise perform necessary test-related actions.
- Test administrators must not use the cell phone for non-test related issues or personal issues.

### **Electronic Devices (Students)**

- District/schools must have a policy on electronic device usage during and after test sessions. Accessing an electronic device during testing is grounds for an invalidation; however if cheating can be ruled out, the district may elect not to invalidate the test.
- NO electronic devices may be used after the test session has been completed.

### **Security Violations**

- Reviewing a test booklet or a student's answer document to review test content or student responses;
- Using a student's login information to access an online test in order to review the test content;
- Reviewing the test and creating a study guide or in some way releasing the test questions to students;
- Describing the test questions in an email, or discussing the test questions with anyone;
- Standing over a student who is taking the test and indicating in some manner that the student's answer is incorrect, blank or deficient;
- Coaching a student in any manner to indicate the correct answer or any answer;
- Posting any portion of the test content, verbatim or paraphrased, and/or a student response on social media before, during or after the test administration;
- Marking, tampering with or contaminating a student's responses in any way;



## Hillsboro City Schools 2018-19 Testing Security Plan

- Failing to collect and securely shred any scratch paper;
- Failing to account for and return any secure paper test materials;
- Discussing test questions after the test has been administered, which may affect students who are tested on a later day;
- Describing the test questions in an email or discussing the test questions with anyone.
- All district and school personnel are responsible for ensuring the security of the individual test questions. The responsibility to maintain the security of the test questions continues *even after the test concludes*.
- Under Ohio law, releasing any test questions or other contents of a test or helping students cheat in any other way may result in an invalidation of test scores, termination of employment, suspension of certificates to teach and/or prosecution.