



## Test Security

Calcasieu Parish School Board holds the test security policy to be of utmost importance and deems any violations of test security to be serious.

Formal and informal assessment and testing measures are used in Calcasieu Parish schools to provide diagnostic information, to determine grade or program placement, to validate and/or award credits, to assess individual student performance, to assess student group and sub-group performance, to assess instructional program effectiveness, to provide information for counseling students, to provide information for curriculum planning and decision-making, to evaluate grant-awards and/or locally-funded pilot programs, and for student, school, and district accountability measures. Assessment and testing programs in Calcasieu Parish consist of the following types:

- Louisiana statewide accountability testing programs prescribed by the Louisiana legislature, the Board of Elementary and Secondary Education (BESE), and/or the Louisiana Department of Education. These shall include, but not be limited to:
  - A. All criterion-referenced tests (CRTs)
  - B. All on-level norm-referenced tests (NRTs)
  - C. All alternate assessments
  - D. All placement tests
  
- Louisiana statewide diagnostic reading assessments grades 1-3.
- End-of-Kindergarten screening program implemented with state funding.
- Informal tests, inventories, and activities designed and administered by teachers to diagnose student needs and/or to assess student performance; entry-level and on-going assessments to evaluate student performance in computer labs and/or other instructional programs.
- Parishwide criterion-referenced testing programs in reading, language arts, and mathematics prescribed for elementary grades.



- Screening, readiness tests, and/or checklists in pre-school, kindergarten, and grade one.
- Commercially-published criterion-referenced tests and norm-referenced achievement tests administered to selected student groups.
- Reports from college admissions and armed services testing agencies on Calcasieu student performance.
- School-level screening for suspected 504 handicapping conditions.
- Individual pupil appraisal evaluations for suspected handicapped and gifted students prescribed by State guidelines.
- End of Course Tests (EOCT)
- Academic Skills Assessments (ASA)

The Calcasieu Parish School Board shall take every precaution to assure that all tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. For criterion-referenced, norm-referenced, alternate assessments and certain other tests administered by or through the Louisiana Board of Elementary and Secondary Education (BESE), testing materials and procedures, as well as any electronic data, computer media, or passwords related to student testing, shall be properly supervised in strict compliance with regulations outlined by BESE and the School Board. In addition, all secure tests and test documents shall be stored under lock and key in designated areas when not in use.

Any teacher or other school personnel who allows or breaches test security, including unauthorized access to electronic data, shall be disciplined in accordance with statutory provisions, policy and regulations adopted by BESE and the School Board, and any and all laws that may be enacted by the state.

Employees shall be responsible for reporting irregularities or improprieties in the administration of standardized tests. Although procedures for reporting irregularities to district personnel are listed below, employees may report such information directly to



the Louisiana Department of Education, which shall investigate the allegations. No employee shall make a report of irregularities or improprieties in the administration of standardized tests knowing that the information included is false. No employee shall knowingly obstruct the procedures for receiving and investigating a report of irregularities or improprieties in the administration of standardized tests.

No public school administrator or member of a School Board shall retaliate against an employee who in good faith participates in an investigation of testing administration improprieties or irregularities. Retaliation shall include discharging, demoting, suspending, threatening, harassing, or discriminating of an employee who in good faith reports testing administration improprieties or irregularities.

#### CELLULAR TELEPHONES

All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position and stored in a secure area as designated and supervised by a school administrator during test administration or any other time that test booklets and answer documents are present.

#### TESTING SECURITY

1. It shall be a violation of test security for any person to do any of the following:
  - A. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education and the School Board that would give examinees an unfair advantage or disadvantage;
  - B. Give examinees access to test questions prior to testing;



- C. Examine any test item at any time (except for students during the test or test administrators while providing the accommodations Tests Read Aloud or Communication Assistance, Transferred Answers, or Answers Recorded for students determined to be eligible for those accommodations);
- D. At any time, copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test booklet, answer document, or supplementary secure materials;
- E. Coach examinees in any manner during testing; or alter or interfere with examinees' responses in any manner (except that test administrators and/or proctors should monitor during testing and make sure students have test questions and answer documents aligned especially young primary-age children and/or older students who have difficulty aligning the test booklet with the answer document). Monitoring of older students should be done from the front of classroom if the test administrator is the only adult monitor.
- F. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form -- written, printed, verbal or nonverbal;
- G. Administer published parallel, previously administered or current forms of any statewide or locally-adopted systemwide assessments as a practice test or study guide.
- H. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, supplementary secure materials, as well as overages as directed;
- I. Fail to account for and secure test materials before, during, or after testing; all secure materials must be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended;
- J. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the *Louisiana Department of Education, Division of Assessments and Accountability*;
- K. Fail to report any testing irregularities or discrepancies to the District Test Coordinator; (a testing irregularity or discrepancy is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data). The District Test Coordinator must report such incidents to the Calcasieu Superintendent (and to the *Louisiana Department of Education, Division of Assessments and Accountability*, if the testing irregularity involves any state testing program);



L. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

2. A *Statement of Assurance* regarding the Board's test security policy shall be submitted annually to the *Louisiana Department of Education, Division of Assessments and Accountability*. This statement shall include the name of the individual designated by the Superintendent to procure test materials.

A *Statement of Assurance* regarding the School Board's *End of Course (EOC)* emergency plan shall also be submitted annually to the *Louisiana Department of Education, Division of Assessments and Accountability*. The emergency plan shall provide the necessary steps to be followed in the event of an emergency that results in the disruption of online testing.

3. Test materials, including all test booklets, answer documents, supplementary secure materials, video tapes, and completed observation sheets, shall be kept secure and accounted for in accordance with the procedure specified in the assessment program coordinator and/or administrator manuals and other communications provided by the Louisiana Department of Education and/or the Calcasieu Parish Department of Assessment and/or their vendors.

*Secure test materials* are those materials that contain test items or student responses and to which access is restricted. *Secure test materials* include student test booklets, student answer documents, any supplementary secure materials, and any other materials that contain test items or student responses.

A. All test materials except district and school test coordinator manuals and test administration manuals, test booklets, answer documents, and supplementary secure materials shall be kept in a designated, locked, secure storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended;

B. Test administrators are to be given access to the tests and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a designated locked, secure storage area each day of testing.



C. All test booklets, answer documents, and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

D. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors shall be reported in writing to the District Test Coordinator by FAX, dated and signed by the School Test Coordinator and the Principal prior to the administration of the test. The District Test Coordinator shall report the discrepancies to the *Division of Assessments and Accountability* (LDE) prior to the administration of the test.

E. In the event test booklet/s or answer document/s are determined to be missing while in the possession of the school, the School Test Coordinator, with principal's signature, shall immediately notify the District Test Coordinator by FAX. The principal and school test coordinator shall investigate the cause of the discrepancy and provide a report of the investigation on a special form provided by the District Test Coordinator at the time of turning in test materials to the District for scoring. If the documents are determined to be missing while in the possession of a test administrator, signed written detailed explanation from the test administrator of events surrounding the missing documents and what was done to find them should be a part of the investigative report. The District Test Coordinator, with assistance of other district administrator/s appointed by the Calcasieu Superintendent, is authorized to conduct additional investigations.

F. In the event the test booklets, answer documents, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the School Test Coordinator, with principal's signature, shall immediately notify the District Test Coordinator by FAX. The District Test Coordinator shall immediately notify by telephone the *Division of Assessments and Accountability* (LDE) and follow the detailed procedures for investigating and reporting specified in BESE's *Test Security Policy*.

4. ***Only personnel trained in test security and administration*** shall be allowed to have access to or administer any statewide assessments.

5. The Superintendent shall designate annually one individual in the district as District Test Coordinator, and, if necessary, one individual as Backup District Test Coordinator, who shall be authorized to procure test materials which are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The name of the individual designated shall be provided in writing to the



*Division of Assessments and Accountability, Louisiana Department of Education, and included on the Statement of Assurance.*

If during the academic year the person appointed as District Test Coordinator changes, the Superintendent shall notify the LDE, *Division of Assessments and Accountability* in writing within fifteen (15) days of the change of appointment.

6. Testing shall be conducted in class-sized groups. Permission for testing in environments that differ from the usual classroom setting must be obtained in writing from the *Louisiana Department of Education, Division of Assessments and Accountability* at least thirty (30) days **prior** to testing. If testing outside the usual classroom setting is approved by the *Division of Assessments and Accountability*, the School Board shall provide at least one proctor for every thirty (30) students.

7. The State Superintendent of Education may disallow test results which may have been achieved in any manner which is in violation of test security.

8. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met, but individuals will be allowed to retake the test at the next test administration.

9. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated testing programs, as well as ensure the security of individual student test data in electronic formats, including encryption of student demographics in any email correspondence.

10. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through BESE or the Louisiana Department of Education shall have breached test security. Any individual who knowingly causes or allows the presentation of forged, counterfeit or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores but will be allowed to retake the test at the next test administration.

11. The following alleged violations of test security shall be investigated by the district:



- A. any testing irregularities, including violations in test security, such as plagiarism and excessive wrong-to-right erasures identified through erasure analysis
- B. employees accused of irregularities or improprieties in the administration of standardized tests
- C. missing test booklets, answer documents, or supplementary secure materials

12. The District Test Coordinator shall initiate the investigation of all reports of testing irregularities, including anonymous complaints, access to electronic data, missing test materials, plagiarism, or instances of excessive wrong-to-right erasures on a test, in accordance with procedures outlined by the Louisiana Department of Education in Bulletin 118, *Statewide Assessment Standards and Practices*, and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the *Division of Assessments and Accountability, Louisiana Department of Education*, and the Superintendent.

#### Investigation

#### Process

Procedures for investigating **any** testing irregularity shall follow the procedures outlined in Bulletin 118, *Statewide Assessment Standards and Practices*, but shall include the following:

A. In instances where any testing irregularities may have occurred, an initial written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.

B. The District Test Coordinator shall review the allegation of test security violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to:

1. The location of the designated, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;





2. Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time shall be interviewed;
3. Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing;
4. Compilation of any documents to support or to refute allegations made. All individuals who had access to the test materials at any time must be interviewed.

A written summary of the findings of the investigation shall be provided the Superintendent.

C. A determination of the credibility of allegations of test security violation shall be made by the Superintendent and the District Test Coordinator.

D. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.

1. Students found to have purposefully violated test security shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the Calcasieu Parish School Board *Policy Manual*.

2. Any teachers or other school personnel found to have purposefully violated test security shall be charged with violation of state and/or parish policy and disciplinary action shall be pursued in accordance with the provisions of state statutes, with direction from the Calcasieu Parish School Board.

E. After completion of the investigation, the School Board shall provide a report of the investigation *and* a written plan of action to the State Superintendent within thirty

(30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence.

13. District procedures for conducting an investigation shall include, at a minimum, the following:

A. The District Test Coordinator shall notify the Calcasieu Superintendent of the alleged violation; the Superintendent shall appoint one or more members of the administrative staff to assist the District Test Coordinator with the investigation.

B. The investigative staff shall meet to review the alleged violation and to determine specific investigative procedures.

C. The investigative staff shall set a meeting with the principal, school test coordinator, and test administrator/s of the identified class/es.

D. The investigative staff shall conduct a group interview, or individual interviews if deemed more appropriate, with the principal, school test coordinator, school test administrator/s, proctor/s, and if deemed necessary, with any school staff who had access to test material at any time.

E. The investigative staff shall conduct individual interviews with students from identified class/es if deemed necessary regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials or information during testing.

F. The investigative staff shall meet with the principal and school test coordinator (and/or other school staff as appropriate) to report findings and to request development and submission of a School Test Security Corrective Action Plan to the investigative staff.

G. The investigative staff shall meet with the principal and school test coordinator to review and approve or recommend changes to the School Test Security Corrective Action Plan.

H. The investigative staff shall develop a District Corrective Action Plan including district follow-up activities and timelines to check on the school's implementation of its



School Test Security Corrective Action Plan. The entire school and district document shall be submitted to the Calcasieu Superintendent for review and approval.

I. The Calcasieu Superintendent shall determine what, if any, disciplinary action shall be taken against any employee/s accused and found by the investigative staff to be in violation of test security irregularities or improprieties in the administration of standardized tests. Should disciplinary action be taken by the Superintendent that warrants revision of the District Test Security Corrective Action Plan, those written changes shall be made to the document at this point.

J. The School and District Test Security Corrective Action Plan shall be submitted to the *Division of Assessments and Accountability, Louisiana Department of Education*, and any follow-up activities shall be implemented by the District Test Coordinator.

14. All persons involved in the administration of tests or that have access to test materials or student test data shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data and confidentiality requirements. A record of such activities shall be maintained by the Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn inservice all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data. *Access to secure test materials* by school personnel shall mean physically handling the materials, but does not include reading, reviewing, or analyzing test items, either before or after testing, which are prohibited.

In addition, the Board shall maintain administrative procedures to assign a different test administrator for a class than the teacher of record for the class, except for teachers testing students with accommodations and younger students, grades 3 through 8.

The Board shall also maintain administrative procedures for the monitoring of test sites to ensure appropriate test security procedures are being followed and to observe test administration procedures.

15. All test administrators and proctors shall be required to sign the *Oath of Security* and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and principal shall be required to sign an *Oath of Security* and



return it to the District Test Coordinator to be kept on file at the School Board office for three (3) years.

16. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the Board. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, principal, or assistant principal of each school. Additionally, a list of all individuals who have access to student level test data shall be maintained.

17. Each school principal shall complete, sign, and submit to the District Test Coordinator each year an updated list of personnel who have access to the locked secure storage area where all test materials are stored in the school. The principal and the School Test Coordinator shall maintain a copy of the access list in their files. The school test coordinator/s shall inservice all school-level personnel having access to test materials on test security. School personnel authorized to have access to the locked secure storage area include the School Test Coordinator/s, Principal, Assistant Principal, school janitor, or other personnel designated by the principal, all of whom shall be trained in and held accountable for carrying out test security policies and procedures.

18. The School Board shall ensure that individual student test data in electronic and paper format are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users of the LEAPweb Reporting System, the LEAPdata Query System, and the Enhanced Assessment of Grade Level Expectations (EAGLE) System shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. Any student information from these systems shall not be disclosed to anyone other than a state, district, or school official, or parent/guardian as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). All users who are granted a password to these systems shall abide by FERPA provisions.

School level passwords for access to individual school data shall be provided to school principals by the District Test Coordinator as requested. Principals shall be responsible for distributing the password as needed to school personnel and to provide for security and confidentiality of the school level password.

All users shall be required to sign a security agreement guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the security agreement shall be sent to the District Test Coordinator for safekeeping, or for school users, maintained by the principal of each school. Signed security agreements shall be valid until the District Test Coordinator receives notification that the Security Agreement available online has been revised. A new security agreement shall be signed by all users each year after the new password letter for schools and



districts has been automatically generated in August of each year. If a breach in security occurs, principals shall immediately contact the District Test Coordinator or his/her backup for a replacement password. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords. District Test Coordinators shall send their signed security agreements for the Louisiana Department of Education.

19. Hospital/Homebound students will be tested on state and locally-adopted achievement and/or criterion-referenced tests as follows:

A. A Hospital/Homebound Test Coordinator shall be designated by the District Test Coordinator in collaboration with the Director of Special Education for coordinating testing of hospital/homebound and/or other students taught by itinerant teachers. The Hospital/Homebound Test Coordinator will function like a School Test Coordinator.

B. Hospital/Homebound teachers will submit through their supervisor to the Hospital/Homebound Test Coordinator four (4) lists of students from each school by grade:

1. Those students able to be tested at their home school site.
2. Those students unable to be tested with their peers at their local school but able to be grouped for testing by the Hospital/Homebound (itinerant) teachers at a designated School Board site.
3. Those few students too ill or incapacitated to the extent they cannot be transported to a school site but well enough to be tested individually in the home by the Hospital/Homebound teachers.
4. Those students too ill to test during the assigned testing dates.

C. The Hospital/Homebound Test Coordinator or designee will notify each school test coordinator of the testing status of each of their students.



- D. The School Test Coordinator at each student's enrolled school will arrange for testing students in category 1 in the school setting.
  - E. The Hospital/Homebound Test Coordinator or designee will pick up from each school test coordinator all testing materials for students in categories 2 and 3 and will arrange for their testing at a designated School Board site or in the home.
  - F. The Hospital/Homebound Test Coordinator or designee will deliver all testing materials to the school test coordinator of each student's enrolled school for packaging and return following test administration.
  - G. Written documentation of test security will be maintained throughout the process on special forms prepared by each test vendor and/or by the District Test Coordinator.
20. Responsibilities of Parish Test Coordinator
- A. Attend regional and/or state test coordinators' meetings conducted by the Louisiana Department of Education.
  - B. Order, receive, and inventory all testing materials. Secure test booklets, answer sheets, supplementary secure materials (e.g., writing prompts, science tasks), and manuals for grades K-2 that contain actual test items under lock and key.
  - C. Maintain a list of school district personnel by name and position authorized to have access to the locked, secure storage area where all test materials are stored within the district and within each school.
  - D. Investigate and report discrepancies or irregularities to the Calcasieu Parish Superintendent of Schools and, if a state test, to the *Division of Assessments and Accountability, Louisiana Department of Education*.
  - E. Inform principals and school test coordinators of test security laws, policies, regulations, and administrative procedures.
  - F. Conduct annual inservice for principals and school test coordinators on test security and test administration.
  - G. Maintain a dated and signed roster of all school system personnel trained in test security and test administration.

- H. Distribute taped boxes of test booklets, answer sheets, manuals, and other materials needed for test administration to school test coordinators and/or principals.
- I. Keep written dated and signed documentation of testing materials distributed and returned.
- J. Provide test schedules to principals, school test coordinators, and to the public through the media.
- K. Conduct training inservice for monitors as deemed appropriate.
- L. Oversee local monitoring of all test sites.
- M. Pack tests and ship to scoring service or place in secure locked district storage.
- N. Follow all policies of BESE, testing vendors, and Calcasieu Parish School Board with regard to requests from parents or others to examine secure tests.
- O. Train authorized users of the LEAP Web Reporting System, the LEAPdata Query System, and the Enhanced Assessment of Grade Level Expectations (EAGLE) System, and ensure that individual student test data are protected from unauthorized access and disclosure. This includes ensuring the security of passwords to authorized users only of the LEAP Web Reporting System, the LEAPdata Query System, and the Enhanced Assessment of Grade Level Expectations (EAGLE) System any disks or CDs with downloaded individual student test data, student-level data open on a computer screen, individual student data in paper and electronic format, and of aggregated data of fewer than ten students.

## 21. Responsibilities of Principals

- A. Attend annual district principals' inservice sessions on test security, accountability data on state assessment answer documents, and interpreting and using test data.



- B. Oversee and be responsible for total school adherence to test security laws, policies, regulations, and administrative procedures.
- C. Appoint school test coordinators, see that they attend parish inservices for school test coordinators, and that they provide test security and test administration inservice to school staff.
- D. Submit a list to the District Test Coordinator annually of school personnel by name and position authorized to have access to the locked, secure storage area where all test materials are stored. Give a copy to each School Test Coordinator and maintain a file copy.
- E. Assign only certified personnel who have been trained on test security and test administration to administer tests; assign other certificated personnel and para-professionals to assist with monitoring or proctoring during testing.
- F. Fully inform all faculty, students, and parents of test security policies, procedures, and schedules; and inform them of high-stakes testing requirements.
- G. Provide a school environment conducive to good testing practices and procedures throughout the week/s of testing:
  - 1. Rearrange regular schedule to adhere to parish and state testing schedules.
  - 2. Turn off bells.
  - 3. Avoid and disallow fire drills, use of PA system, and other interruptions during test administration.
  - 4. Monitor testing and cooperate with district and state monitors. Follow Calcasieu Parish School Board policy when identifying all district and state monitors as authorized visitors in the school.
  - 5. Report any discrepancies or testing irregularities to the District Test Coordinator immediately.
  - 6. Keep written documentation of all discrepancies/ irregularities and how each discrepancy/ irregularity was investigated and handled within the school. Submit a written report to the District Test Coordinator of any investigation and maintain a file copy.





H. Cooperate with the District Test Coordinator, other administrator/s appointed by the Calcasieu Superintendent, and/or Louisiana Department of Education (LDE) staff on any investigation of a suspected test security violation by student/s and/or staff.

I. Ensure protection of individual student test data in paper and electronic format, and of aggregated data of fewer than ten students.

## 22. Responsibilities of School Test Coordinators

A. Attend district in-service sessions on test security, test administration, and/or interpreting/using test data as scheduled.

B. Recognize that the School Test Coordinator is a designee of the School Principal. Keep the principal informed of all testing requirements, schedules, and irregularities.

C. Conduct inservice on test security for all persons having access to secure test materials; conduct inservice for test administrators on test security and on test administration procedures.

D. Submit to the District Test Coordinator a dated and signed roster of all school personnel attending the annual in-school inservice on test security and another roster on each test administration inservice. Maintain a file copy of each.

E. Keep secure test booklets, answer documents, supplementary secure materials, and all K-2 test administrators' manuals that contain actual test items under lock and key before and after each testing session.

F. Keep accurate written documentation of distributed and returned test materials each day with date, time, serial numbers, to whom distributed, by whom returned.

G. Report in writing, with principal's signature and date, any missing test booklets, answer documents, supplementary secure materials, and any discrepancies in serial numbers of testing materials to the District Test Coordinator prior to administration of the test.



- H. In the event test booklets, answer documents, supplementary secure materials are determined to be missing while in the possession of the school, immediately notify the District Test Coordinator by FAX with signatures of the School Test Coordinator and Principal and the date. Under the Principal's leadership, investigate the cause of the discrepancy and submit a written report of the investigation at the time of turning in test materials to the District for scoring. If the documents are determined to be missing while in possession of a test administrator, obtain a signed and dated written detailed report from the test administrator of what happened and submit this as part of the written investigative report.
- I. Monitor administration of tests. Be available during the testing period to answer any questions that arise. Report testing irregularities to the Principal and the District Test Coordinator immediately.
- J. School Test Coordinator should not be responsible for administering tests during peak testing periods.
- K. Pack and return all used and unused answer sheets, test booklets, manuals, secure supplemental materials and other required documents to the District Test Coordinator according to instructions. **DO NOT** destroy any items at the school building level!
- L. Maintain security of individual student test data in paper and electronic format, and of aggregated data of fewer than ten students.

## 23. Responsibilities of Test Administrators

- A. Attend in-school inservice on Test Security and Test Administration.
- B. Disseminate all testing materials in the same manner each time. Do not allow students to pass materials to others. Before beginning each testing session, check to see that each student has his/her own test booklet and answer document.
- C. Before and after testing periods, and during any recess breaks, keep all testing materials under lock and key until returned to the School Test Coordinator. Test materials should never be left out in the open in an unlocked and unattended room.



- D. When taking any short break within the classroom, make sure all test materials are picked up off all students' desks. Monitor the class during the break by standing at the front of the classroom and observing carefully.
- E. Code student answer documents according to specific instructions provided. Because answer documents are secure materials, this activity should be treated with the same security measures and procedures as test administration.
- F. Adhere to test schedule provided by the District and School Test Coordinators. Administering any test section out-of-schedule shall be treated as a test security irregularity.
- G. Conduct testing in a classroom environment unless small-group or individual testing is provided as an allowable accommodation to eligible 504, special education, or limited English proficient students.
- H. Administer make-up testing if allowed. Makeup testing is mandatory for all LEAP 21, GEE 21, and Iowa Tests.
- I. Adhere to all test administration procedures as outlined in test administrator's manual and instructions provided by the District Test Coordinator.
- J. Adhere to all test security measures as outlined in administrators' manuals, this Calcasieu Parish School Board Test Security policy, and BESE Test Security policy.
- K. Return all scorable and non-scorable materials, signed Security and Confidentiality Statement, and any other requested documents to the School Test Coordinator. DO NOT destroy any items at the school building level!
- L. Submit signed and dated written documentation of any testing irregularity or materials discrepancy to School Test Coordinator and Principal. Maintain a file copy.

#### 24. Testing Schedules

- A. All Calcasieu Parish schools shall follow testing schedules established at the state and/or district levels. Administering any state test section at a time that is different to the state or district schedule without specific approval of the Louisiana Department of



Education, *Division of Assessments and Accountability* and/or Calcasieu District Test Coordinator shall be treated as a test security violation.

B. Any school, single student, or group of students that requests early or late test administration of any whole test or test section on any LEAP test (LEAP 21, GEE 21, Aold@ GEE, the Iowa Tests, LAA) because of a school trip, convention, other Calcasieu Parish approved student activity, or any other reason, must make a written request signed and approved by the school principal to the District Test Coordinator. The District Test Coordinator will refer the request to the Louisiana Department of Education, *Division of Assessments and Accountability*, seeking their approval prior to test administration.

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Calcasieu Parish School Board