

## DISTRICT TEST SECURITY PROCEDURE TEMPLATE

### District Test Security Procedures for Park Rapids Area Schools for school year 2023-24

*This template may be modified or adjusted as needed, including separating procedures by school, test, and/or adding rows or columns as needed. However, all requirements specified in the District Test Security Procedure Requirements in the current year’s version of the Procedures Manual must be included. If other district policies and procedures are referenced, they should be included with this procedure. Roles (e.g., DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.*

*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:

**Sherill Miller**

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator	School(s)
None. School contacts are Mark Frank, Steph Mercil, Jeff Johnson	Middle School. Elementary, 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:

**DAC (Sherill Miller) or Administrators will make random visits to testing rooms. They will take notes on procedures in the room are being followed. Verbal feedback will be given to the test monitors from Sherill Miller.**

The following staff members will monitor test administrations in the district and provide information following the monitoring:

**Sherill Miller/Mike LeMier/Jeff Johnson**

## TESTING CALENDAR

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

**Sherill Miller along with staff from each grade level**

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

**Sherill Miller**

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

**Sherill Miller**

## TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

<b>Staff Member</b>	<b>Method(s) for Verifying Training Completed</b>
Sherill Miller	Spreadsheet in Pearson Access Next, Sign in Sheets and Paper Disclosures. In person.

*(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:

<b>Role</b>	<b>Additional Trainings</b>
Test Monitors, Support staff, ELL staff and MTAS Monitors	Will complete Pearson Trainings, WIDA trainings and in person trainings by grade level with Sherill Miller

*(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>
The District Policy is on the website and will be reviewed in person by Sherill Miller when she meets with grade levels for training	Sherill Miller

The following staff members will provide information on the MDE test security tip line 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>
Sherill Miller	During 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>
Item Samplers and Student Tutorials in Pearson Access Nex	Will be used by all grade levels in classrooms prior to testing

*(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 keeping test content secure and acting with honesty and integrity via the method(s) listed.

<b>Staff Member</b>	<b>Method(s) for Communicating</b>
All Testing Monitors Sherill Miller	Verbally District website, emails to families, verbally to students

*(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>
Spreadsheet documented by Sherill Miller	Sherill Miller will contact staff in person and by email

*(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: Testing is proctored by staff who know the students.

The district’s procedure for preparing testing rooms is explained below:

Each test monitor is responsible for preparing your testing room as explained in trainings. It is their responsibility to make sure that student spacing, and seating maintains test security. All instructional materials must be covered or removed from 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:

<b>Materials</b>	<b>Staff Members</b>	<b>Collection and Distribution Plan</b>
Test tickets, formula sheets and chromebooks Scratch paper	Sherill Miller Provided by homeroom teachers	Will be delivered to each Homeroom teacher personally

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:

<b>Plan</b>	<b>Staff Member</b>
At Century School: All students will test with their homeroom teachers who will verify them on their student roster. Special Ed staff will collect their students as necessary. Documentation will be made of all students and who they are testing with. At PR High School: Students will test in the Auditorium. They will be called to test over the intercom	Chris Wagner, Shelli Walsh and Sherill Miller

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:

- A student roster will be given to each test monitor.
- Each student must be verified as testing with them.
- It must be documented if a student leaves to test with another monitor (as if with sped).
- All adults who are present in the room must be documented on the student roster.
- The student roster must be returned to Sherill Miller.
- The student roster must be kept on file for 2 years with Sherill Miller

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:  
**NO PHONES, WEARABLE DEVICES OR OTHER ELECTRONICS ARE ALLOWED DURING TESTING.** Test monitors must ask for and collect devices before testing starts. If a device is not turned in and goes off, it must be collected and determined that it was not used in testing or the

test must be invalidated. Contact Sherill Miller

**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>
Test monitors may determine if bathroom breaks or stretch breaks will be taken as a class or if students are sent one at a time.	For all breaks test content must be covered or turned off. Students must be supervised if more than one student is on break at a time

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>
Sherill Miller	Phone/Text 218-237-6407 or email smiller@parkrapids.k12.mn.us Sherill Miller will also be available as close as possible during testing

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>
Text or phone call to Sherill Miller who will arrange for help as needed.	Sherill Miller

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

Safety comes FIRST! If possible, close chromebooks or turn off monitors. Immediately lock and leave the room.

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:

Contact Sherill Miller

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

<b>Procedure</b>	<b>Allowable Activities (if applicable)</b>
Student who remain in the testing room Students may quietly leave to go to a predetermined destination (like a sped room) HS students may return to their scheduled class	May quietly read. No electronic devices may be used.

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

Students may have as much time as they need to finish testing. If a student needs more time to finish than the regular class scheduled time- contact Sherill Miller to schedule make-up testing

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:

Sherill Miller will monitor which students have finished testing on a previous day and will make sure they are not in the testing room. Each Grade level will decide where the student who have finished the previous day will go. If necessary, one classroom will be used for those students who have finished.

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:

<b>Procedure</b>	<b>Staff Member to Contact</b>
Document the problem	Contact Sherill Miller

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

<b>Procedure</b>	<b>Staff Member to Contact</b>
Any misadministration or security breaches need to be reported to Sherill Miller or MDE as soon as possible. It can be verbally or via email.	Sherill Miller

***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:

Testing content may not be discussed at any time

The staff members listed below are responsible for entering student responses from MCA paper test materials:

Sherill Miller

The staff members listed below are responsible for entering MTAS data from MTAS Data Collection Forms:

Sherill Miller

### ***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:

<b>School</b>	<b>Secure Location(s)</b>
Century Elementary School Century Middle School Park Rapids Area High School	Locked filing cabinet in Sherill Miller's office in the media center at Century School Locked filing cabinet in Sherill Miller's office in the media center at the High School

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

Only Sherill Miller has keys to where the materials are stored.

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:

<b>Staff Member</b>	<b>Procedure</b>
Sherill Miller	Materials are delivered to the District Office where Kim Splett secures the boxes and calls Sherill Miller. Sherill Miller takes them to her high school office, inventories them, and locks them until they are distributed to each schools test monitors.

*(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:

Sherill Miller

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

<b>Staff Member Inventorying Materials</b>	<b>Procedure for Discrepancies</b>
Sherill Miller	Contact Pearson or DRC



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
Sherill Miller	She will inventory and distribute them to test monitors personally.

**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:

Sherill Miller will distribute materials personally to test monitors.

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

Sherill Miller

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 testing tickets and scratch paper and securely lock them until the next test session

**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:

Sherill Miller

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
Sherill Miller	Sherill Millers’s 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:

Sherill Miller

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:

Sherill Miller

***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 shared with Administration, Students, Parents and necessary Staff.

The following information is communicated if preliminary results are provided:

These results are preliminary and may change. Data Privacy Only those who have a legitimate educational interest in the assessment results should have access to preliminary assessment results or embargoed final assessment and accountability results in any form, including summary results. This includes classroom teachers, school/district staff, and school board members, or other school officials. Schools should limit the number of individuals who have access to preliminary results or final embargoed assessment results, and must collect and retain data privacy and nondisclosure agreements for all school officials who have access to assessment results in any form. Important Reminders If preliminary or embargoed assessment data will be shared, it cannot be discussed in public forums, posted online, or reflected in public meeting minutes until the embargo has ended on Aug. 29. Be sure to remind building principals and any other staff that have access to preliminary data of this policy regarding sharing preliminary or embargoed data. Individually-identifying student results should not be shared publicly at any point as required under FERPA regulations. Student-level results should only be shared with those who have a legitimate educational interest or others who are permitted by the Minnesota Government Data Practices Act or FERPA to access private educational data.

*(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
Administration	Through MDE secure reports

Principals will discuss final results with staff in staffing meetings in the fall. Sherill Miller will have the final results uploaded into Synergy in student records Staff will be able to access Student Test History in Synergy for their students

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

Preliminary student assessment results can be shared with students, families, and staff for instructional purposes. Similarly, summary-level data may also be used for instructional and planning purposes. However, for other purposes, like teacher evaluation, the final assessment results provided by MDE must be used. • Preliminary student assessment results should not be discussed in public forums, reflected in public meeting minutes (e.g., school board meetings), or shared with the general public or media until the final assessment results have been released publicly. This includes any summarization, growth, or accountability calculations determined by the district.

Individual Student Reports (ISRs) will be provided to families as described below:

ISR's for grades 5-12 will be uploaded into ParentVue for parents to access. A district email will be sent to parents on where to securely locate results. ISR's will be kept by Sherill Miller in a locked location in her office until mailed or destroyed.