AFSA High School

Adopted: March 19, 2007   District 4074

Revised: *February 28, 2017*

627 District Test Security Procedures for AFSA High School for school year 2016-17

TRAINING AND DOCUMENTATION

Liz Burkwald (District Assessment Coordinator) will be responsible for ensuring annual completion of *Assurances of Test Security and Non-Disclosure* each year by all staff involved with test administration.

Liz Burkwald (District Assessment Coordinator) will be responsible for providing district training on test administration and test security for all staff involved in testing prior to the test administration.

> Depending on role in test administration, the following trainings will be provided (e.g., staff with access to test materials vs. Test Monitors): Test security training, test monitor training, MTAS training.

Liz Burkwald (District Assessment Coordinator) is responsible for tracking that staff have completed required test-specific trainings, such as the Online Test Monitor Certification Courses and MTAS Training for Test Administrators.

Liz Burkwald (District Assessment Coordinator) will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing.

DISTRICT POLICIES AND PROCEDURES FOR TEST ADMINISTRATION

The district procedure for preparing testing rooms, including student seating/spacing and walls and student desks, is: Test Coordinators will remove all materials not necessary for testing at least 1 hour prior to test sessions, or cover teaching materials with plain, opaque paper until testing is complete. Student spacing and privacy will be provided with privacy screens between students and spacing between computers and/or small group sessions for students who request it.

The school will provide the following allowable materials for testing scratch paper, calculators, privacy screens, headphones. Liz Burkwald (District Assessment Coordinator) will answer questions from staff related to materials allowed/prohibited for testing.

The procedure for ensuring students do not use cell phones or other devices is consistent with the student handbook. Students are asked to leave everything in their lockers, but if

they are brought to the testing room, they will be placed in a basket and taken to the office by the test monitor assistant where students can pick up devices after testing. Students will be visually checked by staff upon entering to ensure that no obvious devices are present in the testing room.

The district's expectations for adherence to *Test Monitor and Student Directions* and what assistance Test Monitors can provide during and after test administration are consistent with the materials provided for testing. Staff must read, not paraphrase, directions and instructions for testing. Staff may only answer questions that are in regards to these directions, not about test content or other matters. Test monitors will play the video student directions at the beginning of each session to ensure consistency.

The district's policy for discussing the test administration experience with students after test administration is: do not discuss test content with students. If a student brings it up, remind them of the importance of keeping test information confidential. Staff may discuss environmental factors and other non-test-content related questions with students.

The district's expectations for active monitoring by Test Monitors are that test monitors will maintain a status of active monitoring throughout the test sessions. Test monitors will be observing students while avoiding looking at test content, monitoring behavior, test progress, and assisting students as needed. Test monitors will be circulating the room or will be seated in an approved position so as to monitor students closely during test sessions.

The procedure for breaks for all students during testing is: Students will raise their hands and remain silent until a test monitor comes to them for assistance. Students can ask for a break, and test monitors will pause the test to be resumed when the student is ready to continue. Test content will be secured during breaks by being in the test monitor's possession or locked in the test materials cabinet in the office (for longer breaks.)

The procedure for breaks for use of the restroom or other interruptions during testing is: Students will raise their hands and remain silent until a test monitor comes to them for assistance. They will pause their test, go to the assigned bathroom during testing (with the assistant test monitor supervising the walkway to and from) and return to their seat. The test monitor will then resume the test for the student.

Liz Burkwald (District Assessment Coordinator) will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.

The assistant test monitor will contact others in person for assistance if a problem arises during the testing so active monitoring can continue.

Test Monitors should contact Liz Burkwald (District Assessment Coordinator) in case of emergency.

If a student reports an error or technical issue with a test item, the student will raise their

hand and alert the Test monitor of the issue. The test monitor will attempt resolutions within their power and/or pause the students' test until the issue can be resolved. Issues will be reported to Liz Burkwald (District Assessment Coordinator).

If the Test Monitor become ill or needs to leave during testing, they will contact the SAC or DAC in charge of the session and wait until another approved test monitor takes their place.

If an entire group of students needs to leave during testing (e.g., emergency situation, fire drill), the procedure is students will follow emergency procedures and upon re-entry of the building, the test monitor will stop tests, report the incident to the DAC, and the DAC will complete the report to MDE.

Test Monitors will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).

Liz Burkwald (District Assessment Coordinator) is responsible for conducting on-site monitoring of test administrations within the district.

CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

Those who have access to the secured area, inventory materials and complete security checklists are Liz Burkwald (DAC), Ryan Haasch and Cathryn Carlis (SACs). Those who have access to secure online testing systems, student testing tickets, and student scratch paper are Assessment Coordinators & Test Monitors.

Paper test materials are shipped to district or school as determined by Liz Burkwald (District Assessment Coordinator) . If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by Liz Burkwald (District Assessment Coordinator).

Liz Burkwald (District Assessment Coordinator) will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.

Liz Burkwald (District Assessment Coordinator) will inventory materials immediately using the security checklists. Security checklists are kept at the district for two years following testing.

Liz Burkwald (District Assessment Coordinator)   organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor Test Materials Security Checklists,* student testing tickets, and scratch paper.

Test materials for online and paper administrations will be kept in the test materials cabinet in the main office of each building, a secure locked location, until the time of distribution.

If students are taking the tests on multiple days, your building's plan for keeping test

materials (including student login information and any materials used as scratch paper) secure between test sessions is for test monitors to return materials directly to the SAC or DAC in the building to be locked in the testing cabinet until needed.

Distribution of Materials to Test Monitors or Test Administrators

The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be: Test Monitors will pick up their materials prior to test sessions from the office. Test administrators will have access to the secure cabinet and will remove necessary materials for Test Monitors as needed. Discrepancies in materials will be reported immediately to Liz Burkwald (DAC).

The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be Test Monitors will pick up their materials prior to test sessions from the office. Test administrators will have access to the secure cabinet and will remove necessary materials for Test Monitors as needed. Discrepancies in materials will be reported immediately to Liz Burkwald (DAC).

Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the *Test Monitor Test Materials Security Checklist* and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to Test Coordinators.

The Test Monitor is responsible for the test materials during the test administration until their return to the Test Coordinator and the secure cabinet.

Return of Materials

The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any materials used as scratch paper) to the test Coordinator immediately after testing.

Test Coordinators will keep all test materials secure until distributed for the next test session.

Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by Liz Burkwald (DAC) no more than 48 hours after the close of the testing window.

Test Monitor Test Materials Security Checklists for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The *Test Monitor Test Materials Security Checklists* will be returned to Test Coordinators.

When the test materials are returned to Test Coordinators, they will again be inventoried and kept in the test materials cabinet in the office, a secure locked location, until returned to the district (if applicable) or shipped back to the service provider.

Liz Burkwald (DAC) will prepare the materials for their return to the district (if applicable) or for shipment to the service provider according to the applicable return instructions.

Liz Burkwald (DAC) will follow instructions provided in the applicable return instructions for the return shipping of test materials.

MISADMINISTRATIONS AND BREACHES IN TEST SECURITY

The process for reporting potential misadministrations and security breaches within the school/building during testing is: As soon as possible, report any/all concerns to Liz Burkwald (DAC).

The District Assessment Coordinator will contact MDE district contact with questions and to report security breaches.

Liz Burkwald (DAC) will provide information to staff on the MDE tip line and MDE contact information to report security concerns.