



Research, Evaluation and Assessment

District Test Security Procedures for Saint Paul Public Schools for the 2023-2024 school year

Assessment Staff

The following staff member(s) is the District Assessment Coordinator for the school district for the current testing year:

<p>Jessica Lang Dr. Lynette Scott</p>

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

School Assessment Coordinator(s)	School(s)
ACCESS: Maia Peng MCA: Surya Steensels	Adams Spanish Immersion
ACCESS: Shannon Voeks MCA: Shannon Voeks	A.G.A.P.E.
ACCESS: Elena Seabrook MCA: Kaveh Ghazi	American Indian Magnet
ACCESS: Marcy Berenato MCA: Donna Luciano & Marcy Berenato	Battle Creek Elementary
ACCESS: Laurie Chouanard MCA: Laurie Chouanard	Battle Creek Middle
ACCESS: Andrea George MCA: Andrea George	Benjamin E. Mays Magnet
ACCESS: Kristen Larson MCA: Kristen Larson	Bridge View
ACCESS: Corrin Murphy MCA: Corrin Murphy	Bruce Vento Elementary
ACCESS: Vergene Downs MCA: Vergene Downs	Capitol Hill Magnet



School Assessment Coordinator(s)	School(s)
ACCESS: Jenifer Shier MCA: Jenifer Shier	Central Sr.
ACCESS: Julie Silver MCA: Julie Silver	Chelsea Heights Elementary
ACCESS: Traci Foster MCA: Traci Foster & Mary Rose	Cherokee Heights Elementary
ACCESS: Kimberly McConley MCA: Kimberly McConley	Como Park Elementary
ACCESS: Jamie Hoffman MCA: Jamie Hoffman	Como Park Sr.
ACCESS: Eric Swan MCA: Eric Swan	Creative Arts Secondary
ACCESS: Michelle Anderson MCA: Patrick Thuente	Crossroads Montessori
ACCESS: Amy McDonald MCA: Patrick Thuente	Crossroads Science
ACCESS: Cindy Torguson MCA: Cindy Torguson	Dayton's Bluff
ACCESS: Joseph Larsen MCA: Megan Tracy	E-STEM Middle
ACCESS: Marian Aden MCA: Marian Aden	East African Elementary Magnet
ACCESS: Patricia Boyt MCA: Gia Taylor	Eastern Heights Elementary
ACCESS: Mark Mueller MCA: Mark Mueller	EXPO for Excellence Elementary
ACCESS: Julie Barich MCA: Yer Vang	Farnsworth Aerospace Lower
ACCESS: Caroline True MCA: Caroline True	Farnsworth Aerospace Upper
ACCESS: Mark Yang MCA: N/A	Focus Beyond
ACCESS: Katherine Spear MCA: Katherine Spear	Four Seasons A+



School Assessment Coordinator(s)	School(s)
ACCESS: Youa Kong & Lisa Webster MCA: Youa Kong & Lisa Webster	Frost Lake Elementary
ACCESS: Meghan Carlson MCA: Andrea Thompson	Gateway to College – ALC
ACCESS: Annie Becker-Peterson MCA: Danielle Beck	Global Arts Plus Lower
ACCESS: Sarah Ludwiczak MCA: Sarah Ludwiczak	Global Arts Plus Upper
ACCESS: Robert Andresen & Kelly Miller MCA: Robert Andresen	Gordon Parks High
ACCESS: Shelley Boulinger MCA: Jeff Sams	Groveland Park Elementary
ACCESS: Laura Ott MCA: Joe Ferraro	Guadalupe Alternative Program
ACCESS: Ryan Cotter MCA: Ryan Cotter	Hamline Elementary
ACCESS: Micah Zielske MCA: Micah Zielske	Harding Senior High
ACCESS: John Weimholt MCA: Lynda Brock	Hazel Park Preparatory Academy
ACCESS: Katie Bannon MCA: Katie Bannon	Hidden River Middle
ACCESS: Bobbi Nguyen MCA: Colleen Kelley	Highland Park Elementary
ACCESS: Caitlin Bailey MCA: Caitlin Bailey	Highland Park Middle
ACCESS: Keri Donlon MCA: Erik Peterson-Nafziger	Highland Park High
ACCESS: Lydia Warren-Paul MCA: Lydia Warren-Paul	Highwood Hills Elementary
ACCESS: Mariana Tennyson MCA: Mariana Tennyson	Horace Mann School
ACCESS: Tracy Zantisch MCA: Tracy Zantisch	Humboldt Secondary



School Assessment Coordinator(s)	School(s)
ACCESS: Julia Fung MCA: Julia Fung	Jie Ming Mandarin Immersion
ACCESS: Ann Yee MCA: Holly Souza	JJ Hill Montessori
ACCESS: Megan Peterson MCA: Megan Peterson	Johnson Sr
ACCESS: Nathan Flanders MCA: Nathan Flanders	Journeys Secondary School
ACCESS: Roni Bonzvoy MCA: Remi Eichten	L'Etoile du Nord French Immersion
ACCESS: Dan Clark MCA: Mao Vang Her	LEAP High
ACCESS: Margaret Blake MCA: Margaret Blake	Maxfield Elementary
ACCESS: Laura Splinter MCA: Laura Splinter	Mississippi Creative Arts School
ACCESS: Rebecca Stedje MCA: Rebecca Stedje	Murray Middle
ACCESS: Billie Stensby MCA: Billie Stensby	Nokomis Montessori North
ACCESS: Eric Saathoff MCA: Eric Saathoff	Nokomis Montessori South
ACCESS: Bridget Leba MCA: Rebecca Palmer	Open World Learning Community
ACCESS: Beth Tierney MCA: Beth Tierney	Randolph Heights Elementary
ACCESS: April Reed MCA: April Reed	River East Elementary and Secondary
ACCESS: Michelle Quintana MCA: Michelle Quintana	Riverview Spanish/English Dual Immersion
ACCESS: Joel Engstrom & Jodie Wilson MCA: Joel Engstrom & Jodie Wilson	St. Anthony Park Elementary
ACCESS: Sarah Carlsson MCA: Sarah Carlsson	Saint Paul Music Academy



School Assessment Coordinator(s)	School(s)
ACCESS: John Osorio MCA: John Osorio	Saint Paul Online Schools
ACCESS: Stacy Klage & Pauline Som MCA: Stacy Klage	The Heights Community School
ACCESS: Karin VanZyl MCA: Hlee Vang	Txuj Ci HMong Language and Culture Lower
ACCESS: Padee Thao MCA: Padee Thao	Txuj Ci HMong Language and Culture Upper
ACCESS: Benjamin Stock MCA: Benjamin Stock	Washington Technology Middle
ACCESS: Benjamin Stock MCA: Benjamin Stock	Washington Technology High
ACCESS: Katie Haas & Dolly Mariucci MCA: Sharon King	Wellstone Elementary

District Monitoring of Test Administration

The plan for monitoring testing within the district by the District Assessment Coordinator (or other designated staff) is as follows:

Sites are selected by the following criteria:

- Random visits by district administration
- Potential online challenges
- Newer principals
- Challenges during previous testing windows

Scheduling is done through REA office. The MDE assessment monitoring list is used to guide visits and informal discussion with building administrators conclude the visits.

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

Kara Arzamendia – Director, REA
 Jessica Lang – DAC, REA
 Lynette Scott – DAC, REA



Testing Calendar

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

Jessica Lang – DAC, REA
 Lynette Scott – DAC, REA
 Laurie Niblick – Management Assistant, REA

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

Jessica Lang – DAC, REA
 Kelsey Curran - Research Analyst, REA
 Laurie Niblick – Management Assistant, REA
 SPPS District Testing Calendar website: <https://www.spps.org/Page/21430>

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

Jessica Lang – DAC, REA
 Laurie Niblick, Management Assistant, REA

Training and Communication

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

Staff Member	Method(s) for Verifying Training Completed
DACs verify SAC training completion	<ul style="list-style-type: none"> • Tracking via WIDA Secure Portal and LMS systems. • Sign-in sheets are used to track attendance of DAC administered training for SACs.
SACs verify school staff training completion <ul style="list-style-type: none"> • SACs send this information to DACs at the end of the testing window 	<ul style="list-style-type: none"> • Tracking via WIDA Secure Portal and LMS systems • Track school testing staff trainings with Sign-in sheets



⇒ [Link to SPPS SAC Training Schedule: spps.org/Domain/10086](https://spps.org/Domain/10086) (first link in body of webpage)

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
School Assessment Coordinator: 1 st Year	LMS > Assessment Literacy > Module 1: Statewide Assessment Overview
All testing staff for 2023-2024	LMS > Using the LMS Learner Portal

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:

Method(s) for Providing District Policies and Procedures	Staff Member
Live School Assessment Coordinator training (schedule found on Test Coordination website: spps.org/Domain/10086)	District Assessment Coordinators train all School Assessment Coordinators
Posted on the SPPS Test Coordination website	District Assessment Coordinators
Call/email resource	District Assessment Coordinators
In-person Test Administrator/Monitor training	School Assessment Coordinators train all school staff involved in testing

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:

Staff Member	Method(s) for Providing Information
District Assessment Coordinators to SACs	School Assessment Coordinator Training
School Assessment Coordinators to school testing staff	Staff training
District Assessment Coordinator	Test Coordination website > General Testing Information



District Policies and Procedures for Testing – Preparation

The following student resources will be used to prepare students for testing:

Student Resources	Grade
ACCESS: Resources found on the WIDA: ACCESS Test Practice and Sample Items website - https://wida.wisc.edu/assess/access/preparing-students/practice	Grades 1 – 12
ACCESS (online): preparation resources found in the DRC Insight app <ul style="list-style-type: none"> • Sample Items • Test Demo • Test Practice 	Grades 1 – 12
Parent/Guardian information on ACCESS testing: spps.org/about/departments/research-evaluation-assessment/test-coordination/access-family-information	Grades K - 12
MCA: Student Readiness Tools <ul style="list-style-type: none"> • Online and Paper resources available 	Grades 3 – 12
MTAS: Released Questions	Grades 3 – 12
Parent/Guardian information on MCA testing: spps.org/about/departments/research-evaluation-assessment/test-coordination/mcamtas-family-information	Grades 3 – 12

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.



Staff Member	Method(s) for Communicating
School Assessment Coordinators	Posted (physical posters) information
Test Administrators/Monitors	Directions before testing sessions
Teachers and/or Test Administrators/Monitors	Directions during test practice and preparation

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:

Process for Documentation	Method(s) for Communicating
Given from families to school. School Assessment Coordinator reports all Opt Outs to District Assessment Coordinators	MDE Parent/Guardian Guide and Refusal for Student Participation
Given from families to school. School Assessment Coordinator reports all Opt Outs to District Assessment Coordinators	Parent/Guardian letter of student Opt Out
Filled out by Test Administrator/Monitor, given to School Assessment Coordinator. Then sent to District Assessment Coordinators.	Test Administration Report – student refuses to test
Provided/gathered by SAC. Sent to DAC.	Medical Excuse documentation
Test Administrators/Monitors track students who have not tested, determine and note any known reasons. Information sent to DAC	Spreadsheet or log
SACs are responsible for informing school staff who to and who not to test. If the DAC receives any information about a student not participating that is not from the SAC, they will ensure the SAC is informed ASAP.	



The district's process for ensuring that students take the correct assessment and receive the universal supports and/or accommodations required is explained below:

ACCESS and WIDA Alternate ACCESS:

- Each SAC has access to a Google Sheet that lists all students eligible at their school to take the ACCESS or WIDA Alternate ACCESS
 - Within this spreadsheet is a tab listing the accommodations for all students who have accommodations per their IEP or 504 Plan
 - Included is whether these students are taking the ACCESS or WIDA Alternate ACCESS
 - These often include Universal supports recommended by the students IEP/504 Plan team
 - The spreadsheets are updated weekly starting 3 weeks before the testing window opens and continuing through the last week of the testing window
- SACs are responsible for communicating who needs to be assessed and what supports or accommodations students need (if applicable)
 - Teachers and students can request Universal Supports, the SAC will coordinate their implementation

MCA and MTAS:

- SACs are trained on which grades need to take which MCA/MTAS tests
- Each SAC has access to a Google Sheet that lists the accommodations for all students who have accommodations per their IEP or 504 Plan
 - Included is whether these students are taking the MCA or MTAS
 - These often include Universal supports recommended by the students IEP/504 Plan team
 - The spreadsheets are updated weekly starting 3 weeks before the testing window opens and continuing through the last week of the testing window
- SACs are responsible for communicating who needs to be assessed and what supports or accommodations students need (if applicable)
 - Teachers and students can request Universal Supports, the SAC will coordinate their implementation

The district's plan for ensuring student to Test Administrator/Test Monitor ratio requirements is explained below:

Ratio information is included in the SAC Training provided by the DACs. SACs are responsible for scheduling test sessions for their school. This includes ensuring that the ratios of Test Admins/Test Monitors to students is correctly maintained.

- A specific page highlighting the updated online ACCESS ratio requirements per MDE will be included in the ACCESS of ELLs training. In addition, a flyer with this information has been created and posted on the ACCESS Test Coordination website: spps.org/fs/resource-manager/view/7e5cc506-327a-4347-b329-b019e366bb90



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

The following information is provided to SACs during their training from the district. SACs work with their testing staff/teachers to implement these guidelines.

Choice of Testing Rooms

- A regular classroom with iPads is most often used. A computer lab or conference room are also viable options. Wireless testing is acceptable.
- If using computers, ensure computer monitors or laptop screens are adequately spaced.
 - A computer mouse must be provided. (Not for iPads)
- [ACCESS]Headphones are required for the Listening, Reading, and Writing domains (exception, Writing for grades 1-3). Headsets with working microphones are required for the Speaking domain. **Bluetooth headphones/headsets are not allowed.**
- [MCA]Headphones (mathematics and science only) must be provided. For Reading directions, they are recommended to support Student Directions. **Bluetooth headphones are not allowed.**
- Because of the need for security, only school owned computers can be used for online tests; student-owned computers are not permitted.
- All instructional posters and graphics in the testing room must be covered or removed. This includes guides on student desks (e.g. number lines and other charts)

Freedom from Distractions

- Only people involved in taking or administering the test are allowed in the room.
- The location must be a closed room that is being used only for testing, not a public venue.
- Take appropriate actions to reduce noise such as limiting the use of alarms (not fire alarms), bells and announcements. Talk to your principal.
- The doors of each testing room are to be closed during the test. Post signs on the doors reading "Testing—Do Not Disturb." Do not allow visitors to enter the room while testing is in progress.

Seating Arrangements

- Separate students as much as possible.
- Consider using commercial privacy screens (or something similar created at the district), folders propped between students or tape construction paper to the sides of monitors (extending out from the of the screen) to serve as blinders.



The district’s procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Our schools do NOT have security cameras in classrooms or other testing spaces. The only security cameras are in hallways or exterior spaces.

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

Materials	Staff Members	Collection and Distribution Plan
Test Tickets, Test Booklets, MCA Math Formula Sheets, accommodation materials	SACs with possible support from Test Administrators	Staff prepare the materials ahead of time. Distributed by TA at the beginning of test session. Collected at end of test session.
Pencils and scratch paper	Test Administrator/classroom teacher	Staff prepare the materials ahead of time. Distributed by TA at the beginning of test session. Collected at end of test session.
Headphones and iPads	Test Administrator/classroom teacher with possible support from SAC	Students have 1-to-1 iPads. Plans are created at each school for if a student doesn’t have a working iPad on test day. (e.g. laptop, desktop, or rarely teacher iPad) Schools do not usually have spare iPads. Some classrooms have headphones (usually elementary). For secondary, headphones are either provided by the student or the school has some on hand specifically for testing.
Headsets	SAC and/or ELL team	Headsets are typically stored throughout the year to only be used with ACCESS or WIDA Screener testing. (Possible use for AVENT STAMP testing). Distributed at the beginning of test session and collected at the end.



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:



Plan & Staff Members
The building principal and SAC will decide where testing will occur (classroom, computer lab, etc.). Schedule will be communicated to teachers and Test Administrators. Teachers will ensure students know where and when to be for testing.

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:

Test Administrators will complete a Test Session Attendance form for each session they manage. This form will be given to the SAC with all other testing materials at the end of each session. The Test Session Attendance form can be found on the REA Test Coordination website. *At the conclusion of testing, the SAC at each site will return the completed forms with student and monitor information to the DAC who will keep it on file for 2 years.

As an additional support, SACs utilize the test taker statuses found in WIDA AMS (ACCESS) and PANext (MCA) to track students. Also used to track whether Paper MCA and MTAS data has been entered into PANext.
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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:

<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">ATTENTION:</p> <p style="text-align: center;">No cell phones, electronic devices or Bluetooth headphones!</p> <div style="display: flex; align-items: center;">  <ul style="list-style-type: none"> • Turn off your phone or device NOW. • Turn it in to Testing Staff as you enter the test room </div> <p style="text-align: center; margin: 5px 0;">OR</p> <ul style="list-style-type: none"> • Put it away in your bag and place it in the location designated by Testing Staff <ul style="list-style-type: none"> • Backpacks/bags are not allowed near students during testing <p style="margin-top: 10px;"><u>If you access your tech during testing:</u></p> <ul style="list-style-type: none"> • Your test will be Invalidated <ul style="list-style-type: none"> • You will receive NO test score • Your tech may be taken away • Your family may be contacted <div style="text-align: right; margin-top: 10px;">  </div> </div>	<p>This poster will be posted outside of and inside of all testing rooms.</p> <ul style="list-style-type: none"> - Two options for schools: 1) collect all tech from students before they enter the testing space 2) student puts tech away in their bag and all bags are collected away from students, usually the front of the testing room - In either case, all tech must be turned off and students may have no backpacks/bags, coats, etc. near them during testing <p>Tech includes cell phones, smart watches, calculators, Bluetooth headphones, iPads when test is complete but still in test session, etc.</p> <p>All policies about technology are included in the SAC training. SACs will include this information when training their Test Administrators.</p>
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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:

Procedure for Student Breaks	Plan for Securing Test Content
[ACCESS] Breaks should occur between domains. Breaks during domains should only occur if deemed an 'emergency'.	iPad is placed screen down on desk. If needed student can logout and then log back in once they return.
[MCA] Brief breaks are given as needed. Only one student out of a testing room at a time.	If testing on a computer, either the screen is covered or the student logs out of their test.

The district’s procedure for breaks for use of the restroom or other interruptions during testing is as follows:

See previous entry.

The following staff members will monitor students if they leave the testing room (for example, in the hallway):

Only one student is allowed out of the testing room at a time for breaks (unless group break in which the Test Administrator is with the students and monitoring them).

If necessary, dependent on individual school need, a hall monitor may be needed to help ensure students return to testing in a timely fashion.

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:

Staff Member to Contact	Communication Method
School Assessment Coordinator	Text or phone call
Behavior Support	Phone call (to office with support request) or text



The procedure for an unexpected situation arising with students during testing (for example, 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:

Procedure	Staff Member to Contact
<p>Student illness: Test Monitor directions will be used to prompt the student to finish the test item and logout. Student is sent to school nurse and will not return to testing that day.</p>	<ul style="list-style-type: none"> School Nurse
<p>Weather delays: the SAC will adjust the testing schedule accordingly and schedule new times for groups impacted.</p> <ul style="list-style-type: none"> SAC will update posted School Testing Calendar 	<ul style="list-style-type: none"> SAC Teachers whose classes impacted by the rescheduling
<p>Behavior issue: behavior support staff will be called, student will exit testing (or test monitor will exit the test if student is already out of the room). Behavior support staff will work with student. Possible need to find alternate location for student for the remainder of that day's test session.</p>	<ul style="list-style-type: none"> School Behavior Support staff SAC Test Monitor completes TAR, submits it to SAC who sends it to the DAC

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

Online: Logout of tests if time allows, otherwise cover screens/places iPads with screens down on desks and secure (lock) the room upon exit.

Paper: Close test booklets and secure (lock) room upon exit.

A TAR will be completed by the Test Administrator after the incident.

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 SAC. Either the SAC or another trained Test Administrator will complete the test session with the students. Session will end early and be rescheduled if necessary.

A TAR will be completed by the SAC after the test session.



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

Procedure	Allowable Activities (if applicable)
If school chooses to have students remain in testing room	Students may read a paper book, complete activities on paper that are not related to the subject(s) being tested, or sit quietly.
If school chooses to have students leave the testing room if they complete testing early	Students will go to designated classroom. Reward activities such as recess are discouraged – do not want to entice students to rush.

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

<p>At the end of the regularly scheduled test session: the student will be instructed to logout of their test and assured that they will be given time in the future to complete their test.</p> <ul style="list-style-type: none"> - Note for ACCESS: domains must be completed the same day they are started. Give student break and continue their test later that day. <p>SACs will track who has not yet completed testing and will schedule makeup test sessions.</p>
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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:

<ul style="list-style-type: none"> - Elementary and classroom-based test sessions will have students join a partner classroom during the applicable test session. - Test session where students are called to a testing room will not call the completed students down for testing. - Schools may create alternate plan that fits their resources as long as the student(s) who have completed testing previously are not allowed in subsequent test sessions.

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:

Procedure	Staff Member to Contact
<p>For reported item issue, Test Administrator will collect required information while keeping test items secure:</p> <ul style="list-style-type: none"> • Test type and domain/subject • Student grade 	<p>Test Administrators will provide the gathered information to the SAC who will in turn send the</p>



Procedure	Staff Member to Contact
<ul style="list-style-type: none"> • Student MARSS • Item number • Section number (MCA Science) • Testing device being used (include operating system) • What possible issue the student observed e.g missing answer, data or graphic missing, etc. <p>Test Administrator will then instruct the student to continue on with their test.</p>	<p>information to the DACs. The DACs will report the issue to MDE.</p>
<p>For error message from testing program, Test Administrator will determine if this is something they can work through. If not, they will gather error information, including:</p> <ul style="list-style-type: none"> • Test type and domain/subject • Student grade • Error Code and message (no photos, but error message must be clearly identified as some are similar and need different solutions) • Testing Device • Observed issue 	<p>Test Administrator will give the information to the SAC as soon as possible. The SAC will troubleshoot (resources are provided to SACs from the DACs). If SAC can not resolve issue they will contact the DAC.</p> <p>DAC will proceed with troubleshooting and reach out to service providers and/or our Tech Services if necessary.</p> <ul style="list-style-type: none"> - TARs will be completed by Test Administrators if necessary (i.e. prolonged or very disruptive issues)

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

Procedure	Staff Member to Contact
<p>Test Administration Reports (TARs) completed by Test Administrator</p>	<p>TA gives TAR to SAC who then sends it to DAC within 24 hours.</p> <p>DAC will proceed as necessary (e.g. enter Test Code, contact MDE and create a TSN, etc.)</p>
<p>Anonymously: Using the MDE Test Security Tip Line https://public.education.mn.gov/tip/</p>	<p>MDE will contact district staff as necessary</p>



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:

Staff may ask general questions such as “How did you feel it went?” “How do you feel?”. Staff may NOT ask any questions about test content or specific questions.

If a student asks about specific item after testing:

- If ALL testing is complete for that subject and grade, then instructions on the general concept may be provided
- If testing is not complete, inform student that this can not be discussed at this time
- Never give targeted instruction because of student questions relating to statewide testing
- Never address or solve a specific test item

If student starts talking about story, test item, or other content from the tests:

- Redirect the student and let them know that we can not discuss specific test content

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

The Test Administrator that proctored the student’s assessment or the School Assessment Coordinator

- ⇒ New this year: all paper testing data must be entered into Pearson within 2 school days of administration

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

The Test Administrator that administered the student’s assessment or the School Assessment Coordinator

- ⇒ New this year: all MTAS testing data must be entered into Pearson within 2 school days of administration

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:

Each school selects their own secure location to store test materials. The location can vary within the same school if there are different SACs for different assessments. The specific location of secure material storage can be gained upon request. (68 schools administering statewide assessments)

Examples of secure locations: SAC office, Principal’s office, lockable closet, lockable filing cabinet, lockable drawers/desk, etc.



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

- School Assessment Coordinator
- Possibly (depending on location and key access): Principal, Assistant Principal, Office Staff, Engineering Staff

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:

Staff Member	Procedure
District Assessment Coordinators, REA	This is only the case for additional ACCESS testing materials (Initial ACCESS materials go directly to the schools. All MCA/MTAS materials are shipped directly to schools.) Upon documented request (Additional Materials Request Form) from SACs, DACs will pull requested materials and securely pack them. The materials are then sent directly to the schools from REA via Smart Delivery (shipping company)

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

- District Level: DACs
School Level: SACs

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

Staff Member Inventorying Materials	Procedure for Discrepancies
School Assessment Coordinators	SACs will notify DACs immediately. DACs will communicate discrepancies to testing vendor and MDE

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
School Assessment Coordinators	SAC compile the needed materials for each test session throughout the test window.



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:

These materials are provided to Test Monitors/Administrators via bins, folders, or binders, etc. by the SACs.

Specific way of picking up/dropping off varies by school. (e.g. TA picks up materials before session, SAC delivers materials before session, SAC provides TA with materials the day before the session and materials are locked up until next day's use, etc.)

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

Directly to their Schools Assessment Coordinator. If cannot be resolved locally, SAC will contact DAC.

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

Alternate Assessments (WIDA Alternate ACCESS and MTAS):

- Materials are usually stored with the Test Administrator in a locked desk or cabinet. Materials will be stored by the SAC if Test Administrator does not have a secure location for storage.

Paper accommodations (Paper ACCESS and Paper MCA):

- Materials are usually stored by the SAC where they will be distributed to the Test Administrator as needed. Test Administrator is responsible for collecting all materials and returning them to SAC. If the Test Administrator has a secure location for storage, they may store between test sessions.

Online Testing (Online MCA, note Online ACCESS materials are only needed one day most of the time as students are to complete their domains on the same day they are started):

- Test Administrators/Monitors collect all materials (test tickets, scratch paper, etc.) and deliver these materials to SAC. SAC securely destroys scratch paper and any test tickets of completed tests. SAC will provide test tickets needed for second day of testing as needed. (Fresh scratch paper is provided either by SAC or Test Admin/Monitor).

Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklists used in the district) to the staff members listed below:



School Assessment Coordinator at their site.

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
School Assessment Coordinators	Each site has different facilities available. Examples of secure storage locations: Lockable cabinet, lockable desk, storage closet, principal's office, etc.

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

School Assessment Coordinators

The following staff members will securely destroy student testing tickets and any other paper materials provided to students during test at the end of test administration:

School Assessment Coordinators

District Policies and Procedures for Testing – Test Results

The district's policy about providing preliminary test results is detailed below:

For School and District staff:

SACs and Administrators are given information on where to access MCA preliminary results. ACCESS Preliminary results will be provided upon request by the DAC or MLL department (to appropriate parties only).

Embargo information and the *MDE Statewide Assessments: Using Preliminary Results* document are shared out with preliminary results requests and to Administrators & SACs.

For families:

Preliminary reports are provided upon request (E.G. From within PAN: the Student Detail Report from On-Demand reports)

A message explaining that these results are preliminary and that the final results will be sent out the following fall. Links to our family assessment information websites is also provided.

- ACCESS Family Information: <https://www.spps.org/about/departments/research-evaluation-assessment/test-coordination/access-family-information>
- MCA Family Information: <https://www.spps.org/about/departments/research-evaluation-assessment/test-coordination/mcamtas-family-information>



The following information is communicated if preliminary results are provided:

- The following documents are shared with Preliminary results:
- Provided via Principal Playbook (weekly newsletter to principals), via email, and posted on the REA Test Coordination website
 - *Statewide Assessments: Using Preliminary Results* (from MDE)
 - *Appropriate and inappropriate Uses of ACCESS for ELLs Results* (from MDE)
 - *Appropriate and inappropriate Uses of MCA Results* (from MDE)
 - *What Does it Mean to “Abide by the Embargo”?* (from Appendix B of Procedures Manual by MDE)

Final embargoed results will be provided to the following staff members through the following methods:

Staff Members	Methods
Principals, Assistant Principals, Learning Leads, Department Leaders	<ul style="list-style-type: none"> • Access to BOLT (Tableau Server) • Infinite Campus

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

- What Does it Mean to “Abide by the Embargo”?* (from Appendix B of Procedures Manual by MDE)
- Included in Principal’s Playbook announcements, posted on assessment websites

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

- Electronic versions (PDF) will be emailed out to families (emails are encrypted). Any families without an email address on file will be mailed a physical copy.
- If electronic copies bounce back, we will mail physical copies to those families.

