

St. Cloud Area School District



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DISTRICT TEST SECURITY PROCEDURES FOR ST. CLOUD PUBLIC SCHOOL DISTRICT FOR 2020-2021 SCHOOL YEAR

ASSESSMENT STAFF

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

Dr. Sylvia Huff, Executive Director of Research, Assessment & Enrollment

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

School Assessment Coordinator	School
Lisa Wannebo	Clearview
Jennifer Holm	Discovery
Michael Smith	Kennedy
Shara Stone	Lincoln
Kimberly McVay	Madison
Anthony Washington	Oak Hill
Camille Murphy	Talahi
Sara Martini	Westwood
David Shelstad & Ricky Rud	North
Eric Dylla & Megan Kothrade	South
Laura Freese	Apollo
Cynthia Patten	Tech
Samuel Nordby	McKinley
Brenda Blackmore	Riverwoods
Jarek Kunz	Roosevelt

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:

Schools will be randomly selected during ACCESS 2.0 and MCA administrations. Following the observation, the DAC or other designated staff will meet with the building assessment coordinator to provide feedback.

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

Sylvia Huff & Jaime Conway

TESTING CALENDAR

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

District Assessment Coordinator

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

District Assessment Coordinator

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

District Assessment Coordinator

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
District Assessment Coordinator	Trains building testing coordinators, media specialists, and other key staff involved in

Staff Member	Method(s) for Verifying Training Completed
	<p>testing. Annual training for building testing coordinators, media specialists, and others must include training on test administration policies and procedures and test security and be documented and kept on file at the district for at least 2 years. Signed disclosures will also be maintained in the DAC's office.</p> <p>DAC will also track via the service provider systems the completion of statewide training requirements by any key staff members who were unable to attend the district training.</p>
Building Assessment Coordinator	<p>Trains the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security. The annual training must be documented and kept on file at the building(s). A copy of the training attendance sheet and signed non-disclosures must be sent to the District Assessment Coordinator.</p> <p>Building Assessment Coordinators will also track via the service provider systems the completion of statewide training requirements by any key staff members who were unable to attend the district training.</p>

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

Role	Additional Trainings

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
District Policies and Procedures are posted on the district website. During district and building trainings, staff will review these procedures along with where to find and download the document.	District Assessment Coordinator & Building Assessment Coordinators

The following staff members will provide information on the MDE test security tipline 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 Coordinator & Building Assessment Coordinators	MDE test security tipline and MDE contact information will be covered during district and building trainings.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Assessment	Grade
Test demo	ACCESS 2.0	All grade-level clusters of students who are new to ACCESS testing (e.g., 1 st & 2 nd grade students and any other students who are new to testing)
Practice test	ACCESS 2.0	All grade-level clusters of students who are new to ACCESS testing (e.g., 1 st & 2 nd grade students and any other students who are new to testing)
Sample items	ACCESS 2.0	3 rd -12 th grade students
Student tutorial	MCA	3 rd grade students and any other students who are new to testing
Item Samplers	MCA/MTAS	3 rd -11 th grade students

The following staff members will ensure that students are reminded of the importance of test security via the method(s) listed.

Staff Member	Method(s) for Communicating
District Assessment Coordinator & Building Assessment Coordinators	Communication will be posted on district and school websites

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
<p>Building Assessment Coordinators will keep a spreadsheet of students name, ID, and reason for not testing. This spreadsheet will be provided to the District Assessment Coordinator at the end of the testing window along with any signed parent refusals and medical notices.</p> <p>Sites should create a “Do Not Test” Session (for each domain) and move students into that session to help reduce the likelihood of testing students who should not participate.</p>	<p>Building Assessment Coordinators will send lists of names to homeroom teachers of students who should not test.</p>

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:

<p>The Programmer in the SPED Department will generate a list of students with IEPs and 504 plans. The lists of students are provided to the appropriate case managers along with the list of possible accommodations and supports. For ACCESS testing, the case managers work with the EL teachers to determine the appropriate accommodations and supports. These decisions are then reported back to the District Assessment Coordinator to ensure that they are properly entered. The list of accommodations are then provided to the appropriate teacher/test administrator in advance of the testing date. For MCAs, case managers determine the appropriate accommodations and supports. Those decisions are reported to the District Assessment Coordinator who enters them into Test Wes. The finalized list of accommodations and supports are sent to the Building Assessment Coordinator to be shared with building staff.</p>
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The district procedure for preparing testing rooms is explained below:

<p>Building Assessment Coordinators are responsible for ensuring that all instructional materials and information that could cause a test security violation or aid students in testing are removed from the walls. Students will test in groups such that there are not more than 30 students per test monitor in a testing environment. Whenever possible, testing sessions will consist of a lead test administrator and a supporting test monitor. In order to maintain test security, students will be spaced a reasonable distance from their peers and privacy partitions will be utilized when necessary.</p>

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:

Procedure	Staff Member
<p>When possible, security cameras will be turned off in testing rooms, so that no test content will be visible on the video feed. If the cameras are unable to be temporarily disabled, testing will be conducted so that no test content is visible on the screen. In the event that test content is captured, it will be deleted at the end of the day.</p>	<p>Technology Coordinator and/or Media Specialist will temporarily disable camera. Building Assessment Coordinator will be responsible for verifying that the camera is not capturing test content.</p>

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:
<p>Headphones, scratch paper, pencils, translated word lists</p>	<p>Building Assessment Coordinator</p>	<p>Building Assessment Coordinator will provide allowable materials to test administrator on the day of testing. Materials will be supplied by the school. Following testing, the test administrator will collect the allowable materials and ensure that secure items (e.g., scratch paper) are properly stored and destroyed.</p>

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 Member
<p>Building Assessment Coordinators will coordinate with classroom teachers and individuals serving as test administrators to schedule rooms for testing and to create the building’s communication plan to ensure that students get to the correct locations on test day. Front office staff will also be made aware of testing locations and will be able to help direct students if the need arises.</p>	<p>Building Assessment Coordinators & Test Administrators</p>

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other adults will be present in the room:

Building Assessment Coordinators will print class rosters from the student information system. On the day of testing, Test Administrators will be provided with their roster. Test Administrators will date the document and cross off the names of any students who are absent on the day of testing and add the name and ID of any additional students who are testing in that session that are not listed. The Test Administrator will add his or name to the document. Additionally, a sign-in sheet will be available in the testing environment for any adult who enters the room to sign. The sign-in sheet will be stapled to the roster at the end of the testing session. At the end of the testing window, these documents will be provided to the DAC so that they can remain on file for 2 years.

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:

Test Monitors must ensure that students do not have cell phones or other electronic devices, including wearable technology such as smart watches in the testing environment. These devices should be collected before testing or stored in lockers outside of the testing room before testing begins.

In the event that the procedure is not followed, students who are found to be wearing a smart watch or other form of technology will need to be reported to the Building Assessment Coordinator immediately. The Building Assessment Coordinator will then report this information to the District Assessment Coordinator so that steps can be taken to have the student’s test invalidated. Students who access a cell phone while taking their test will also have their test invalidated according to the procedure indicated above. If a student accesses a cell phone after submitting his or her test, the Test Monitor must inform the Building Assessment Coordinator. The Building Assessment Coordinator will notify the District Assessment Coordinator, so that the steps involved in the “Prohibited Electronic Devices Investigation Guide” can be followed.

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
<p>During student breaks, students should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device) unless an emergency prevents them from doing so. For paper test materials, students should close their test books.</p> <p>Students should return all secure testing materials (including testing ticket, scratch paper or paper test) to Test Monitor or Test Administrator before leaving the testing room. Test Monitor will provide all the secure testing materials back to the students upon return to resume testing.</p> <p>Test Monitor(s) and other staff must be available to monitor that students do not discuss the test during their time away from the testing location.</p>	<p>The Test Monitor or Test Administrator will lock testing materials in their desk or a cabinet until testing resumes. In the event that the Test Monitor or Test Administrator does not have access to a desk, drawer, or cabinet that is capable of being secured, the Test Monitor will return the test materials to the Building Assessment Coordinator to be locked and secured until testing resumes.</p>

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

Test Monitors may allow only one student at a time for a break for use of the restroom. The student should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device) unless an emergency prevents them from doing so. For paper accommodated test materials, students should close their test books. The student should return all secure testing materials (including testing ticket, scratch paper or paper test) before leaving the testing room. Test monitor will provide all the secure testing materials back to the student upon return to resume testing.

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Hallway monitors and support staff trained in test security procedures will monitor students who leave the testing room.

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
Building Assessment Coordinator & District Assessment Coordinator	Test Monitors and Test Administrators should either use the landline phone in the classroom to contact the main office or use their personal cell phone to send a quick text to the Building Assessment Coordinator.

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:

Procedure	Staff Member to Contact
<p>Test Monitor(s) should contact their Building Assessment Coordinator if an unexpected situation arises during testing. The Building Assessment Coordinator will ensure that a trained staff member is able to escort the student out of the testing room.</p> <p>Any student who leaves a test session and is unable to return because of an illness or other emergency will complete the abandoned section/segment during a make-up session, but the student may not change answers to items that have already been attempted. The Test Monitor should remind students that they cannot go back to previously completed items.</p>	Building Assessment Coordinator

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

<p>Test Monitor(s) should close the door and secure the room before leaving if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill). Test Monitor(s) and other staff must be available to monitor that students do not discuss the test during their time away from the testing location.</p>
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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:

Whenever possible, testing environments will have a lead Test Administrator and an additional test monitor. If one of these individuals becomes ill or needs to leave during testing, the other is able to continue actively monitoring students. The ill monitor should alert the Building Assessment Coordinator, so that another trained staff member can also step in to assist with monitoring.

In the event that there is only one Test Administrator or Test Monitor in the room, the test monitor may use the phone in the room or his or her cell phone to alert others that assistance is needed. The Test Administrator may not leave the room until another trained staff member is present to actively monitor the room.

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)
Students who complete testing early will remain in the testing room.	Read a paper book, draw, work on activities on paper that are not related to the domain or subject being testing

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

If testing took place in the classroom, students requiring extra time to test will resume testing in a distraction-free, predetermined area (e.g., computer lab or testing classroom). Students who were already testing in the computer lab will continue in the lab, while other students return to the classroom for instruction.

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:

Students who complete testing on a previous day will return to normal classroom activities and instruction on subsequent days. Students who did not finish testing on a previous day will continue testing in a designated area, such as the computer lab.

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
If a student reports an error or technical issue with a test item, the Test Administrator or Test Monitor should note the grade and subject/domain of the test. They may not personally review the item or capture it in any way. The Test Administrator should	Building Assessment Coordinator & DAC

Procedure	Staff Member to Contact
contact then relay the information to the Building Assessment Coordinator who will pass it along to the DAC. The DAC will follow up with MDE.	

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

Procedure	Staff Member to Contact
Staff should immediately report all misadministrations and security violations to their Building Assessment Coordinator via email (only include the MARSS number of the student—no other identifying information). The Building Assessment Coordinator should then report the information to the DAC.	Building Assessment Coordinator & DAC

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 discuss the test administration experience with students after all students in a grade level have completed testing at that building. Staff may not ask students about specific items.

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

Trained designees from the District SPED Department, SPED case managers, and the test administrators of the paper test sessions

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

Trained designees from the District SPED Department

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:

School	Secure Location(s)
Clearview	Locked file cabinet in storage office
Discovery	Locked file cabinet in the school office
Kennedy	Locked record storage room
Lincoln	Locked server room
Madison	Locked in the cabinet in the library
Oak Hill	Locked cabinet in Assistant Principal's Office
Talahi	Locked cabinet in media center & additional locked cabinet in team room
Westwood	Locked cabinet in office
North	Locked office
South	Locked office
Apollo	Locked storage room in main office hallway
Tech	Locked office
McKinley	Locked file cabinet in office
Riverwoods	Locked file cabinet in Principal's office
Roosevelt	Locked file cabinet in the main office

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

Building Assessment Coordinators and, at times, custodian

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
Sylvia Huff & Jaime Conway	Designated members of the Assessment Office hand deliver secure test materials to each school. Materials are delivered to the Building Assessment Coordinator, who must sign off on a form indicating receipt of the materials.

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

Building Assessment Coordinator

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
District Assessment Coordinator & Building Assessment Coordinator	DAC initially inventories all materials and contacts the service provider if there is a discrepancy. After the DAC delivers materials to the Building Assessment Coordinators, these individuals again inventory their materials. If a building notices a discrepancy, the Building Assessment Coordinator should notify the DAC immediately.

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
Building Assessment Coordinator	Test materials will be organized according to test session (e.g., materials for students in small group sessions will be organized together).

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:

Building Assessment Coordinator will distribute materials to the Test Monitors and Test Administrators. During the building trainings, Building Assessment Coordinators will review plans for how and when the specific details of the delivery will take place.

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

Building Assessment Coordinator

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

Secure test materials will be collected by the Test Administrator at the end of a test session. The Test Administrator will return the materials to the Building Coordinator so that they can be securely stored. On the subsequent testing days, the Test Administrator will retrieve test materials from the Building Coordinator to proceed with testing. This process will be repeated until testing is complete.

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:

Building Assessment Coordinator

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
Building Assessment Coordinator	Locked cabinet/closet

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

Building Assessment Coordinators will prepare materials for their return and contact the District Assessment Coordinator for pick-up. The DAC will collect materials from the schools, inventory all test materials, and return to the service provider.

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:

Building Assessment Coordinators will ensure that all test materials that require shredding have been securely destroyed at the end of testing.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

Schools may provide families and students with their individual preliminary test results upon request. Results may only be provided verbally and must emphasize the preliminary nature of the information and the possibility for changes as the state conducts further analysis of the results. Preliminary summary-level data may not be shared with families and students.

Instructional staff may be provided with preliminary test results for the purpose of instructional planning.

The following information is communicated if preliminary results are provided:

Preliminary student assessment results should not be discussed in public forums, posted online or shared with the general public until the final assessment results have been released publicly. Any time preliminary information is shared, the preliminary nature of the information will be emphasized and that information should be used for instructional planning purposes only.

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

Staff Members	Methods
Building administrators	Data will be provided through the district data warehouse
Superintendent's Cabinet	Summary-level embargoed results will be provided through secure upload

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

Information about abiding by the embargo will be shared with staff during the annual test security trainings provided by the DAC, as well during the trainings conducted by the building assessment coordinators. Additionally, during early and late summer when early-level results and final results are made available, staff who have access to the data will be provided with a reminder email.

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

Hard-copies of ISRs will be mailed home to families prior to fall conferences.