

Griffith Public Schools Test Security Policy

Introduction:

Griffith Public Schools requires that all assessment protocols - local, state and national - be followed with fidelity to ensure the integrity of assessments for staff and students.

This document outlines policy requirements to ensure test security at Griffith Public Schools for statewide assessments. All staff must be familiar with local test security guidance in addition to state and national requirements, which must be reviewed at the annual Test Security and Integrity training. Staff will receive this policy via electronic distribution. Paper copies will be available upon request.

- The policy will be shared online or via internal school communications. The policy must be shared during the initial test security and integrity training.
- Staff will confirm that they have reviewed our local test security policy at annual test security training.
- The policy will be reviewed annually and will be approved by the School Board.

Ethical Practices & Procedures:

All testing materials will be delivered to schools no more than one week prior to test administration. Staff members may not access secure materials* more than 4 hours prior to operational testing.

It is the policy of Griffith Public Schools that security of assessment materials before, during, and after testing will be maintained as follows:

- Only the Corporation Test Coordinator (CTC) and School Test Coordinator (STC) may access secure materials before and after testing. Test Administrators (TAs) will pick up their materials from the appropriate CTC/STC and sign the chain of custody form. TAs will return materials to the appropriate CTC/STC upon completion of testing.
- All materials and paper assessments will be locked in CTC's office or a STC's office at all times when not being administered.
- CTC/STCs will inventory materials daily. All materials will be counted before and after distribution for testing. STCs and TAs will document the exchange of materials on the chain of custody form for the CTC.
 - The review of any secure test questions before, during, or after testing is strictly prohibited.
- Griffith Public Schools will ensure that staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results of the assessment.
- Student assessment accommodations will be reviewed by dedicated staff to ensure all accommodations are appropriate and correct.

**Test Administrator's Manuals (TAMs) are not considered secure materials.*

Test Preparation Materials:

Griffith Public Schools will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students.

- CTC/STC will ensure that TAs annually administer the practice assessments appropriate for their grade level to prepare students for assessments.
- By utilizing the released practice assessment, Griffith Public Schools will ensure that test preparation materials used by school staff are appropriate and do not violate test security protocols.
- CTCs will verify completion of practice tests aligned to IDOE's Practice Test Guidance found in the [Indiana Assessment Policy Manual](#).

Training Requirements:

Griffith Public Schools ensures that all appropriate staff have reviewed the *Code of Ethical Practices and Procedures* and understand how to secure, administer, and handle the assessments while in their possession. This document can be found in the [Indiana Assessment Policy Manual](#).

1. CTCs and STCs must ensure that all appropriate staff receive annual Test Security and Integrity Training by September 30. The training will consist of discussion and a presentation of the slides or recording provided by IDOE to CTCs. CTC/STCs will ensure attendance is documented via sign-in sheets/meeting time stamps and signing of the Indiana Testing Security & Integrity Agreement [which will be kept on file locally for three years]. TAs and Proctors will complete refresher training prior to each testing window.
2. CTCs and STCs will ensure that all appropriate staff receive test administration training prior to testing. The CTC and STCs will ensure attendance is documented at each test administration training and that agendas, training materials, etc., are kept on file. Vendor TA certification (proctor for College Board) will be completed via the vendor's platform. TAs will share their certificate of completion with the CTC/STC electronically, who will then be able to verify completion online through TIDE, WIDA AMS, etc.
3. CTCs and STCs will ensure that all staff members who will provide students with testing accommodations receive focused accessibility and accommodations training prior to testing. CTCs/STCs will ensure that all staff members who will provide students with testing accommodations are familiar with each student's individual needs per their Individualized Education Program (IEP), Individual Learning Plan (ILP), or Section 504 Plan prior to testing. CTCs/STCs will ensure attendance is documented at this training.

Local Monitoring Expectations:

1. CTCs/STCs will define and clearly communicate test security expectations and monitoring by administrators will occur. Information will be communicated electronically with all appropriate staff.
2. CTCs/STCs will monitor testing to ensure staff administer assessments with fidelity in regard to test administration and security protocols and appropriately providing students with accommodations included in their formal plans. STCs/building administrators will complete an online monitoring form for the testing rooms during assessment windows. The form responses are monitored by the CTC. The form creates the Assessment Monitoring Log, which includes information on the TA/student ratio, TA's performance with actively monitoring the room, testing environment, presence of unallowable devices, and that accommodations being provided are appropriate. If monitoring is not satisfactory, a follow-up meeting is required with the associated staff. Report all test irregularities or testing concerns to the STC, CTC, and IDOE, as appropriate/required.

Test Schedule

CTCs/STCs will ensure that a schedule is developed for each assessment administration at each school. CTC/STCs will create and maintain test schedules to account for makeup testing. The schedule will be provided electronically to staff. The schedule will include the assessment name, testing date and time, applicable grade levels, content areas, accommodation groups, and testing room locations.

Addressing Test Security Concerns

1. Griffith Public Schools will provide channels of communication that allow teachers, administrators, students, parents/guardians, and other community members to voice their concerns about testing practices they consider inappropriate. Concerned parties may contact the appropriate principal via email, the CTC via cleber@griffith.k12.in.us, or either the building principal or CTC via phone. Any concern with "articulable facts" will be reported via IDOE's [Testing Concerns and Security Violations Report Jotform](#).
2. Griffith Public Schools has established the following procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring the protection of both the rights of individuals and the integrity of the assessment:
 - a. CTCs, STCs and/or staff must report any allegations of test security violations to IDOE immediately.
 - b. The [Testing Concerns and Security Violations Report Jotform](#) will be utilized to report concerns that include "articulable facts."
 - c. Concerns shall be submitted to the CTC or STC via electronic or verbal communication.
 - d. The CTC will provide IDOE with any information and an investigative report when requested.

Code of Ethical Practices and Procedures:

Griffith Public Schools Indiana Code of Ethical Practices and Procedures Test Administration, Test Security and Reporting

The Code of Ethical Practices and Procedures (the Code) is established pursuant to 511 Indiana Administrative Code (IAC) 5-5-3 and addresses special concerns regarding appropriate professional practices within the Indiana assessment system. All school personnel who may be involved with any part of a systematic assessment program should have a copy of and be familiar with the procedures and activities described in the Code.

1. Purpose

The purpose of the Code is to protect the Indiana assessment system so that its intended purposes may be achieved. The purposes of the Code are as follows:

- (a) To assess the strengths and weaknesses of school performance;
- (b) To assess the effects of state and local educational programs;
- (c) To compare achievement of Indiana students to achievement of students on a national basis; and
- (d) To provide a source of information for state and local decision makers with regard to educational matters, including the following:
 - (1) The overall academic progress of students;
 - (2) The need for new or revised educational programs;
 - (3) The need to terminate existing educational programs;
 - (4) Student readiness for postsecondary school experiences;
 - (5) Overall curriculum development and revision activities;
 - (6) Identifying students who may need remediation; and
 - (7) Teacher education and staff development activities.

2. Applicability

The Code is generally applicable to all components of the Indiana assessment system, including traditional standardized multiple-choice items, open-ended items, computer-adaptive assessments, performance assessments, and alternate assessments.

3. Test Security

- (a) It is essential that all test materials remain secure before, during, and after test administration. All school and corporation personnel are responsible for test security. Maintaining test security includes:
 - (1) Adhering to the Code;
 - (2) Adhering to the Indiana Assessments Policy Manual;
 - (3) Participating in required training; and
 - (4) Following the Protocol for Reporting and Investigating Alleged Assessment Breaches (Protocol), as required under 511 IAC 5-5-4.
- (b) Test materials include but are not limited to Test Administrator's Manuals (TAMs), test questions, assessment books, answer documents, read-aloud scripts, practice tests, test tickets, scratch paper, and online test access codes.

- (c) Students, parents, and guardians are essential to the maintenance of ethical testing practices, test security, and test integrity. School and corporation personnel are responsible for providing communication to students, parents, and guardians regarding appropriate practices for the maintenance of ethical testing practices, test security, and test integrity.
- (d) Corporation Test Coordinators (CTCs) and School Test Coordinators (STCs) direct the management of the testing program and shall establish and implement procedures to ensure maximum test security and integrity. Procedures established by a CTC or STC shall:
 - (1) Prevent access to secure materials by anyone other than appropriate school and corporation personnel;
 - (2) Inventory and track testing materials;
 - (3) Control the storage, distribution, administration, and collection of testing materials;
 - (4) Immediately report any allegations of test integrity violations according to the Protocol to the Indiana Department of Education (IDOE);
 - (5) Prevent the reproduction and/or discussion of testing materials by school and corporation personnel and/or students;
 - (6) Ensure that students use only reference materials allowed by the testing procedures;
 - (7) Ensure that students are not exposed to test items prior to the administration of the test;
 - (8) Ensure that answer booklets are not altered before, during, or after testing;
 - (9) Ensure that student responses are not scored locally and are only scored by the testing contractor as designated by IDOE; and
 - (10) Ensure test preparation materials used by school staff are appropriate and do not violate test security protocol.
- (e) Before each test administration, materials must be distributed and stored according to the Indiana Assessments Policy Manual. As described therein, testing materials must be secured at all times during test administration, including all breaks in the testing sequence. All read-aloud scripts, test booklets (used and unused), answer sheets, test tickets, scratch paper, glossary sheets (ILEARN paper-and-pencil only) and online test access codes must be counted, reconciled, and returned to a centrally-located, locked, and secured area immediately upon the completion of each daily testing session.
- (f) Testing, including make-up testing, must occur during the testing window. With the exception of permitted practice tests, student access to testing materials shall be restricted to the state-scheduled dates of test administration.
- (g) Any allegations concerning cheating, a security breach, a testing administration breach, an intellectual property right infringement, a loss of materials, or other deviation from acceptable and ethical practices and test security and integrity procedures shall be reported immediately, according to the Protocol.
- (h) No secure test materials, test questions, or student responses/answer sheets shall be reviewed, retained, reproduced, videoed, photographed, paraphrased, or discussed before, during, or after testing in any manner unless and until such materials are released via posting on the website by IDOE.
- (i) School personnel and/or students may not alert examinees to the correct answer choice by pointing to the correct answer, eliminating answer choices, mouthing the correct answer, or using any other mechanism designed to indicate a correct or incorrect answer.

- (j) Any individual who administers, handles, or has access to secure test materials at the corporation or school shall complete assessment training and shall annually sign no later than the last day of September an Indiana Testing Security and Integrity Agreement, which shall remain on file in the appropriate school or corporation-level office for a period of no fewer than three years. All school staff shall complete test security training. Assessment training shall be provided at the building level by CTCs (or designees) who have completed the required IDOE provided training.
- (k) No one shall compromise test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
- (l) Student test scores or test performance shall not be disclosed to unauthorized persons.
- (m) Corporations must create a locally-developed, written test security policy. This policy must be shared with staff.

4. Pre-Test Activities.

The most significant consideration in pre-test activities, apart from security issues, relates to maintaining the validity of the assessment scores as estimates of student achievement in the domains being assessed.

- (a) The school corporation (i.e., CTC, STC, or other designee) must ensure materials and securing assessments, and interpreting the results from assessments are annually reviewed. The school corporation must ensure test preparation materials used by school staff are appropriate and do not violate test security protocol.
- (b) Although students should be given instruction, experience, and practice with the Indiana Academic Standards, the curriculum should not be narrowed to fit the assessment.
- (c) Educators should give students practice with various item types and formats used on assessments to ensure that the assessment will measure only the students' knowledge and understanding and not their test-taking skills. Extensive use of test practice materials is inappropriate.
- (d) Reasonable notice of upcoming assessments should be provided to all concerned, including school personnel, students, and parents. Using notice of the upcoming assessment to discourage student participation is considered unethical behavior in test administration. Low participation rates may have a negative impact on school accountability data.
- (e) The test coordinator and responsible building personnel should make appropriate arrangements for test administration, including provision for adequate facilities, materials, and training of Test Administrators (TAs) and proctors. TAs must study the appropriate administrative manual prior to administering the test. Any needed accommodations must be planned for in advance.
- (f) The test coordinator is responsible for ensuring the appropriate administration of practice tests pursuant to the Indiana Assessments Policy Manual.

5. Testing Conditions

- (a) TAs must follow the procedures in the test manuals, including procedures referring to testing conditions, timing, and instructions. Failure to follow the specified procedures can invalidate the results.

- (b) TAs must follow accommodations as outlined in a student's Individualized Education Plan (IEP), Individual Learning Plan (ILP), and/or plan developed pursuant to Section 504 of the Rehabilitation Act of 1973. TAs must provide appropriate accommodations as required by 511 IAC 5-2-4(b).
- (c) TAs must provide the appropriate chairs, desks, lighting, and other accommodations to equip students with the optimum test conditions to facilitate students' maximum performance levels. All school personnel involved in administering the test must assume responsibility for the quality of testing conditions.
- (d) TAs must provide complete sets of materials for all students, including booklets, answer sheets, pencils, scratch paper, and manipulatives, as required. If the test is administered in the online environment, TAs must provide appropriate technology. This condition must be met before students begin the test.
- (e) When reading directions aloud, TAs must read only what is indicated in the online or paper testing script, read aloud-script (if applicable), or students screen or paper assessment if administering the human reader accommodation.
- (f) TAs must not answer questions about specific test items, but they may repeat initial directions for a test session, as described in the TAM.
- (g) TAs and proctors must monitor the testing session to ensure that all students have the opportunity to succeed. It is not acceptable for TAs and/or proctors to leave the room, to concentrate on other tasks or materials, or to otherwise ignore what is happening. All TAs and proctors should be trained to understand the testing procedures and their respective responsibilities. TAs and proctors must ensure that all students:
 - (1) Follow instructions;
 - (2) Respond in the appropriate places on answer documents;
 - (3) Do not exchange answers;
 - (4) Do not interfere with or distract others;
 - (5) Do not have access to cell phones, smart watches, or other unallowable devices; and
 - (6) Use only permitted materials and devices.
- (h) The prescribed sequence of test sections/segments is specific to each assessment. TAs must refer to the appropriate Test Coordinator's Manual or TAM for specific details regarding test administration guidance.
- (i) If an interruption to testing occurs, the TA shall immediately notify the test coordinator who will determine appropriate action. Following the interruption, a Jotform submission (using the *Testing Irregularity Report* form) detailing the interruption must be submitted to IDOE.

6. Post-Test Activities

- (a) When testing has concluded, TAs must collect and check all materials following test security procedures.
- (b) TAs shall account for all materials and deliver them to the test coordinator. The STC at each site shall account for all materials. CTCs shall account for all materials from all sites within the corporation.
- (c) A Jotform submission (i.e. the *Testing Irregularity Report* form) must be submitted for all incidents and events that might impact the validity of the assessment.