

2024-2025
District Testing and Security Procedures Plan

Miami Valley Career Technology Center will follow the test security procedures outlined in Ohio Administrative Code [3301-13-05](#).

Assessment Staff:

- *District Test Coordinator* – Brian Jettinghoff, *Director of Student Services*
- *Testing Administrative Assistant* – Mandy Ewry, *Student Services Secretary*

TEST	Building Test Coordinator	Test Administrators Proctors/Monitors)
State Testing Re-takes *Spring Government Testing	Dr. Shalyn Leighner, <i>Student Services Supervisor</i> Mrs. Abby Kurtz, <i>School Counselor</i> Mrs. Tracy Hetrick, <i>School Counselor</i> *Dr. Jaime Peaso, <i>Academic Supervisor</i>	Substitute Teachers Certified Staff Administrators
WebXam	Mr. Jon Baumhauer, <i>School Counselor</i> Mrs. Taiya Woodall, <i>School Counselor</i> Mr. Blaine Heeter, <i>T&IG Supervisor</i> Mr. Jon McGreevey, <i>HCS Supervisor</i> Mr. Dave Peltz, <i>EBITA Career Tech Supervisor</i> Mr. Jesse Maxfield, <i>Satellite Supervisor</i> Mrs. Elizabeth Jensen, <i>Satellite Supervisor</i>	Certified Staff Administrators
State-Sponsored ACT	Mrs. Olivia Newman, <i>School Counselor</i> Mr. Jeff Waugh, <i>School Counselor</i>	Certified Staff Substitute Teachers Administrators Classified Staff
Armed Services Vocational Aptitude Battery (ASVAB)	Mr. Jeff Waugh, <i>School Counselor</i> Mrs. Olivia Newman, <i>School Counselor</i>	ASVAB Staff

**The MVCTC technology department will assist in ensuring staff and students access to each testing program.*

Assessments:

- Ohio State Tests
 - Algebra, English 2, U.S History, Government, and Biology
 - *Miami Valley Career Technology Center will schedule a student to test if the student is taking the state-tested course for the first time; otherwise, the student's partner school will provide MVCTC a list of students and the test to be taken/retaken for testing or graduation purposes.*
- ◆ WebXam
 - *State technical skill attainment assessments based on the enrolled career-tech program with the Miami Valley Career Technology Center, including satellite programs, a student will take career pathway-based end-of-course assessments.*
- ◆ State-Sponsored ACT
 - *The State of Ohio will pay (one-time) for Juniors to take the ACT. Juniors will take the ACT at MVCTC or the partner school district. Locations will be shared closer to the test date. In October, students and families will receive a survey to share their intent to participate.*
- ◆ Armed Services Vocational Aptitude Battery (ASVAB)
 - *Students are given the opportunity to take the ASVAB Career Exploration Program testing at no cost and with no commitment to military service. The testing provides an interest assessment and planning tools to help young adults explore career field entry requirements and various military and civilian career paths.*
 - **This is NOT the enlistment version of the ASVAB.**

Defining standards of ethical practices and how they are monitored;

The DTC is responsible for making sure that the District complies with all guidelines issued by the State for the proper administration, processing, and handling of the Statewide assessment tests and associated materials, including the standards relative to the ethical use of tests by staff. The DTC is also responsible, by October 1st of each school year, for sharing this guideline, including all written security procedures and penalties, in writing and discussing it with all staff members who have access to the secure assessment materials, with all students who are being tested, and with any other person authorized to be present in an assessment administration room and/or to have access to any assessment materials. The BTC and applicable examiner shall orally remind staff, including monitors, and students of these guidelines prior to the beginning of each assessment administration period. Staff members, including adult monitors, must acknowledge receipt of these guidelines and the District's standards relative to the ethical use of tests on an annual basis. All MVCTC certified and administrative staff, as well as any MVCTC substitutes who will be involved in state testing, will complete the Ohio Ethical Use of Tests through PublicSchoolWorks. Along with the District Test Security Procedures, the Ohio State Tests Resource Book, Accessibility Manual, and Test Administration manuals will be shared with MVCTC staff annually and before each test administration so that each school staff member can review the contents and rules and acknowledge responsibility for them every school year. MVCTC Test Security Plan will be shared with students and families along with their test schedules before each test administration.

The District's Test Coordinator (DTC) and Building Test Coordinator (BTC) are responsible for assuring that all the assessment administration and assessment security provisions adopted by the State Board of Education, all assessment procedures adopted by the State Department of Education, and those adopted by this District, are followed explicitly by the appropriate staff. The DTC is responsible for making sure all Statewide assessment materials (i.e., achievement tests) are secure and not made available to unauthorized parties and that all assessment procedures are followed. The BTC is responsible for assessment security and for appointing a sufficient number of examiners and monitors to satisfy State regulations. The DTC shall identify each person by name with a designated title as being either a test coordinator, examiner, monitor, translator, or scribe in the District or participating school who is authorized to be present in an assessment room during an assessment session, including a makeup session, and/or who is authorized to have access to the assessment materials.

Test security procedures;

The DTC and BTCs are responsible for assuring that all assessment security provisions are met while assessment materials remain in the District and/or the participating schools.

Persons designated as examiners are responsible for assuring that all assessment security provisions are met while each assessment administration session is in progress and accounting for all assessment booklets by serial number, all CDs containing English audio and foreign language translation of assessments, all answer documents, and all tape recorded student responses from the translation sessions received from a BTC, until such time as the examiners return said assessment materials to the BTC.

The examiner and all adult monitors assigned to an assessment administration room, as well as any other employee who is privy to the testing materials, shall be informed of, and agree to follow, all prescribed assessment administration and assessment security provisions. Examiners and monitors must remain in the assigned assessment administration room during the entire administration of any assessment to assure compliance with rules governing assessment administration (as adopted by the State Board of Education and/or the Ohio Department of Education) and/or this District.

Preparing to test; administering and scoring a test; and interpreting and using test results;

Persons designated as examiners are responsible for assuring that all assessment security provisions are met while each assessment administration session is in progress and accounting for all assessment booklets by serial number, all CDs containing English audio and foreign language translation of assessments, all answer documents, and all tape recorded student responses from the translation sessions received from a BTC, until such time as the examiners return said assessment materials to the BTC.

No unauthorized person shall be permitted to be in an assessment room during any assessment session or be permitted to have access to any secure assessment materials at any time such materials are in the District or participating school.

All assessment administration rooms shall be selected such that assessment security can be maintained while student comfort is maximized.

During each assessment administration period, assessments shall be administered in the order prescribed by the Ohio Department of Education.

No student shall take any assessment more than once during any assessment administration period unless authorized by the Ohio Department of Education.

Except for accommodations made in accordance with the rules adopted by the State Board of Education, only materials specifically designated by the Ohio Department of Education shall be provided to students and/or permitted in the assessment administration room during testing.

A test administrator must actively monitor the test session. This includes but is not limited to the following: walking around the room, making sure the students are taking the correct test, observing that students are not involved in activities that might be considered cheating, monitoring test completion per student, monitoring how much time is left in a test session, and generally being involved with the test session. These are not active monitoring behaviors: reviewing a test so closely that student responses are clearly read, being involved with non-test administration activities such as grading papers or reading a book, or leaving the students unattended while the test is still in session.

Procedures for reviewing test materials and practices;

No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

ONLINE TESTING:

Test administrators will distribute and collect all student test tickets and scratch paper and turn it into the district test coordinator so all secure test documentation can be shredded and destroyed upon completion of state testing.

PAPER TESTING:

- A. Statewide assessment booklets, answer documents, and all other assessment materials and instructions are to be secured in a locked cabinet or room before, after, and between assessment administration sessions.

- B. Access to the cabinet or room is permitted only by the BTC and DTC If the principal is not available and access is required, the DTC is to be contacted. If s/he is not available, the Superintendent is to be contacted.
- C. The BTC shall maintain a list of those professional staff members (i.e., examiners) who will be administering the Statewide assessments and the number of copies of each assessment that each person will need.
- D. Each examiner shall sign for the number of copies of Statewide assessments and assessment procedures s/he receives from the BTC as well as a statement of assurance that s/he will abide by the State- designed assessment procedures, will not reproduce or cause to be reproduced any of the Statewide assessments or procedures, or distribute such materials to any person other than the students who shall be taking the assessments.
- E. Only the DTC, BTC, building principal, examiner, scribes, and properly- trained adult monitors may be present in the assessment room while the assessments are being administered. The ratio of students to examiners/monitors shall not exceed thirty (30) to one (1).
- F. When the assessment has been completed, each examiner shall return all copies of the Statewide assessment materials and procedures to the BTC. The BTC and the examiner together shall verify, in writing, that the number returned is the same as the number issued.
- G. The BTC shall store all completed Statewide assessments and assessment procedures in the same locked cabinet or room and notify the DTC that the testing has been completed and the materials are ready for return to the State.
- H. The DTC shall contact the State Department of Education and arrange for the return of all Statewide assessments and assessment procedures.
- I. Each BTC shall be present when the Statewide assessment test materials are picked up and shall require that the person who receives the materials signs a verification sheet that indicates the number received, the condition of the materials, and the date of receipt. This verification sheet is to be sent to the DTC with a copy maintained by the BTC.

Procedures for investigating test incidents and violations, including procedures for investigating any alleged violations and due process for individuals accused of cheating and those individuals that compromise a student's test.

If an examiner, adult monitor or other professional staff member has reason to believe that there has been an assessment security violation or any alleged unethical testing practice committed by a student or other person, s/he shall contact the BTC, DTC and/or supervisor immediately and provide the names of the alleged violators and the nature of the alleged violation(s). The DTC shall promptly investigate the alleged violation(s) to verify whether or not they occurred and recommend action(s) to be taken for any confirmed violation(s).

Any alleged assessment security violations of State laws or regulations, an ethical testing practice, this guideline, or the school's security procedures shall be reported to the Ohio Department of Education (ODE) as soon as it becomes known to the participating school (i.e. BTC) or the District (i.e. DTC).

If the violation(s) **is/are** verified, the District's due-process procedures are to be used in dealing with the violator. If the violator is a student, s/he may be subject to suspension or expulsion from school and the results of his/her tests nullified. If the violator is a member of the staff, s/he may be subject to loss of certification/licensure and/or dismissal from the District.

The DTC shall make the decision whether or not to invalidate the student's assessment score on each assessment that was violated or all of the assessments. Within ten (10) days of completion of the District's or participating school's investigation, the DTC is to file a written report with the State Department of Education delineating the cause and results of the investigation including any corrective actions taken.

Electronic Devices:

All non-assessment electronic devices must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight while assessments are being administered.

Students who finish the test early may not access any electronic device without the approval of the test administrator. Laptops/iPads must be closed/powered off after testing is completed. The examiner will instruct students about acceptable silent work they may engage in once a test is complete and all materials have been returned.

Accessing an electronic device during testing can be grounds for invalidation; however, if cheating can be ruled out, the district may elect not to invalidate the test. If a student is observed having a cell phone or any other device capable of recording or copying test materials out during or after the test session, it is important to determine if any test question, passage or prompt was photographed, texted or in any way compromised. If it is discovered that test questions, passages or prompts have been posted on any social medium, the District shall immediately contact the Office of Curriculum and Assessment (ODE). District/school policy will determine if an invalidation is required for any other situation.

Students who use an electronic device for medical purposes (for example, glucose monitoring or hearing aid) may have access to the device during testing. The device should only support the student during testing for medical reasons and the test administrator must closely monitor the use of the device to maintain test security.

Test administrators may have a cell phone for medical and technological emergencies, to use as a time keeper or to otherwise perform necessary test-related actions. Test administrators must not use the cell phone for non-test related issues or personal issues. Test administrators should be reminded to never take photographs of students, tests, computers or the testing room during testing.

RESOURCES:

Ohio State Test Resources

<https://education.ohio.gov/Topics/Testing/Ohios-State-Test-in-ELA-Math-Science-SocialStudies/Test-Administration-Resources-for-Ohio-State-Tests>

Ohio State Test Resource Book

<https://education.ohio.gov/getattachment/Topics/Testing/Testing-Forms-and-Resources/Ohio%E2%80%99s-State-Tests-Resources-Book/Ohio-Test-Resource-Book-2023-2024.pdf.aspx?lang=en-US>

Ohio Accessibility Manual for Ohio's State Tests:

<https://education.ohio.gov/getattachment/Topics/Testing/Accommodations-on-State-Assessments/Ohio-Accessibility-Manual.pdf.aspx?lang=en-US>