

Test Security Provisions for Statewide Assessments (AG)

The Bluffton-Harrison Metropolitan School District (“Corporation”) shall abide by the *Indiana Assessments Policy Manual*.

The Corporation shall provide a copy of the *Code of Ethical Practices and Procedures* to all school personnel who may be involved with any part of handling, coordinating, or administering standardized tests.

Any individual who administers, handles, or has access to secure test materials at BHMSD shall complete assessment training and sign the *Testing Security and Integrity Agreement*. This form is to remain on file in the appropriate building-level office each year. Before the opening of the test window for any standardized test, training of any/all persons associated with testing must have occurred. This includes, but is not limited to, the Corporation Testing Coordinator (“CTC”), test administrators (“TA”), principal or designee, teachers in tested and non-tested grade levels, teachers’ aids, front office staff, custodians, test examiners, proctors, scribes, and any other person associated with the testing process. The Corporation shall ensure staff members who will provide students with test accommodations are familiar with each student’s individual accommodation needs prior to testing and receive focused training on providing such accommodations prior to the start of the state testing window for each assessment. The Corporation shall ensure all appropriate staff receive test security refresher training prior to the start of the state testing window for each assessment.

Prior to the start of the state testing window, the Corporation shall establish a testing schedule, including the assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations.

TAs and Proctors must monitor the testing session. It is not acceptable for TAs and/or Proctors to leave students unsupervised (for any amount of time), to concentrate on other tasks or materials, or to otherwise ignore what is happening.

TAs and Proctors must ensure that all students:

- Receive appropriate accommodations.
- Follow instructions provided in the TAM/administration manual.
- Do not exchange answers.
- Do not interfere with or distract others.
- Use only permitted materials and devices.
- Do not have access to cell phones, smart watches, or other unallowable devices.

The BHMSD Superintendent, CTC, and individual School Testing Coordinators (STCs) must ensure all personnel adhere to test administration and test security protocols with fidelity. Documentation (i.e., monitoring logs/reports sharing monitoring dates/times, names of TAs/Proctors monitored, what was observed during monitoring, information referenced in the “Room Observation” section of IDOE’s Assessment Monitoring Checklist, and any concerns) of

monitoring conducted during testing must be kept on file at the local level. This documentation will be requested and reviewed during IDOE monitoring of schools.

The Corporation shall investigate and report any complaints of inappropriate testing practices and security issues according to the Protocol for Reporting and Investigating Alleged Breaches as established and published pursuant to 511 IAC 5-5-4. Any allegations of cheating, security breach, testing administration breach, intellectual property right infringement, loss of materials, or other deviation from acceptable and ethical security and test integrity procedures of Indiana's assessments, including, but not limited to, ILEARN, I AM, , IREAD-3, ISPROUT, SAT, and WIDA shall be immediately reported to the Indiana Department of Education. The complaint shall be submitted via the completion of the Testing Concerns and Security Violations Report Form, found in Appendix C. The IDOE's process of investigation will follow the *Indiana Assessments Policy Manual Appendix A: Protocol for Reporting and Investigating Alleged Breaches*.

Any of the following issues are considered "Test Security" concerns as defined in 511 IAC 5-5-2:

- A. "Integrity breach" means any action that undermines the integrity and/or inhibits the effectiveness of the assessment from achieving the purposes set forth in IC 20-32-5-1. An integrity breach includes, but is not limited to, any security breach, testing irregularity, testing administration breach, and violation of the Code of Ethical Practices and Procedures.
- B. "Intellectual Property right" means any applicable copyright or trademark that may be contained in test and test preparation materials.
- C. "Security breach" means the failure to observe/follow the documented procedures established to protect, maintain, and implement the testing process, such as the code of ethical practices and procedures, testing security and integrity agreement, and procedures prescribed in the testing manuals by any person administering or assisting with the administration of a systematic assessment.
- D. "Testing administration breach" means the failure to follow the documented test administration procedures that could alter the results or testing environment of the assessment for one (1) or more students, including, but not limited to, timing an untimed test and not implementing required accommodations.
- E. "Testing irregularity" means any unexpected event that significantly disrupts the testing environment of two (2) or more students, including, but not limited to, the sounding of the fire alarm or a power outage.

Any "testing irregularity" that is not a testing security concern should be reported by using *the Testing Irregularity Report Form* and submitted to the Office of Student Assessment. Any testing irregularity must, at a minimum, be locally documented and reported to the School Testing Coordinator, building Principal and CTC. Failure to comply with the protocol identified may constitute evidence of an integrity breach, which may result in an action under IC 20-28-5-7 for the suspension or revocation of a license.

Investigations

The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. The investigation will include, but not be limited to, the following:

- A. a formal process by which all complaints are documented and can be tracked to resolution;
- B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint;
- C. protection of the integrity of any ongoing assessments, and protection of the integrity of the rights of individuals;
- D. If IDOE requests an investigation, a report must be submitted to the IDOE Office of Student Assessment within ten (10) business days. This report must include all of the documents requested by IDOE and the CTC's determination of whether misconduct occurred, did not occur, or whether the allegations could not be substantiated. The CTC's determination, however, shall not be binding on IDOE or any action that IDOE may take.

Testing Materials

Secure test materials should not be delivered to school buildings more than one week in advance of test administration. Teachers and other school staff members are not allowed access to secure test materials more than four hours in advance of the test administration. The Corporation shall develop a plan to ensure the security of assessment materials during testing and storage of all secure assessment materials before, during, and after testing. All test materials should be stored at a central location under lock and key.

511 IAC 5-5

[2024-2025 Indiana Assessments Policy Manual](#)

[2024-2025 Protocol for Reporting and Investigating Alleged Breaches](#)

[2024-2025 Code of Ethical Practices and Procedures](#)

Associated Forms:

C275-E1: Testing Security and Integrity Agreement

C275-E2: Testing Irregularity Report

C275-E3: Testing Concerns and Security Violations Report

C275-E4: Social Media and Unallowable Devices Concern Report

Bluffton-Harrison Metropolitan School District

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