



DISTRICT TEST SECURITY PROCEDURE

District Test Security Procedures for Rocori Public Schools for 2024-2025

Assessment Staff

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

Amy Notch, Director of Teaching and Learning

notcha@rocori.k12.mn.us

Office: 320-685-4185, x4342

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

School Assessment Coordinator(s)	School(s)
Malea Bergeson	John Clark Elementary and Richmond Elementary
Jake Zauhar	Cold Spring Elementary
Katlyn Pitra/Kendra Schlangen	ROCORI Middle School
Shelly Collison/ Marsha Gilbertson	ROCORI High School

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:

The district assessment coordinator will make at least two unscheduled visits to each building during testing to monitor test administration procedures. The School Assessment Coordinators will also monitor testing procedures within their individual building. Any observed violations of testing procedures will be documented and reported directly to the MDE.

Visits will be documented using a checklist created by the district assessment team based on the test security checklist provided by MDE. Any areas of concern will be reported to building principals who will direct the corrections.

(Include how visits are determined and how information will be collected and shared following the visit.)

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

District Assessment Coordinator, Building Principals, Building Assistant Principals, and Building Deans of Students

Testing Calendar

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

Amy Notch, Director of Teaching and Learning

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

Amy Notch, Director of Teaching and Learning, and Brian Michalski, Director of Technology

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

Principals Ryan Hauge, Jim Mitteness, and Mary Holmberg along with Assistant Principals Emily Peterson, Jake Nelson, and Matthew Anderson

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
Amy Notch	Paper Copies for custodial staff; LMS Training for all other employees (administrators, teachers, paras, administrative assistants); live trainings with sign-in documents

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

Role	Additional Trainings
MCA Test Monitor and MCA Test Monitor-Paper Administration	Required trainings in LMS
MTAS Test Administration	Required trainings in LMS
ACCESS for ELLs Test Administration Training	Required WIDA 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 will be shared via meetings, staff LMS courses, and email	Amy Notch

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
Amy Notch	Information will be provided to staff in test security trainings. The MDE tipline and MDE contact information will also be included with local testing directions.

District Policies and Procedures for Testing – Preparation

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

Student Resources	Grade
MCA Student Readiness Tools	Grades 3-8, 10, 11
ACCESS for ELLs Practice Materials	Grades K-12

(Expand as needed to address differences by grade, subject, and student.)

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
Assigned Test Monitors	Reading introductory material during the testing sessions as well as ensuring students can listen to the online testing directions.

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
All opt out forms are emailed or delivered to the director of teaching and learning; student names are listed on a shared spreadsheet with school assessment coordinators.	Emails and shared spreadsheet. Students will also be rostered to a “DO NOT TEST” Session in PearsonAccessNext to avoid inadvertent testing.

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

Teachers and test monitors will be made aware of the universal supports and/or accommodations available for various tests by the district assessment coordinator in staff meetings/trainings. Special education teachers, 504 coordinators, and EL teachers will submit accommodations through an online shared document. The district assessment coordinator will ensure that appropriate accommodations are coded in TestWES.

(Include how information on which test – MCA or MTAS; ACCESS or WIDA Alternate ACCESS – and universal supports and accommodations is communicated with the applicable school staff.)

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

Test schedules with testing sessions will be created by school assessment coordinators. Such sessions will include test monitor, location, and roster of students for that location. The district assessment coordinator will review sessions and assigned administrators/monitors to ensure that ratio requirements for the various tests are met.

(Include how specific requirements for ACCESS Writing (15 students per Test Administrator) and Speaking (five students per Test Administrator), as well as ensuring other requirements (30 students per Test Monitor/Test Administrator) for all other tests will be planned for.)

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

The test monitor in each classroom will be instructed to remove or cover any instructional materials from the walls and desks within the testing space. Desks will be separated to create appropriate testing space for each student. Signage will inform those moving around the space that testing will be occurring there.

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
Security cameras are only present in one building, John Clark Elementary. Brian Michalski, director of technology, will disable this camera during scheduled testing.	Brian Michalski

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).

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
Scratch paper (school-supplied) Pencils and headphones (student-supplied)	Test Monitors	The test monitor will distribute and collect scratch paper and testing tickets each day of testing.

(Note if materials will be supplied by the school or students.)

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
Buildings will follow individual school procedures for scheduling and ensuring students are in the right locations. In most cases, students will test with homeroom or content-specific teacher. Students receiving EL services and taking the ACCESS for ELLs will be directed by EL staff.	ROCORI High School—Guidance Office Staff ROCORI Middle School—Guidance Office Staff Cold Spring Elementary—Classroom teachers and school assessment coordinator John Clark Elementary—Classroom teachers and school assessment coordinator Richmond Elementary—Classroom teachers and school assessment coordinator

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:

School assessment coordinators will create master lists and schedules of when and where students will be tested. The master schedule will include the adults assigned in each of the testing locations. If an adult needs to be moved to another site, that change will be approved by the district assessment coordinator.

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:

The district’s expectations for active monitoring by test monitors are compliant with MDE guidelines as presented in the training: no outside work is brought into the testing environment, no computer usage except for email to support purposes between DAC and test monitors along with the usage of PearsonAccess Next for test administration.

The procedure for ensuring students do not use cell phones or other prohibited devices is to request that all devices be left in lockers or placed in the front of the room upon entrance. Test monitors will actively observe the room for prohibited devices.

If students fail to comply with placing their cell phones or other prohibited devices in the front of the room, test monitors are directed to call administration. The student will then be removed from the test setting until he/she agrees to comply with the procedure.

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
The procedure for breaks for all students during testing is to allow breaks as needed by only one student may leave the testing space at a time to use the restroom or get a drink.	Test content will be secured during breaks by shutting off the monitor display when the student leaves the room.

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

Test monitors will control the movement of students out of their individual testing rooms. Additional staff including administrators and paraprofessionals will be called upon to assist in hall monitoring.

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

Administrators, counselors, and paras as assigned by the school assessment coordinators

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
Amy Notch	Email and classroom phone systems; school assessment coordinators can reach the district assessment coordinator via personal cell phone in emergency situations.

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>If an unexpected situation occurs, the test monitor should contact the school assessment coordinator. If the school assessment coordinator cannot address the situation, the district assessment coordinator will be called.</p>	<p>School assessment coordinators include Jake Zauhar (CSE), Malea Bergeson (RES and JCE), Kendra Schlangen (RMS), and Shelly Collison (RHS/ALC/ROCORI Online)</p> <p>District assessment coordinator—Amy Notch</p>

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

If an entire group of students needs to leave during testing (e.g., emergency situation, fire drill), the procedure is to shut off the monitor displays if safe and remind student that they may not discuss the test. The testing room will be locked and remain locked until the proctor or administrator returns to the room.

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:

If the test monitor or administrator becomes ill or needs to leave during testing, the procedure is to contact the school assessment coordinator or district assessment coordinator who will then locate an alternate testing monitor to complete 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 students complete the test early, they will remain in the testing room until they are dismissed by the testing monitor.	Reading a book

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

If students need extra time for a test, the monitor will follow the individual building schedule. The individual building schedule will either allow for additional time during the current testing session or it will allow for additional time during a make-up session.

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:

Elementary grades will work with buddy classrooms to have students attend another class if the student has already completed testing. Middle school and high school schedules will allow only the students who are actively testing to enter the testing locations. Students who finish testing will attend scheduled classes or relocate to assigned study hall.

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 procedure for documenting the issue will be to record the test subject, grade level, name of student, and question number. That information will be provided to the district assessment coordinator. The DAC will contact Pearson.	Amy Notch

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

Procedure	Staff Member to Contact
Staff will email or call the district assessment coordinator to report any misadministration or security breaches.	Amy Notch X4342

(If not reported directly to the District Assessment Coordinator, also include how the information will be communicated to him/her.)

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:

The district’s policy for discussion the test administration experience with students after test administration is that any conversation must be general (i.e., if a student complains that the test setting was an issue, displays were too bright, etc.) and not specific (i.e., the student and monitor cannot discuss test questions, answers, or any other test content).

(Indicate what may or may not be discussed with students following testing.)

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

School assessment coordinators will delegate appropriate staff to enter student responses from MCA Paper Accommodated test materials. All materials will be kept in the secure location in each building unless being used to test a student or to enter responses in Pearson Access Next.

(As needed, include any procedures or timelines for data entry that have been established.)

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

Special education case managers for students who take MTAS

Scores will be entered before the end of the testing window. All materials will be kept in the secure location at each building unless being used to test a student or submit the scores.

(As needed, include any procedures or timelines for data entry that have been established.)

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)
John Clark Elementary	Locked cabinet in the JCE office behind administrative assistant’s desk (bottom drawer of low lateral cabinet. Administrative assistant has key; principal and dean of students have key in their shared office desk.
Richmond Elementary School	Locked filing cabinet in administrative assistant’s office in the fourth drawer. Keys are in possession of the administrative assistant.
Cold Spring Elementary	Locked cabinet in spare office at CSE.
ROCORI Middle School and High School	Secure Materials Vault in the secondary office will be used for MCA materials; Matt Anderson’s locked closet for ALC/ Online student assessments.
ROCORI Middle School and High School	Shelly Hoyt’s locked closet and Matt Anderson’s locked closet will be used for MTAS materials.
ROCORI District Office	Locked closet in District Board Room; locked filing cabinet in the office of the DAC.

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

Amy Notch, Kandace Gerding, Dana Groetsch, Jim Mitteness, Mary Holmberg, Shelly Hoyt, Jake Nelson, Emily Peterson, Shelly Collison, Matthew Anderson, Ryan Hauge, Jake Zauhar, Malea Bergeson, and Shannon Pooler.

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
Amy Notch	Amy will deliver the materials directly to the school assessment coordinators who will place materials in the secure locations within each building.

(This may not be applicable for charter schools or districts where all schools are located in one building.)

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

Jake Zauhar, Malea Bergeson, Marsha Gilbertson, and Kendra Schlangen

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
Amy Notch	Amy Notch will inventory materials using the security checklists. Any discrepancies will be reported immediately to Pearson. Security checklists are kept at the district for two years following testing.

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
Amy Notch, Jake Zauhar, Malea Bergeson, Kendra Schlangen, and Marsha Gilbertson	Amy Notch will deliver materials to SACs who will in turn organize and deliver test materials to test monitors and administrators.

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:

Test monitors will on the days of scheduled testing retrieve the secure materials from the secure locked location in their respective buildings and maintain the security of those materials throughout the testing session.

Upon receipt of materials, the test monitor or test administrator ensures that all test materials listed on the Test Monitor Test Materials Security Checklist and any other materials provided for the purpose of testing are accounted prior to handing out the test materials to students. Any discrepancies should be reported to Amy Notch immediately.

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

Discrepancies in materials will be reported to Amy Notch immediately.

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

If students are taking the tests on multiple days, the building's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes locking materials in the closet in each building at the end of the testing day.

Rockville: locked cabinet in the JCE office
Richmond: locked cabinet in Dana Groetsch's office
CSE: locked cabinet in Jake Zauhar's office
RMS/RHS: secure materials vault in office
RMS: DCD Room locked closet (Tice)--MTAS
RHS: DCD Room locked closet (Huckenpoehler)--MTAS
District Office: Locked Closet

The test monitor is responsible for the test materials during the test administration until their return to the secure locked location within each building at the end of the testing session. After testing is complete, Amy Notch will pick up the secure materials for the purpose of return to MDE or shredding as indicated in procedures.

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:

Jake Zauhar, Malea Bergeson, Kendra Schlangen, Marsha Gilbertson, and Amy Notch

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
Jake Zauhar	Locked cabinet in Jake’s office at CSE
Malea Bergeson	Locked cabinets at JCE and RES
Amy Olson and Marsha Gilbertson	Secure Materials Vault in secondary office

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

Amy Notch

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:

Amy Notch, Jake Zauhar, Malea Bergeson, Kendra Schlangen, Marsha Gilbertson

District Policies and Procedures for Testing – Test Results

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

Preliminary results will be shared with administrators and teachers via Viewpoint, the district’s data warehouse.

The following information is communicated if preliminary results are provided:

Preliminary results may be shared with teachers and counselors for the purposes of scheduling and instruction. Individual scores may be shared with parents verbally. No results will be shared in writing with the public until the embargoed results are released.

(Indicate what information is provided about the appropriate use of preliminary results.)

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

Staff Members	Methods
Teachers and administrators	The results will be shared in a data presentation to teachers and administrators for the purpose of planning instruction in the upcoming year. Results will also be available in Viewpoint and they may be available in Skyward.

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

Staff will be verbally reminded at data presentations. When staff members log into Viewpoint, staff are reminded about their duties regarding data privacy and use as it applies to various assessments.

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

ISRs will be shared with families electronically via Skyward; if that effort fails, ISRs will be shared with families at fall parent/teacher conferences for elementary students and sent home with secondary students via distribution in a homeroom.