

District Test Security Procedures for Glencoe-Silver Lake Public Schools

PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

1. Sarah Beckman will be responsible for ensuring the completion of *Assurances of Test Security and Non-Disclosure* each year by all staff involved with test administration.
 2. Any staff member who receives paperwork requesting students not to test (parent refusal), the staff member will notify the DAC/SAC. That person will make the necessary documentation in test wes and also communicate that with the test administrator so that the student does not get a test. The DAC/SAC may choose to put students into a test session labeled (do not test) to ensure students are not tested due to a parent's refusal.
 3. The DAC/SAC will communicate with the test administrator/monitor the students who need
 - the test accommodations they require
 - tests needed to be taken
1. Sarah Beckman will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing (especially if the assurance was completed in the fall).
 2. Sarah Beckman will be responsible for training 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 and be documented and kept on file at the district.
 - Review of Test Security Training, Test Monitor responsibilities, *Test Monitor and Student Directions*, and any special instructions for a particular test given.
 1. Active monitoring means monitoring the student throughout the entire test administration. Monitors should walk around the room to observe students taking the test and monitor their behavior to ensure all testing procedures are being followed.
 - Review of required test-specific training, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.
 - Discuss what active monitoring of the test session involves and the district's expectations for Test Monitors.
 - Review of district policies and procedures for situations that may arise during test administration in order to maintain test security, including:
 - Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored?
 1. Staff will email or call the SAC/DAC with any questions they may have about testing. Phones are in each of the testing areas and if a phone is unavailable, staff may use their cell phones to contact the SAC/DAC.

- What is the process for contacting others for assistance if a problem arises during the testing so active monitoring can continue?
 1. Staff will email or call the SAC/DAC if any problems arise during testing. Phones are in each of the testing areas and in the event, the phones are not working, staff may use their cell phones to contact the SAC/DAC.
- Who Test Monitors should contact in case of emergency?
 1. In the case of an emergency, the test monitor will contact the SAC/DAC via classroom phone or cell phone. The SAC/DAC will send another test monitor who has been trained to relieve and monitor the test session.
- Ensuring students get to the correct rooms for test administration.
 1. At Lakeside teachers will bring their classes to the testing room and the test monitor will take role based on the testing session that has been set up. At the JH/HS Testing sessions will be posted and students will be called to the testing room via intercom. Students who have individual or small group testing sessions will be informed by their case manager or the SAC. Test monitors will be given a roster for each testing session and take attendance using that document.
- Ensuring Camera's in testing areas do not record testing materials
 1. Security Cameras in the testing areas will have limited access by the Principal or Assistant Principal. They will be fully trained as to possible security breaches with these cameras.
- Ensuring students do not use cell phones or other electronic devices.
 1. During the testing directions, test monitors will give the directive that all cell phones must be turned off and placed on the front table of the testing room if students have them. Students will have been informed ahead of time by their classroom teachers to leave their cell phones in their lockers. Test monitors will actively monitor their testing sessions to ensure that students are not accessing their cell phones during the testing session.
- Ensuring that anyone in the testing environment does not take any pictures of students or testing content.
 1. During training, the SAC/DAC will inform the entire staff that taking pictures in the testing environment is strictly prohibited. Additionally, test monitors will be trained not to allow anyone to take pictures in the testing environment and that if it were to happen to immediately inform the SAC/DAC.
- Breaks for use of the restroom or other interruptions during testing.

1. For Lakeside, there will be a scheduled break where all students will pause their testing session and take a break. During these times students will leave the testing session and be monitored by the test monitors. In the event a student needs to take an individual restroom break, they will be allowed to go one at a time. At the JH/HS students will be allowed to take a restroom break one at a time and when they return another student will be allowed to go.
- What to do if a student reports an error or technical issue with a test item.
 1. If a student reports an error in the test the test monitor will note the information and inform the SAC/DAC of the error so that the error can be shared with MDE/Pierson. If there is a technical issue the test monitor will notify the technology support staff. The support staff will work on the issue to see if it can be resolved quickly. If the issue is not resolved in a timely manner the test monitor will call the SAC/DAC and they will make the decision to suspend the testing session in consultation with the school technology personnel, MDE, and Pierson.
- What to do if an individual student or the Test Monitor becomes ill or needs to leave during testing.
 1. If a student gets sick during a testing session they would be asked to exit the test and go to the nurses' office for treatment. If a Test Monitor were to get sick they would call the SAC/DAC and they would find another trained test monitor to take their place for the remainder of the testing session.
- What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill)?
 1. In the case of an emergency (fire drill), students would be asked to turn off their monitors or close their Chromebooks and exit the testing room/building.
- What will individual students do when they finish testing?
 1. Students who are finished testing will notify the testing monitor as to the procedures for how to submit their tests. When testing is complete for the session students may be asked to sit quietly, read, or draw. They may also be allowed to return to class depending on the timing of the completion.
 2. If Students are not testing that day due to completion of the test on a previous day, students are not allowed to be in the testing environment. Please make sure those students are not in the testing environment.
- Remind staff that all test materials are secure and cannot be reproduced or shared in any form.

3. Test Monitors will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).
4. Sarah Beckman/Joy Freitag/Test Monitors will ensure that all guidelines referenced in Chapter 8 of this *Procedures Manual* are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.
5. Sarah Beckman/Technology Coordinator is responsible for tracking devices/computers used by students.
6. Sarah Beckman/Joy Freitag is responsible for conducting on-site monitoring of test administrations within the district.
7. Sarah Beckman is responsible for determining the process for how all secure test materials for online and paper administrations will be kept secure before, during, and after testing, including when and how all secure test materials are returned between testing sessions and once testing is completed.
8. Sarah Beckman is responsible for reminding staff of the district process for communicating potential security breaches within the school and to the District Assessment Coordinator, as well as providing information on the MDE tip line as an additional option for reporting security concerns.

BREACHES IN TEST SECURITY

If there is a concern that test security may have been breached, the District Assessment Coordinator will notify MDE within 24 hours of the time of the alleged breach and submit the *Test Security Notification* in Test WES within 48 hours.

CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

1. Those who have access to the secured area, inventory materials, and complete security checklists are Sarah Beckman/Joy Freitag. Those who have access to secure online testing systems, student testing tickets, and student scratch paper are Test Monitors.
9. Paper test materials are shipped to the district or school as determined by Sarah Beckman. If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by Sarah Beckman.
10. Sarah Beckman will be immediately informed that secure test materials have arrived and will secure all materials in a predetermined secure locked location.
11. Sarah Beckman will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to MDE. Security checklists are kept at the district for two years following testing.
12. Sarah Beckman/Joy Freitag organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor Test Materials Security Checklists*, student testing tickets, and scratch paper.

13. Test materials for online and paper administrations will be kept in the Jr./Sr. High vault and at Lakeside's vault, a secure locked location, until the time of distribution.
14. If students are taking the tests on multiple days, your building's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes returning those materials back to the secure location at each site.

Distribution of Materials to Test Monitors or Test Administrators and Test Administration

1. The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be Sarah Beckman will distribute the materials to the test monitors at Junior High and Joy Freitag will distribute the materials at Lakeside. Discrepancies in materials will be reported immediately to Mrs. Freitag/Mrs. Beckman.
15. The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be; The materials will be distributed to the Test Monitors on the day of the tests by Mrs. Beckman and Mrs. Freitag. Discrepancies in materials will be reported immediately to Mrs. Beckman and Mrs. Freitag.
16. Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the *Test Monitor Test Materials Security Checklist* and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to Mrs. Beckman and Mrs. Freitag.
17. The Test Monitor is responsible for the test materials during the test administration until their return to Mrs. Beckman and Mrs. Freitag.

Process for students testing with which test monitor

1. The School Assessment Coordinator will set up a Testing Schedule detailing which classes (grades or students) will be tested with which test monitor. This will include larger test sessions and small group test sessions for students with accommodations. The School Assessment Coordinator will work with the Special Education Staff to ensure all accommodations are implemented in regard to testing sessions.
2. Test monitors will print out a copy of the testing roster and sign a log of who was in the testing room at each time period. These documents will be collected by the DAC and kept for a period of 2 years.
3. The SAC will send the testing schedule to the DAC. The DAC will send the testing schedule to the Technology Coordinator who will post on the district website. The SAC will periodically update the testing schedule as dates and times become more specific. They will then follow the above procedure to get the information uploaded to the district website.

Return of Materials

1. The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any materials used as scratch paper) to Mrs. Beckman and Mrs. Freitag immediately after testing.
2. If not kept by Test Monitors and Test Administrators, Mrs. Beckman and Mrs. Freitag will keep all test materials secure until distributed for the next test session.

3. Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by Mrs. Beckman and Mrs. Freitag no more than 48 hours after the close of the testing window.
4. *Test Monitor Test Materials Security Checklists* for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The *Test Monitor Test Materials Security Checklists* will be returned to Mrs. Beckman and Mrs. Freitag.
5. When the test materials are returned to Mrs. Beckman and Mrs. Freitag, they will again be inventoried and kept in Mrs. Beckman's office at Lincoln/Vault at Lakeside, a secure locked location, until returned to the district (if applicable) or shipped back to the service provider.
6. Sarah Beckman will prepare the materials for their return to the district (if applicable) or for shipment to the service provider according to return instructions in the applicable *Assessment Manual*.
7. Sarah Beckman will follow the instructions provided in the applicable *Assessment Manual* for the return shipping of test materials.