

**DISTRICT TEST SECURITY PROCEDURE TEMPLATE**

**District Test Security Procedures for 4155 for school year 2018.**

**ASSESSMENT STAFF**

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

Kent Estey

*(List all contacts assigned as District Assessment Coordinators, if applicable.)*

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

School Assessment Coordinator	School(s)
Kent Estey	Naytahwaush Community Charter School

*(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)*

**DISTRICT MONITORING OF TEST ADMINISTRATION**

The plan for monitoring test administration activities in the district is as follows:

All staff are required to attend Test Administration Training, The School Assessment Coordinator will make unannounced visits to each testing site during test administration.

*(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:

Classroom Teachers in Grades 3-6 and their designated Para's, Sped and Intervention Staff will assist.

**TESTING CALENDAR**

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

Testing Calendar is approved by the Testing Coordinator, Director of School and staff during PLC time.

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

DAC-Kent Estey and Director Terri Anderson

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

Kent Estey

**TRAINING AND COMMUNICATION**

The following staff members will complete the *Test Security Training and Assurance of Test Security and Non-Disclosure* on paper:

All staff grades 3-6, their para’s and Special Education and Intervention Staff as well as the Director.

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

Role	Additional Trainings
District Assessment Coordinator and Tech Coordinator	All updates and online webinars relating to MCA

*(Document trainings required by role, like Test Monitor or staff assisting with test materials.)*

The following staff members will ensure annual completion of trainings, including the *Test Security Training, Assurances of Test Security and Non-Disclosure*, and any other required trainings via the following method(s):

Staff Member	Method(s) for Tracking Training
Kent Estey, and Director Terri Anderson	Attendance and Disclosure signing

*(This may include using reports in service provider systems or tracking trainings provided in the district. Separate information by test and/or role as needed.)*

If training is conducted in each building, the following staff members will provide training documentation to the District Assessment Coordinator:

We only have one building

*(If all training is provided by the District Assessment Coordinator, indicate that here.)*

The following staff members will provide information on the MDE test security tipline and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
Kent Estey and/or Terri Anderson	Written and submitted on TestWes

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:

Method(s) for Providing District Policies and Procedures	Staff Member
Staff Inservice Training on March 23, 2018	Kent Estey

***DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION***

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

Student Resources	Grade
Online item samplers and paper item samplers	3-6

*(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 test security via the method(s) listed.

Staff Member	Method(s) for Communicating
Kent Estey	Classroom and Assessment Coordinator will speak with each class.

*(Communication methods can include student handbooks, district and school websites, newsletters, etc.)*

The district procedure for preparing testing rooms is explained below:

District Assessment Coordinator will visit each classroom to assure test security. Unacceptable items will be removed; testing will be conducted in the most appropriate place and device for each tester.

*(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)*

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

<b>Materials:</b>	<b>Staff Members:</b>	<b>Collection and Distribution Plan:</b>
Math: Only scratch paper, login ticket and pencil will be provided each tester. Reading: only login info will be provided to each tester.	Grades 3-6	After each test administration classroom monitors will collect all paper items including login info and return to assessment Coord after all administration has been completed.

*(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:

<b>Plan</b>	<b>Staff Member</b>
Classroom monitors will assure that all students are present. Support staff will accompany students to their testing locations (SPED and Intervention). Computer Lab monitor will pickup students at the classroom each day for testing administration	All staff-grades 3-6, special education and intervention staff as well as computer lab monitor will assist students to appropriate and designated testing areas

The following method will be used to track which students test with which Test Monitor, including tracking which other adults will be present in the room:

The district testing coordinator will monitor progress of all testing administrations via computer. If necessary a trained monitor will be available to check progress in classrooms.

The procedure for ensuring students do not use or access cell phones or other prohibited devices is listed below; actions that will be taken if the procedure is not followed are also listed:

Teachers and or assessment coordinator will speak with students about phone use, etc. All devices not used for testing will be collected by the room monitor until testing has been closed for the day/period.

## **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:

<b>Procedure for Student Breaks</b>	<b>Plan for Securing Test Content</b>
Students are instructed not to talk about any questions on the tests. Tests are stopped after each administration is completed for the day.	Privacy screens are provided each classroom to shield others from viewing screens.

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

Only one student may leave the testing environment at a time. Every effort will be taken to shield others from viewing content on screens or ipads.

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Classroom monitors may be asked to follow students to the restroom. And, security cameras are always present to observe student hallway behavior and student location.

The staff members listed will answer questions or provide assistance during test administration. Test Monitors will use the following method to contact others for assistance:

<b>Staff Member to Contact</b>	<b>Communication Method</b>
Kent Estey	Email at: <a href="mailto:kent@naytahwaush.org">kent@naytahwaush.org</a> or in person.

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors should contact the staff members listed for assistance or in case of emergency:

<b>Procedure</b>	<b>Staff Member to Contact</b>
All staff members are required to contact Kent Estey if such issues arise, either by phone or in person.	Kent Estey. 936-2106.

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

Testing will be stopped by the District Assessment Coordinator.

If the Test Monitor becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

A trained replacement will be provided, and assigned by the District Assessment Coordinator.

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)
Students will be required to stay in the testing environment until the designated time (45 min) has elapsed. Students will sit quietly until all testing is complete.	May go to library or quiet area while others are still testing.

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

Monitors will be in contact with the testing coordinator if additional time is required for completion.

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
Immediately contact the District Assessment Coordinator and provide written documentation outlining the error.	Kent Estey

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

Procedure	Staff Member to Contact
Contact the District Assessment Coordinator	Written documentation will be required after the initial briefing of the occurrence.

*(If not reported directly to the District Assessment Coordinator, also include how 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:

Monitors will not discuss any content or test items with students.

*(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 accommodated test materials:

Trained Special Education staff or the District Assessment Coordinator.

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

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

Scott Lerud and Kent Estey

*(As needed, include any procedures or timelines for score 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)
District Assessment Coordinators Office, MTAS Special Education Office.	Locked in a file cabinet in both locations.

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

Kent Estey and Scot Lerud

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
Kent Estey	After training is completed, Kent Estey will deliver materials to trained staff.

*(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:

Scott Lerud and Kent Estey

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

<b>Staff Member Inventorying Materials</b>	<b>Procedure for Discrepancies</b>
Scott Lerud and Kent Estey	Contact District Assessment Coordinator and then he will contact Pearson.

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

<b>Staff Member Organizing Materials</b>	<b>Procedure</b>
Kent Estey	Each test monitor will be provided a folder of materials labeled confidential.

#### **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:

After training materials will be provided classroom monitors the day of administration in a confidential folder.

*(Separate information by test, mode, and/or role as needed.)*

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

Kent Estey

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

All scratch paper and login information will be collected and placed in the confidential folder and stored in a secure desk drawer between administrations.

*(Separate procedures by test, mode, and/or role as needed.)*



## Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Monitor Test Materials Security Checklists* (or other checklist used in the district) to the staff members listed below:

All testing materials, including scratch paper will be collected and returned to Kent Estey.

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
Kent Estey	DAC office and locked in cabinet.

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

Kent Estey

The following staff members will securely destroy student testing tickets and any other hard-copy materials provided to student during test at the end of test administration:

Kent Estey

## ***DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS***

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

Results are shared only with students and the parents of students with the understanding that these results are preliminary.

The following information is communicated if preliminary results are provided:

Preliminary scale score of individual student to student and or parent.

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

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

Staff Members	Methods
Kent Estey and Director Terri Anderson	Via the Minnesota Department of Education

	website.
--	----------

*(Methods may include student information systems, data warehouses, or service provider systems.)*

Final public results will be shared with district staff as described below:

Teachers, parents, students and school board of education will be presented the final testing results in the fall of 2018 after the embargo has been lifted.
--