



## POLICIES AND PROCEDURES FOR TEST SECURITY MEASURES

### PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

The School Assessment Coordinator (SAC) will be responsible for ensuring completion of *Test Security Affidavit* each year by all staff involved with test administration.

The School Assessment Coordinator will be responsible for reviewing the specific requirements staff agreed to in the *Test Security Affidavit* prior to spring testing.

The School Assessment Coordinator will be responsible for training the Test Administrators prior to the test administration.

Review of school 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
- ❖ What the process is for contacting others for assistance if a problem arises during the testing so active monitoring can continue.
- ❖ Who Test Administrators should contact in case of emergency
- ❖ Ensuring students get to the correct rooms for test administration.
- ❖ Ensuring students do not use cell phones or other electronic devices
- ❖ Breaks for use of the restroom or other interruptions during testing
- ❖ What to do if a student reports an error or technical issue with a test item.
- ❖ What to do if an individual student or the Test Monitor become ill or needs to leave during testing
- ❖ What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill)
- ❖ What individual students will do when finished testing
- ❖ Remind staff that all test materials are secure and cannot be reproduced or shared in any form.
- ❖ Test Administrators 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).
- ❖ Test Administrators will ensure that all guidelines are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help Test Administrators can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.
- ❖ The Technology Coordinator is responsible for tracking devices/computers used by students.

The School Assessment Coordinator is responsible for conducting on-site monitoring of test administrations within the school.

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The School Assessment Coordinator 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.

The School Assessment Coordinator is responsible for reminding staff of the school process for communicating potential security breaches within the school.

## BREACHES IN TEST SECURITY

If there is a concern that test security may have been breached, the School Assessment Coordinator will notify the school Executive Director within 24 hours of the time of the alleged breach.

## CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

### *Receipt and Organization of Secure Test Materials*

- ❖ Those who have access to the secured area, inventory materials and complete security checklists are Test Administrators. Those who have access to secure online testing systems, student testing tickets, and student scratch paper are Test Administrators.
- ❖ Paper test materials are shipped to school from the state, the School Assessment Coordinator will secure all materials in a pre-determined secure locked location.
- ❖ The School Assessment Coordinator will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to the school Executive Director and the test vendor. Security checklists are kept at the school for two years following testing.
- ❖ The School Assessment Coordinator organizes test materials for each Test Administrator, including *Test Materials Security Checklists*, student testing tickets, and scratch paper.
- ❖ Test materials for online and paper administrations will be kept in the School Assessment Coordinator's office, a secure locked location, until the time of distribution.
- ❖ If students are taking the tests on multiple days, test materials (including student login information and any materials used as scratch paper) secure between test sessions includes returning testing materials to the School Assessment Coordinator's office at the end of the test administration or in a locked cabinet or drawer in the test administrator's room and returned to the School Assessment Coordinator's office when completed.

### *Distribution of Materials to Test Monitors or Test Administrators and Test administration*

- ❖ The procedure for the distribution of all test materials for online administrations to the Test Administrators will be distributed from the School Assessment Coordinator's office and all secure materials will be returned to the School Assessment Coordinator's office when testing is completed. Discrepancies in materials will be reported immediately to the Executive Director.



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- ❖ The procedure for the distribution of any paper test materials to the Test Administrators will be handled by the School Assessment Coordinator. Materials will be recorded and accounted for by both the School Assessment Coordinator and the Test Administrators. Discrepancies in materials will be reported immediately to the Executive Director.
- ❖ Upon receipt of materials, the Test Administrators ensures that all the test materials listed on the *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 the School Assessment Coordinator.
- ❖ The Test Administrators are responsible for the test materials during the test administration until their return to the School Assessment Coordinator.

### Return of Materials

- ❖ The Test Administrator will return all test materials (including student testing tickets and any materials used as scratch paper) to the School Assessment Coordinator immediately after testing. If Test Administrators will keep test materials in between testing sessions, they must keep them locked up or return them to the School Assessment Coordinator's office to be locked up in a locked secure location.
- ❖ If not kept by Test Administrators, the School Assessment Coordinator will keep all test materials secure until distributed for the next test session.
- ❖ Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by the School Assessment Coordinator no more than 48 hours after the close of the testing window.
- ❖ *Test Materials Security Checklists* for paper test materials will be signed by the Test Administrators indicating that all materials have been returned once testing is completed. The *Test Materials Security Checklists* will be returned to the School Assessment Coordinator.
- ❖ When the test materials are returned to the School Assessment Coordinator, they will again be inventoried and kept in the School Assessment Coordinator's office, a secure locked location, until they are shipped back to the service provider.
- ❖ The School Assessment Coordinator prepare the materials for shipment to the service provider according to return instructions in the applicable *Assessment Manual*.
- ❖ The School Assessment Coordinator follow instructions provided in the applicable *Assessment Manual* for the return shipping of test materials.

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