614-F DISTRICT TEST SECURITY PROCEDURES

I. PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

   A. Roles and Responsibilities

   1. The District Assessment Coordinator will be responsible for ensuring completion of *Assurance of Test Security and Non-Disclosure* each year by all staff involved with test administration.

   2. The District Assessment Coordinator 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).

   3. The District Assessment Coordinator 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.

      (a) Review of Test Security Training. Test Monitor responsibilities, *Test Monitor and Student Directions*, and any special instructions for a particular test given.

      (b) Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.

      (c) Discuss what active monitoring of the test session involves and the school district's expectations for Test Monitors.

      (d) Review of district policies and procedures for situations that may arise during test administration in order to maintain test security, including:

         (1) Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.

         (2) What the process is for contacting others for assistance if a problem arises during the testing so active monitoring can continue.

(3)   Who Test Monitors should contact in case of emergency.

(4)   Ensuring students get to the correct rooms for test administration.

(5)   Ensuring students do not use cell phones or other electronic devices.

(6)   Breaks for use of the restroom or other interruptions during testing:

   (a)   What to do if a student reports an error or technical issue with a test item.

   (b)   What to do if an individual student or the Test Monitor becomes ill or needs to leave during testing.

   (c)   What to do if an entire group of students needs to leave during testing (e.g. emergency situation, fire drill).

   (d)   What individual students will do when finished testing.

(7)   Remind staff that all test materials are secure and cannot be reproduced or shared in any form.

4.   The District Assessment Coordinator 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).

5.   The District Assessment Coordinator will ensure that all guidelines referenced in applicable procedures manuals 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.

6.   The District Assessment Coordinator is responsible for tracking devices/computers used by students.

7.   The District Assessment Coordinator is responsible for conducting on-site monitoring of test administration within the district.

8.   The District 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.

(a)   The District Assessment Coordinator 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.

II.   BREACHES IN TEST SECURITY

Any concern that test security may have been breached must be reported to the District Assessment Coordinator who will notify MDE within 24 hours of the time notice of the alleged breach was received and submit the *Test Security Notification* in Test WES within 48 hours of notice of the alleged breach.

III.   CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

A.   <u>Receipt and Organization of Secure Test Materials</u>

1.   Persons with access to the secured area, inventory materials, and complete security checklists are the District Assessment Coordinator and School Assessment Coordinators. Persons with access to secure online testing systems, student testing tickets, and student scratch paper are the District Assessment Coordinator, District Assessment Coordinator, School Assessment Coordinators and Test Monitors.

2.   Paper test materials are shipped to district or school as determined by the District Assessment Coordinator. If delivered to the school district, the process for districting secure test materials to the school(s) will be completed by the District Assessment Coordinator.

3.   The District Assessment Coordinator will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.

4.   The School Assessment Coordinators will inventory materials immediately using the securing checklists. Any discrepancies will be reported immediately to the District Assessment Coordinator. Security checklists are maintained by the school district for two years following the end of the school year that the tests are administered.

5.   The School Assessment Coordinator organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor/Test Materials Security Checklists*, student testing tickets, and scratch paper.

6.   Test materials for online and paper administrations will be kept in School Assessment Coordinator offices, a secure locked location, until the time of distribution.

7.   If students are taking the tests on multiple days, the building plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes returning materials to the School Assessment Coordinator.

B.   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 moved from the School Assessment Coordinator. Discrepancies in materials will be reported immediately to the School Assessment Coordinator and then to the District Assessment Coordinator.

2.   The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be moved from the School Assessment Coordinator. Discrepancies in materials will be reported immediately to the School Assessment Coordinator and then to the District Assessment Coordinator.

3.   Upon the receipt of materials, the Test Monitor will ensure that all 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 handling out the test materials to the students. Any discrepancies will be reported immediately to the School Assessment Coordinator.

4.   The Test Monitor is responsible for the test materials during the test administration until their return to the School Assessment Coordinator.

C.   Return of Materials

1.   The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any material used as scratch paper) to the School Assessment Coordinator immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in their classroom, a locked secure location.

2.   If not kept by Test Monitors and Test Administrators, the School Assessment Coordinator 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 the School Assessment Coordinator 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 the School Assessment Coordinator.

5. When the test materials are returned to the School Assessment Coordinator, they will again be inventoried and kept in their office, a secure locked location, until returned to the district office (if applicable) or shipped back to the service provider.

6. The School Assessment Coordinator will prepare the materials for their return to the district office (if applicable) or for shipment to the service provider according to return instructions in the applicable assessment manual.

7. The School Assessment Coordinator will follow instructions provided in the applicable assessment manual for the return shipping of test materials.

m∩ DEPARTMENT
OF EDUCATION

Assurance of Test Security and Non-Disclosure

Effective for school year 2020–21

The Minnesota Department of Education (MDE) is required by state statute to implement statewide testing programs. Test security must be maintained to provide equal opportunity for all students to demonstrate their academic achievement and to ensure the validity of test scores and the integrity of state assessments. Failure to maintain test security jeopardizes district and state accountability requirements and the accuracy of student, school, district, and state data. Test scores are included in important decisions about students' future success; it is essential that they accurately reflect what students know and are able to do. **This assurance, as part of the *Test Security Training*, must be completed prior to involvement in any aspect of test administration.**

All test content, secure test materials, and student responses, whether in draft or final form, are considered secure, and only authorized district or school staff/personnel are permitted to have access to them. Authorized district or school staff/personnel:

- Are district and school administrators, teachers, building staff, or other persons designated by the district who have a role in storing, distributing, coordinating, or administering tests and/or have keys to storage locations of secure test materials.
- Have completed appropriate training annually to fulfill their assigned roles.

Responsibilities of authorized district and school staff/personnel who may potentially interact with secure test content, student responses, and data are outlined in the *Procedures Manual of the Minnesota Assessments* (hereafter *Procedures Manual*). By completing this assurance, you agree to the following:

- As required for my role in the administration of the statewide testing program, I am responsible for understanding relevant information contained in the current year's *Procedures Manual* and directions for test administration. I will abide by policies and procedures detailed in the resources for statewide test administration.
- As required for my role, I am or will be trained in the administration policies and procedures for statewide tests before participating in any part of statewide test administration.
- As required for my role, I will instruct staff on state and district procedures for maintaining test security and will not allow unauthorized persons to distribute, coordinate or administer tests, or have access to secure test content and materials.
- As required for my role, I will follow the procedures in the *Procedures Manual* to investigate and notify the appropriate school and district staff or the Minnesota Department of Education immediately upon learning of potential misconduct or irregularities, whether intentional or unintentional.
- I understand that MDE has the responsibility to oversee the administration of the statewide tests. I will cooperate fully with MDE representatives, and school officials when applicable, in all aspects of test security compliance including, but not limited to, monitoring visits, desk audits, and investigations.
- I understand that test data and documents that contain student-level information are considered confidential and secure, both throughout test administration and after preliminary and final test results are available. When working with student-identifying information and student tests and results, both during and after test administration, I will follow all applicable federal and state data privacy laws related to student educational data.

This includes data within reports and data accessible in electronic systems provided by MDE or its service provider(s).

- I acknowledge that actively promoting the discouragement of student(s) and/or parent(s)/guardian(s) from test participation could result in negative consequences for my school or district.
- I understand my responsibility to enforce proper testing procedures and to ensure the security and confidential integrity of the test(s). I will apply and follow procedures designed to keep test content secure and to ensure the validity of test results. This includes, but is not limited to:
  - Recognizing the rights of students and families to accurate test results that reflect students' individual, unassisted achievement.
  - Protecting the confidentiality of statewide assessments and ensuring the validity of students' results by safeguarding test content, keeping test materials secure, and adhering to chain of custody requirements.
  - Never retaining secure test materials in my custody beyond the allowed times to process, distribute, coordinate, administer, and return them, as appropriate for my role.
  - Ensuring that no part of the paper or online tests are outlined, summarized, paraphrased, discussed, released, distributed to unauthorized personnel, printed, copied, photographed, recorded, or retained in original or duplicated format, without the explicit permission of MDE or as authorized in the *Procedures Manual*.
  - Never permitting or engaging in the unauthorized use of student information to log in to the online testing system or access an online test.
  - Never engaging in, or allowing others to engage in, unauthorized viewing, discussion, or analysis of test content before, during, or after testing.
  - Actively monitoring students during test administration for prohibited behavior.
  - Never leaving students unattended during test administration or under the supervision of untrained staff or volunteers.
  - Never influencing test results by providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include, but are not limited to: providing clues or hints; providing reminders of content or testing strategies; prompting students to correct or check/recheck specific responses; permitting access to curricular materials (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.); or using voice inflection, facial gestures, pointing, gesturing, tapping, or other actions to indicate a response or accuracy of a student's response.
  - Never formally or informally scoring secure tests or individual test items except as required by the test-specific manuals and directions. Prohibited actions include but are not limited to: creating an answer key; reviewing or scoring a student's item response or responses unless items are designed to be scored by the test administrator using a rubric or script; retaining, reviewing, or scoring student scratch paper or paper test materials; or tracking student performance on test items.
  - Never altering or engaging in other prohibited involvement with student responses.
  - Never inducing or encouraging others to violate the procedures outlined above or to engage in any conduct that jeopardizes test security or the validity of test scores.

By accepting the terms of this assurance, you name yourself as an employee of the district or as an authorized person selected by the district. You also affirm that you are authorized by the district during the current academic school year to have access to secure test materials or student data related to statewide test administrations, including student identifying information and student tests and results, and hereby agree to be bound by the terms of this assurance. Consequences for failure to abide by these terms include, but are not limited to, further training requirements, the invalidation of student tests, and actions at the discretion of the school district.

Signature _____ Date _____

Name (printed) _____ District/School _____

DEPARTMENT OF EDUCATION

Test Administration Report

District Name/Number: _____

School Name/Number: _____

Date: _____ Form Completed By: _____

Signature: _____ Test: _____

The *Test Administration Report* (TAR) is used to record a variety of special circumstances, including, but not limited to, test misadministrations and reasons for invalidations. This report may be used to help answer questions from district staff, parents, and the media about what occurred during testing when student results are available. It may also be requested for audits or monitoring conducted by MDE. Refer to Chapter 5 of the *Procedures Manual* for additional information about circumstances and incidents to document on this form.

Provide the student information and description of the circumstance or incident below. If an adult was involved (e.g., translator), include the adult's name, signature, and role in test administration in the description. Attach additional sheets to this form as needed.

Districts are not required to return the TAR to MDE or service providers, unless requested. However, districts must maintain records for two years after the end of the academic school year in which testing took place for audits or monitoring conducted by MDE, or to answer questions when reports are received. If completed by the School Assessment Coordinator, a copy of the report should be forwarded to the District Assessment Coordinator.

Name of Student	Gr.	MARSS (13 digits)	Description