DEPARTMENT OF EDUCATION

DISTRICT TEST SECURITY PROCEDURE TEMPLATE

District Test Security Procedures for ISD 2580 for school 2023-2024

This template may be modified or adjusted as needed, including separating procedures by school, test, adding rows or columns as needed, and/or replacing the MDE logo with your logo. However, all requirements specified in the District Test Security Procedure Requirements *in the current year's version of the* Procedures Manual *must be included. If other district policies and procedures are referenced, they should be included with this procedure. Roles (for example, DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.*

The District Test Security Procedure Requirements *includes references to* Procedures Manual *chapters for more information on the procedures included here.*

Assessment Staff

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

> Renee Willour - DAC
>
> Eric Johnson - DAC

(List all contacts designated 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(s)	School(s)
Kris Chryst	East Central Elementary
Darrin Kvam	East Central Elementary
Bill Groskruetz	East Central High School
Carmen Carpenter	East Central High School
Cassie Gaede	East Central High 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 testing within the district by the District Assessment Coordinator (or other designated staff) is as follows:

> The DAC or SAC will visit each site during test administration. The SAC will report any findings or feedback to the DAC as well as to the test monitor.

(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:

> DAC and SAC

Testing Calendar

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

> District Assessment Coordinator
>
> The DAC is responsible for collaborating with the building principals and/or SACs to determine and finalize the testing calendar, ensuring it is posted on the school website and keeping test administration dates updated.

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

> Director of Technology
>
> DAC
>
> https://docs.google.com/spreadsheets/d/18wNIGF-JdO2c26CcVfpNnHYhHgmL0cIjDgXS9sy8wGM/edit#gid=1003642292

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

> Director of Technology
>
> DAC

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
DAC SAC	Staff are required to provide list of training completions to show completion of required trainings. Lists will be submitted to SAC/DAC who will maintain the roster for verification of training.

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

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

Role	Additional Trainings
A. All East Central Staff who will be Test Monitoring/Administrating who will have access to testing materials, spaces or data. B. MCA test Monitors/MTAS Administrators C. DAC and SAC D. Director of Technology E. EL teacher and ACCESS test monitor	A. Test Security Training B. All online Pearson Test Monitor/Administrator trainings and test procedure trainings led by SAC or DAC C. All required DAC/SAC trainings D. All MDE required trainings along with test monitor trainings E. Test security training

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

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
Policies and procedures will be emailed and/or discussed in person during a meeting.	Kris Chryst, Carmen Carpenter – SAC Renee Willour, Eric Johnson - DAC

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
DAC provided information to the SACs. SACs provide information to all staff at their site.	Test Monitor Security Training and/or site specific training.

District Policies and Procedures for Testing – Preparation

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

Student Resources	Grade
wStudent Tutorials and Student Readiness Tools	Grades 3 – 5 or any available grade
ACCESS Online Tutorials	Grades 1-8

(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
Test Monitors	Remind students prior to the start of each test session of the importance of test security, including the expectation that students will keep test content secure.

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

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
SAC will identify students who are not participating in testing due to documented reasons (medical, refusal, etc) SAC will relay information to the DAC.	MDE website has refusal form for parents to use. Medical excuse document is kept by DAC. Any questions can be emailed to the SAC and/or DAC.

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

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

SAC will work with each IEP team to determine any supports and/or accommodations that a student may need. DAC will request support and accommodation information from the SAC's so the information can be used for ordering material and setting up testing.

(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:

> ACCESS is N/A – due to school enrollment and how many qualify – We are under the 15 per ratio.
>
> Classroom sized classes only allow for 30 students per classroom – based on amount of desks in classroom.

(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:

> SAC or DAC will cover this information during training. If teachers are testing in their own classrooms they are responsible for ensuring that security procedures are followed (ex: materials covered, proper spacing between desks, max students, etc.)

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

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
N/A – No cameras in the classroom.	DAC

(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:
The school will provide the following allowable materials for testing: student login tickets, printed formula sheets, pencils, test directions, scripts, headphones, non - course related book to read after test completion and scratch paper. DAC or SAC will distribute materials to the test monitors. Note in some cases someone else may be designated to do this.

DAC or SAC will ensure that guidelines are followed of what materials are allowed during test administration. Test monitors are also responsible for what is and isn't allowed and ensuring that prohibited materials aren't being used. Monitors are also responsible for ensuring that all materials are collected and accounted for at the end of each session.

During test sessions, materials are distributed at the beginning of each session and collected at the end of each session.

(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
The District Assessment Calendar is posted on the district website. Specific building level calendars are shared with staff, students and parents at each site. Teachers, monitors, administrators and other staff will help ensure that student get to the right place at the right time for their scheduled test.

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:

Detailed test schedules indicate which students will be testing in which rooms and who the monitors are for each room. Rosters will be printed and used for scheduling and tracking of students. Detailed rosters will be gathered by SAC and returned to the DAC to keep on file for 2 years.

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:

> Students will be reminded at the beginning of each session that phones and other wearable technology devices must not be used at any time during testing. Monitors will explain what is considered wearable technology to ensure students have no misunderstandings. Students will be given the opportunity to power down and /or silence their devices.
>
> If a phone rings during testing, the student will be instructed to not answer or view their phone at any time. If the ringing continues the student will hand their phone to the monitor (without viewing it) and the monitor may silence or turn off the phone.
>
> Students will be reminded that any devices that receive texts are not allowed and must be put away during testing.
>
> If a Test Monitor has a question about cell phones and prohibited devices, they should contact the SAC or DAC. If a student is discovered using a prohibited device at any time during testing, the monitor will contact the SAC or DAC as soon as possible.

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
Testing schedules are arranged according to the classroom schedule so that breaks are taken before the test begins. Classroom teachers are required to ensure that all students have the opportunity to use the restroom prior to the start of their test so that restroom breaks during testing, are limited.	In the event that a student does need to leave the room for a restroom break, only one student may leave at a time. The student must exit the test and log back in upon their return.

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

> In the event that a student does need to leave the room for a restroom break, only one student may leave at a time. The student must exit the test and log back in upon their return.

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

> The Test Monitor, Test Administrator, classroom teacher, or school para will be responsible for monitoring a student if they leave the testing room. Contact DAC or SAC if there are additional questions.

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
The DAC, SAC, District Technology Coordinator will periodically check into testing areas to see if help is needed (especially at the beginning of each session). If help is needed the monitor may contact those listed above. The test monitor should continue to monitor students and should not leave room while calling for assistance.	Cell phones or landlines may be used by Test Monitors to call for help if needed during testing.

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
If a student becomes ill, has a late arrival, early dismissal or is weather delayed the Test Monitor should instruct the student to exit their test. If paper test, they need to finish the current section, if possible.	DAC, SAC or school nurse.

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

> In case of an emergency, if at all possible, students should log out of their test session, closed their device or turn their paper upside down. The door to the testing location must be locked. Monitor students to ensure they do not discuss the test content with each other.

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 test administrator becomes ill, they should text or email the SAC. The SAC will assign a replacement test monitor or the SAC will step in.

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 bring independent reading books into the testing room. Books must be kept on the floor underneath the students chair and inaccessible during the test. When finished testing, students exit the test and may read quietly and independently. No text books or contents of what is being tested.	Independent reading.

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

> The student will exit their test and will resume their test on a scheduled make-up date.

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:

> Students will be assigned to another classroom and follow their scheduled classes while their peers will go to the testing room.

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
The Test Monitor will note the student name, grade, test and item number only. The Test Monitor will not write down secure test content and will not discuss the item content with students or staff.	The Test Monitor will provide that information to the SAC or DAC.

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

Procedure - Staff Member to Contact
If there is a concern that test security may have been breached, Test Monitors may report to the SAC, the SAC may then report to the DAC. The DAC will notify MDE within 24 hours of the time of the alleged breach and submit the Test Security Notification within 48 hours. Information may also be shared on the MDE tipline as an additional option for reporting breaches and/or concerns.

(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:

If a student asks about a specific item following testing, staff are to remind them that items are secure and cannot be discussed. District staff may discuss the general concept of testing but not address specific items.

(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:

SPED Department, SAC and DAC (if needed). Test responses should be entered within 5 days following testing and before the end of the testing window.

(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:

> SPED Department, SAC and DAC (if needed). Test responses should be entered within 5 days following testing and before the end of the testing window. Return materials to the DAC for inventory.

(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)
East Central Schools	In the vault in the principals offices'.

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

> High School and Elementary Principals, DAC, Administrative Assistant.

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
N/A	**N/A**

(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:

> Front desk will contact the DAC so the items can be picked up and locked in the secure location.

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
DAC or SAC	**Company will be contacted if items are missing.**

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
DAC or SAC	**Materials will be organized and store in the vault and will be distributed for testing days.**

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:

> The procedure for distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be determined by the DAC or SAC. The Test Monitor is responsible for the test materials during the test until they are returned to the DAC/SAC.
>
> Each person handling materials are responsible for ensuring that all materials they receive are kept secure at all times and that they are returned to a secure location or returned to DAC or SAC.

(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:

> SAC
>
> DAC

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

> Each Test Monitor/Test Administrator will store secure materials in a locked cabinet, desk or cupboard located in their classrooms. Only the Monitor or Administrator will have the key.

(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 Materials Assigned to Students Checklists* (or other checklists used in the district) to the staff members listed below:

> Materials will be returned to the SAC/DAC immediately after testing. Monitors may keep materials in a locked location in between testing sessions.

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
DAC	Principals' office vault

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

DAC

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:

Testing tickets: Test Monitor/Test Administrator All Other Items: DAC

District Policies and Procedures for Testing – Test Results

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

The site principals will determine if, when and how preliminary results are distributed to students.

The following information is communicated if preliminary results are provided:

If results are shared it is with the understanding that these are only preliminary results and the results may change.

(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
Principal, DAC, SAC	Through individual, secure reports.

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

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

Principals will know of the embargo and timelines.

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

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

ISR's will be sent home with student report cards in the quarter that the ISR's are received at the district.

(Paper or electronic versions of the ISRs may be provided. Ensure the method for providing takes student data privacy into account.)