**m** DEPARTMENT OF EDUCATION

# DISTRICT TEST SECURITY PROCEDURE TEMPLATE

## District Test Security Procedures for Swanville Area School for school year 2023-2024

*This template may be modified or adjusted as needed, including separating procedures by school, test, and/or adding rows or columns as needed. 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 (e.g., 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 is the District Assessment Coordinator for the school district for the current testing year:

Pam Czech- District Assesment Coordinator (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 | School(s) |
|---|---|
| None assigned | |

*(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 in the district by the District Assessment Coordinator (or other designated staff) is as follows:

Pam Czech will be responsible for monitoring testing during the testing administration . These visits will most likely be random, but could be scheduled ahead of time.

*(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-District wide monitoring

## TESTING CALENDAR

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

> DAC will oversee the creation of the district wide assessment calendar.

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

> DAC
> https://www.swanville.k12.mn.us/_files/ugd/359266_999ab09c886a473999145aa8c4590bd8.pdf
>
> https://www.swanville.k12.mn.us/_files/ugd/359266_b0877e68911245c7b2052339acb21d56.pdf

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

> DAC is responsible for making sure the calendar on the website remains accurate. At times, minor adjustments may be made due to unforeseen circumstances.

## 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 | DAC will send out reminders prior to testing to test monitors about what trainings are required. DAC will verify that all trainings are completed. |

*(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 |
|---|---|
| All staff involved in testing | Active Monitoring Training<br>WIDA ACCESS Test Administrator Training Courses<br>Training Sessions in LMS |

*(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 |
|---|---|
| All Staff will complete the Assurance of Test Security and Non-Disclosure and training modules required for testing annually.<br><br>If there are any problems with (students, computers, tests, illness, etc.) please contact me, Pam Czech by landline @5117, my cell to call or text 320-630-2323 or email @ pczech@swanville.k12.mn.us<br><br>If a student needs to go use the restroom please make sure you are only allowing one person at a time to leave and that the computer screen is covered with a piece of blank paper or turn the laptop towards the wall. | The DAC will provided the information to testing staff. |

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 | Contact MDE by the test security tip line with any test security concerns |

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

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

| Student Resources | Grade |
|---|---|
| Student tutorials and Item Samplers are to be used by teachers/students as appropriate to prepare students for testing. If students are using linguistics supports, the EL teacher is responsible for ensuring students using them are familiar with them ahead of time. | |

*(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 at the start of each testing session the importance of test security. |

*(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 |
|---|---|
| DAC will inform test monitors if participation is not happening (Medical/Parent Refusal) | MDE refusal forms are collected from parent, along with any medical excuse documentation and kept in the the students folder in the main office. |

*(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 general supports, linguistic supports, and/or accommodations required is explained below:

DAC will make sure check with monitors and speical education staff on the correct materials used and ordered for testing.

*(Include how information on which test – MCA or MTAS; ACCESS or Alternate ACCESS – and general supports, linguistic supports, and accommodations is communicated with the applicable school staff.)*

The district's procedure for preparing testing rooms is explained below:

The DAC will check and oversee that each classroom has instructional materials covered and the proper seating.  Devices will be perpared by technology staff.

*(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 |
|---|---|
| NO Cameras in classrooms | 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 |
|---|---|---|
| Student login tickets<br>Printed formula sheets<br>Scratch paper | Monitors | Material are distributed to monitors before the test session begin and collected when the test session is complete. |

*(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 |
|---|---|
| Classroom teachers will infor their students where to go for testing sessions | Monitors |

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:

Students test with their classroom teachers unless DAC states otherwise. Special education students may test in resource rooms.

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:

All cell phones/wearable technology should be turned off and preferably left in the students lockers. If not, the monitor should collect cell phones.wearable technology until the test is completed. If monitors have any questions they should contact the DAC

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 |
|---|---|
| For younger grade levels, the test is scheduled into shorter sessions to ensure appropriate breaks. Upper level sessions are sceduled to allow students to securely exist the test and resume at a later time. | Test monitors are responsible for ensuring that test security protocol is followed. |

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

| |
|---|
| *Only one student should leave the room at a time to use the restroom. <br> * If an emergancy arises and the entire group needs to leave the room, devices should be flip over, or closed. Monitors will make sure students are not discussiong test content. |

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

| |
|---|
| The test monitor is responsible for ensuring that the student is monitored if they leave the testing room. If monitors have any questions they should contact the DAC |

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 |
|---|---|
| DAC | Landline, Cell Phone, Email |

The procedure for an unexpected situation arising with students during testing (e.g., 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 |
|---|---|
| THe test monitor should instruct the student to exist their test. | DAC or Office Staff |

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

| |
|---|
| If an emergancy arises and the entire group needs to leave the room, devices should be flip over, or closed. Monitors will make sure students are not discussiong test content. |

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:

| |
|---|
| THe test monitor will inform the DAC. They cannot leave until another monitor is present. |

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) |
|---|---|
| In some instances students will exist the room upon completion of testing. | Students who complete the test and remain in the room may read a book or do other quiet work. |

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

| |
|---|
| The DAC will schedule times for students if extra time is needed |

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 who finish testing on a previous day will be sent to another location. |

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. | DAC |

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

| Procedure | Staff Member to Contact |
|---|---|
| DAC will be notified and MDE will be contacted and will submit the Test Security Notification | DAC |

*(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:

| |
|---|
| No test content will be discussed.  Discussions may involve the swcheduling times or how well the devices worked. |

*(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:

| |
|---|
| Special Education Staff and DAC |

*(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:

| |
|---|
| Special Education Staff and DAC |

*(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) |
|---|---|
| Main Office | Locked Safe |
| DACs Room | Locked File Cabinet or closet |
| Classrooms | Locked drawers/cabinets |

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

| |
|---|
| Office staff, classroom teachers and DAC |

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 |
|---|---|
| DAC | DAC will distribute materials to the appropriate monitor |

*(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:

| |
|---|
| DAC will initially receive materials and will store them until distributed to the correct site/classroom |

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 |
|---|---|
| The DAC will inventory materials using checklist | |

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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 |
|---|---|
| The DAC will create sessions and print login tickets and securely store them. | |

### 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:

DAC will distribute materials to testing monitors.
Testing monitors will be responsible for testing materials during testing administration. Making sure all procedures are followed

*(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:

DAC

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

Testing monitors will make sure all materials are kept secure between sessions. This will involve locking up the materials

*(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 checklist used in the district) to the staff members listed below:

DAC

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 | Locked closet or file cabinet in DACs room |

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 hard-copy materials provided to student during test at the end of test administration:

Testing Monitors or DAC

## DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

The DAC will decide how preliminary results are distributed to students

The following information is communicated if preliminary results are provided:

If preliminary results are shared, it is discussed that esults are preliminary and that they may change.

*(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 |
|---|---|
| Administrators | DAC will communicate with administrators |

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

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

Administrators and staff are reminded that they signed the "Nondisclosure Agreement" and know that testing scores are secure

*(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:

All reports will be sorted and distributed to parents at openhouse or fall conferences.
If not picked upo, reports will be mailed to the parents

*(Hard-copy or electronic versions of the ISRS may be provided. Ensure the method for providing takes student data privacy into account.)*