

## **Dekalb Eastern CSD Test Security Policy**

**2020-2021**

Dekalb County Eastern CSD ensures that anyone with access to test materials receives training in test security and ethical practices outlined in the test program manual and all other manuals associated with the test being received. The district also ensures that all test administrators are trained in all test administration protocols.

Within the first two months of each school year, a test security meeting at each school will be held for all current staff. Provided by the corporation or school test coordinator, it will cover key references and resources (including the current Indiana Assessment Program Manual, the Code of Ethical Practices and Procedures, and other resources available at <http://www.doe.in.gov/assessment>), examiner/proctor responsibilities, testing security details, and responsibilities before, during and after testing.

Following the meeting, staff will be responsible to read all pertinent resources (including this test security policy), then sign and submit copies of the Indiana Testing Security and Integrity Agreement to their school test coordinators. These documents will be kept by the corporation test coordinator.

Formal test administration training for staff on the mechanics of administering the test is given prior to each test window by the school test coordinator(s). During these meetings, emphasis will be added to the following:

- Review of Code of Ethics Policies and Procedures
- Awareness of staff that they are prohibited from discussing ANY test materials that have not been released by the IDOE
- Emphasize that NO secure test materials, test questions, or student responses/answers shall be reviewed, paraphrased, or discussed in any manner until they are released by the IDOE
- Remind that no cameras, phones, or other devices may be in the testing environment
- Remind staff that instructional materials posted on walls must be covered or removed. Examples of potential security breaches will be shared and discussed. Staff should have time to ask questions.

Testing materials will not be delivered to each school building more than one week before testing and must be secured at all times during test administration, including all breaks in the testing sequence. Teachers and other staff members are not allowed access to secure materials (except for the Examiner's Manual) more than 4 hours before testing. All test booklets (used and unused) and answer sheets, if applicable, must be counted, reconciled, and returned to a centrally-located, locked, and secured area immediately upon the completion of each daily testing session.

School Test Coordinators (STC's) will be responsible for creating and distributing test schedules in their buildings to all faculty members and to staff members involved with testing. STC's will communicate with their building principals during the process.

Test materials, based on the testing schedule, will either 1) be delivered to the classrooms and collected from the classroom by authorized personnel or 2) be witnessed signing in and signing out test materials by authorized personnel. Authorized personnel could include building/corporation administrators, building/corporation test coordinators, or their designees. Test materials, when not being administered, will be locked in rooms to which only personnel who have participated in test security training can access.

Testing, including make-up testing, must occur during the testing window. With the exception of permitted practice tests and sample items, student access to testing materials shall be restricted to the state-scheduled dates of test administration.

No secure test materials, test questions, or student responses/answer sheets shall be reviewed, retained, reproduced, paraphrased, or discussed in any manner unless and until such materials are released.

School personnel and/or students may not alert examinees to the correct answer choice by pointing to the correct answer, eliminating answer choices, mouthing the correct answer, or using any other mechanism designed to indicate a correct or incorrect answer unless and until such materials are released.

School administrators will monitor staff implementation of test administration and test security standards and procedures. Details are outlined in the "Roles and Responsibilities" section of this document.

## **Roles and Responsibilities**

The assessment is to be administered only by professional educators who hold a valid educator or administrator license. The license must be an instructional, administrative, or school services license. Personnel not properly trained and certified (e.g. teacher's aides, secretaries, or substitute teachers who do not hold one of the above mentioned licenses) may ONLY serve as proctors, NOT as test examiners. In no case may unlicensed personnel be allowed to supervise the test administration without the guidance of a test examiner.

### Each examiner/proctor:

- Is responsible for test administration at the classroom- and student-level
- Attends required corporation and/or school assessment training
- Attends training on how to provide students with testing accommodations prior to testing, if proctoring any students with IEP, ILP, or 504 Plan

- Reviews all examiner protocols and materials and administers assessments per examiner's manual instructions
- Accepts related responsibility of testing material security as assigned
- Communicates to STC any testing irregularities to testing procedures or security concerns that occur before, during and/or after testing
- Ensures implementation of ethical testing practices at all times
- Monitors students throughout test sessions
- Administers assessments per examiner manual instructions and actively monitors students throughout assessments
- Implements appropriately assessment accommodations, per the student's IEP, ILP, Section 504 Plan or Service Plan
- Reports any unethical assessment practices through established protocols

Each school administrator:

- Is required to take the same "Test Security and Integrity Training" as all staff members
- Meets with school test coordinators to review testing protocol
- Assumes the responsibility of determining a secure area for storing standardized testing materials
- Assures that all teachers with students with IEP's and 504's receive appropriate testing accommodations
- Assures that all test practices materials meet the requirements of the "Code of Ethical Practices and Procedures" and are aligned to the Indiana Academic Standards
- Monitors classroom during testing session to assure that teachers are actively supervising students
- Establishes a building protocol for gathering and securing testing materials after each testing session
- Works with the school test coordinator to assure that materials are packed and sent according to protocol
- Reports any irregularities or breaches of protocol to the Corporation Testing Coordinator who will inform the superintendent and report to the IDOE as required

Each school test coordinator:

- Oversees staff as related to the assessment processes
- Provides direct oversight of assessment processes and disseminates guidance related to assessment programs
- Communicates and implements procedures, protocols and training relative to test security, test access and accommodations, custody of secure materials, and ethical testing practices

- Serves as the point-of-contact and ensures appropriate communication with parents, students and school community stakeholders in all matters relevant to assessments in which the school participates
- Maintains documentation of all test-related training at the school, including training for Examiners and Proctors
- Ensures implementation of appropriate assessment accommodations, per the student's IEP, ILP, Section 504 Plan or Service Plan
- Completes all school-level administrative duties required of each assessment
- Communicates expectations and procedures for reporting unethical behavior
- Ensures accurate and timely reporting, especially to parents
- Facilitates communication between the school and the CTC

The corporation test coordinator:

- Provides direct oversight of assessment processes
- Disseminates guidance related to assessment programs
- Develops, communicates and implements procedures, protocols and training relative to test security, test access and accommodations, custody of secure materials, and ethical testing practices
- Serves as point-of-contact for the community (i.e., parents and media) related to assessment programs
- Maintains documentation of all test-related training at the corporation level, including training for STCs
- Communicates expectations and procedures for reporting unethical behavior
- Ensures accurate and timely reporting of results
- Facilitates communication between the corporation and the IDOE

Superintendent:

- Ultimately is responsible for testing program across the corporation

**Responsibility: Fidelity and Integrity**

Any licensed educator or administrative personnel by action or inaction who fails to develop, institute, follow and enforce security test administration policies in their school corporation which undermine the integrity and/or inhibit the effectiveness of a standardized test will face disciplinary action under IC 20-28-5-7 and other applicable remedies available under state and federal laws.

Assessment books and supplies are secure materials. It is the responsibility of school officials to adhere to all guidelines for the proper disposal and return of secure materials following assessment administration. Duplication of assessment materials constitutes a serious breach of test security. Prior exposure of students to test questions necessitates the invalidation of scores and denies those students the right to participate in testing.

## **Preparation**

Communicating Acceptable Teacher Practices

**The following are examples of actions that can take place prior to the opening of a test window for a standardized test.**

**A teacher MAY:**

- Review with all students all standards and concepts taught in previous years.
- Incorporate and review English/language arts and mathematics standards when reviewing other subject areas.
- Review assessment objectives as part of a general review of critical curricula.
- Give students enough practice with various item formats of assessments to ensure that assessments measure students' knowledge and understanding, not their test-taking skills.

**The following are examples of actions that CANNOT take place after the testing window for a standardized test has opened.**

**A teacher may NOT:**

- Teach test content that has not been previously covered during the time period immediately preceding the assessment (“cramming”).
- Review standards and concepts with only those students to be assessed.
- Review only the Indiana Academic Standards tested by the assessment.
- Review only those objectives on which students performed poorly on previous assessments.
- Make alterations in test items (such as changing the order of multiple-choice answers), and use such materials for review or instruction.

## **Display of Reference Materials**

Please note that guidelines are in effect regarding the display of reference materials during testing at all grades. Testing spaces must be appropriately prepared for administration of standardized assessments.

The following kinds of materials **MUST** be covered or removed from walls or bulletin boards during testing in all rooms or areas in which students will be assessed:

1. All posted materials such as wall charts, visual aids, posters, graphic organizers, and instructional materials that relate specifically to the content being assessed.

This includes, but is not limited to, the following items:

- i. Multiplication tables
  - ii. Tables of mathematical facts or formulas
  - iii. Fraction equivalents
  - iv. Writing aids
  - v. Punctuation charts
  - vi. Spelling or vocabulary lists
  - vii. Phonics charts
2. All reference materials that a reasonable person might conclude offers students in that classroom or space an unfair advantage over other students.
  3. All support materials that teachers might remove if they were giving their own unit tests in those subject areas.

The following materials **MAY** be posted:

- Alphabet Chart (containing letters only)
- Number Line (containing numbers only)

You may discuss concerns about the appropriateness of specific displays with your Corporation Test Coordinator or by contacting the Office of Student Assessment. School administrators will annually review materials and practices related to preparing students for assessments to ensure they are appropriate and do not violate test security protocols.

## **Interruption to Testing**

When an interruption to testing has occurred, the test session can be completed **IF** the teacher is aware of the amount of time that remains in the test session. For example, if the fire alarm goes off, the first step is for the teacher to write down the current time.

While students are waiting outside during the fire alarm emergency, the teacher must not permit students to discuss the contents of the test. Upon returning to class, the teacher may resume the administration of the test session, allowing the students the exact number of minutes that remain to finish the interrupted test session. Once a test session has started, the session must be completed during the same school day. Following the interruption, a written report detailing the interruption must be submitted (via fax or email) to the Indiana Department of Education, Office of Student Assessment. For more information, please refer to Appendix B of this manual.

## **Testing Irregularities/Investigations**

Dekalb Eastern Schools will investigate any complaint of inappropriate testing practices or testing irregularities.

a. Investigations will include the following:

1. A formal process by which all complaints are documented and can be tracked to their resolution which will include:
  1. The process to determine whether there is credible evidence that such an event has occurred will begin immediately by the test coordinator upon receipt of the complaint.
  2. If any evidence of an inappropriate testing practice or testing irregularity exists, a report to the Office of Student Assessment will be sent within the next seven calendar days of the conclusion of the investigation.
  3. Provisions will be made for protection of the integrity of any ongoing assessments.
  4. A final written report to the Office of Student Assessment will be made within four weeks, unless a written request for a timeline extension has been granted.
  
2. The final report will indicate any recommendations or findings that would impact the reliability or validity of student scores and specifically detail actions that Dekalb Eastern CSD recommends the state to take.

The Dekalb Eastern CSD Test Security Policy will be reviewed annually.