

DISTRICT TEST SECURITY PROCEDURES

District Test Security Procedures for ISD 690 for school year 2020-2021.

ASSESSMENT STAFF

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

Dennis Abernathy

(List all contacts assigned 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)
Brita Comstock	Warroad Elementary School
Vichita Ounchith	Warroad 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 test administration activities in the district is as follows:

The DAC will be available in our 1 building district to address any issues that arise. Issues will be documented. Any issues will be shared via email and/or personal conversation.

(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:

Dennis Abernathy, Brita Comstock

TESTING CALENDAR

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

Dennis Abernathy

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

Dennis Abernathy, Trish Gausen

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

Dennis Abernathy, Trish Gausen

TRAINING AND COMMUNICATION

The following staff members will complete the *Test Security Training* and *Assurance of Test Security and Non-Disclosure* on paper:

Cooks, Custodial Staff

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

Role	Additional Trainings
Teachers and Paras Proctoring	Test Monitor, Test Security
Principals	All trainings provided

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

The following staff members will ensure annual completion of trainings, including the *Test Security Training*, *Assurances of Test Security and Non-Disclosure*, and any other required trainings via the following method(s):

Staff Member	Method(s) for Tracking Training
HS Principal	Online and paper checklist
Elementary Principal	Online and paper checklist

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

If training is conducted in each building, the following staff members will provide training documentation to the District Assessment Coordinator:

Dennis Abernathy
Brita Comstock

(If all training is provided by the District Assessment Coordinator, indicate that here.)

The following staff members will provide information on the MDE test security tipline and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
HS Principal	During training
Elementary Principal	During training

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:

Method(s) for Providing District Policies and Procedures	Staff Member
Verbal, and Website	HS Principal (DAC)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
Online Tutorials	3-11

(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 test security via the method(s) listed.

Staff Member	Method(s) for Communicating
Test Monitors and Teachers	Verbal, District Website

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

The district procedure for preparing testing rooms is explained below:

All rooms will be checked for uncovered materials that could aid in testing. Students will be spread apart as recommended by the Minnesota Department of Health. Cardboard dividers may be used when space does not allow. All backpacks and cell phones will remain at the front of the classroom during the test session.

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

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:
<p>Pencils</p> <p>Scratch paper</p> <p>Calculators (if necessary)</p> <p>Formula Sheet</p>	<p>SAC</p> <p>SAC</p> <p>Student or Proctor</p> <p>SAC</p>	<p>Each student will be handed a pencil and scratch paper at the beginning of the test. The pencil will be collected by the proctor at the end of the session. Scratch paper will be shredded by the DAC after testing is completed.</p> <p>Students may use their personal pre-approved and pre-cleared calculators when allowed. Students will also have availability to use an approved calculator from the school when allowed. Online calculator is allowed as well.</p> <p>Formula sheet when allowed will be disbursed and collected by the proctor. All formula sheets will be shredded by DAC after testing.</p>

(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
<p>There will be an attendance sheet for each session. Attendance will be reported to the SAC for missing students. Those students will be located and escorted to the correct testing location. In the high school, testing locations will also be posted on the office windows.</p>	<p>SAC's and Proctors</p>

The following method will be used to track which students test with which Test Monitor, including tracking which other adults will be present in the room:

An assignment sheet will be posted and listed on the offices and/or the door entering the testing room.

The procedure for ensuring students do not use or access cell phones or other prohibited devices is listed below; actions that will be taken if the procedure is not followed are also listed:

All devices will need to remain in bags or be turned off and away. A student not willing to comply will not be allowed to test during that session. If a phone accidentally rings, the proctor will be in charge of turning the phone off.

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
<p>In the event a break is needed the student will close their computer and log in again after the break is completed.</p> <p>Students will be allowed to go to the bathroom one at a time. Proctor will inform hall monitor regarding the need for supervision.</p>	<p>Testing materials will be secured by the test monitor and returned to their respective building office to be kept under lock and key.</p>

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

One student will be allowed to use the rest room at a time. In the event of an interruption the procedure for student breaks will be followed.

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

As assigned.

The staff members listed will answer questions or provide assistance during test administration. Test Monitors will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
A google doc will be shared between the test monitor, DAC, and Tech.	Google doc.

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors should contact the staff members listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
See student breaks procedure. Test proctor will notify the SAC with any unexpected situations. DAC, SAC or building administrator will address as needed.	Dennis Abernathy, Brita Comstock, Mark Chamernick

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

See student breaks.

Students will not be allowed to congregate and discuss testing items.

If the Test Monitor becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

Contact DAC, Brita Comstock, Mark Chamernick, or Vichita Ounchith

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)
Most students are to remain in the room and read quietly unless directed otherwise by the test monitor.	Read

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

Students will remain in the area until time is completed or student completes exam. This will depend on the specific testing location and exam.

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
Any technical issues will be reported via google doc to the DAC and Tech Support	Dennis Abernathy, Vichita Ounchith

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

Procedure	Staff Member to Contact
Report any mis-administrations directly to the DAC.	Dennis Abernathy

(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 communication with students regarding test items is allowed. Testing atmosphere and morale may be discussed.

(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 accommodated test materials:

Dennis Abernathy

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering MTAS scores from MTAS Data Collection Forms:

Andrea Poole, Patti Hodgson, Paulette Stoskopf

(As needed, include any procedures or timelines for score 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)
Warroad High School	Principal's Office
Warroad Elementary School	Principal's Office

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

Principal, Secretaries, Custodial Staff

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
Laurie Baril	Place behind locked door in principal's office.

(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:

Melanie Schreiner
Tammy Wilmer

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
Dennis Abernathy Brita Comstock	

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
Dennis Abernathy Brita Comstock Mark Chamernick Vichita Ouncith Melanie Schreiner Tammy Wilmer	

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:

Test monitors will retrieve their testing bin in their respective building office from either the DAC, SAC, or secretary.

(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:

Dennis Abernathy

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

All test materials are collected by assessment monitor at the end of the testing regardless of start and stop dates. Materials will be brought to their respective building secretaries to be stored in the identified secure location.

(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 Monitor Test Materials Security Checklists* (or other checklist used in the district) to the staff members listed below:

Melanie Schreiner, Tammy Wilmer

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
Melanie Schreiner Tammy Wilmer	High School Principal's Office Elementary Principal's Office

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

Melanie Schreiner, Tammy Wilmer

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:

Melanie Schreiner, Tammy Wilmer

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

The preliminary results are just that, preliminary. The district will not share preliminary results publicly. Preliminary results may be used to identify areas of need in curriculum adjustment.

The following information is communicated if preliminary results are provided:

It will be communicated that any preliminary information shared is strictly confidential and are not official.

(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
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Dennis Abernathy Brita Comstock Lisa Hebel	Mail Hand Delivered Hand Delivered
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(Methods may include student information systems, data warehouses, or service provider systems.)

Final public results will be shared with district staff as described below:

Final results will be shared with staff during opening workshop week if available. If not available, final results will be shared via email and discussed in future PLC's and staff meetings.