

INSTRUCTIONAL SERVICES

Policy 6441

Evaluation Services

District Assessment Program Security and Administration

Storage of Test Booklets Purchased by the District

1. Immediately upon receipt of purchased test booklets, the District testing coordinator will count and record the number of booklets received for each grade level.
2. All MAP and other standardized test booklets purchased by the District will be stored in a locked storage facility. All test booklets will remain in this locked storage facility at all times except during those times specifically designated for standardized testing.
3. Only the District testing coordinator, counselor, building principal, and Superintendent will have access to test booklets.
4. No teacher shall have access to test booklets before the designated testing dates.
5. Teachers will have access at all times to the full text publications of the Show-Me Standards.

Storage of Other Testing Materials Prior to Administration

1. When testing materials arrive at the District, the testing coordinator will carefully check all materials and sort them in preparation for administration, making a written record of the number of booklets that will be sent to each administration site.
2. The testing coordinator will assume responsibility for contacting the Assessment Resource Center if the number of testing materials is inaccurate and for providing secure storage of any materials received as a result of this contact.
3. After the initial check and sorting, testing materials will be stored in a locked storage closet. Testing materials will then remain untouched until they are distributed the day of test administration (except for those materials described in the following section).
4. As with District-owned test booklets, only the District testing coordinator, counselors, building principal, and Superintendent will have access to test materials.

Instructions for Test Administration

1. All standardized tests will be administered in the classroom by the regular classroom teacher, a designated teacher, or counselor. When necessary, end-of-period bells will be altered to accommodate the testing schedule or eliminated altogether to reduce

distraction.

2. Testing materials for the MAP and any other standardized tests will be delivered by the testing coordinator to the elementary building site several days before the scheduled testing date. The counselor will be responsible for recording the number of test materials per grade level received in that building. Test materials will then be stored in a locked cabinet.
3. Appropriate teachers will receive necessary testing materials prior to testing so that demographic information may be completed. Testing materials will be returned to the counselor's office immediately after all necessary information has been completed. The counselor will be responsible for ensuring that all materials have been returned and that only demographic information has been completed. Test booklets/materials will then be returned to teachers the morning testing is scheduled to begin.
4. All test materials will be distributed to test administrators immediately prior to testing. Students will not receive test booklets until time for testing to begin.
5. All individuals administering the MAP 2000 or any standardized test will strictly follow the procedures outlined in the test administration manual. Test administrators will actively monitor students during the entire duration of the test.
6. Building administrators and the testing coordinator will move between classrooms during test administration to assist in monitoring and to provide assistance as needed.
7. If a standardized test is to be administered over a series of days, teachers will store test materials in a secure area until the beginning of the next day's testing session.

Collection and Storage of Test Materials Following Testing

1. Answer sheets and test booklets will be collected from test administrators in each building immediately following the last testing session. The counselor will be responsible for counting test materials, organizing them according to instructions, and storing them in a secure area.
2. The District testing coordinator will collect all testing materials from each building following the last day of testing and return them to the secure facility.
3. The testing coordinator will again re-count all test booklets and answer sheets, record counts, and check them against pre-administration counts.
4. Answer sheets, test booklets, MAP materials, and Missouri School Improvement Program testing will be sorted and packaged by the testing coordinator according to the instructions and will be sent for scoring as expediently as possible while allowing for make-ups.

5. Test booklets owned by the District will be returned to the locked secure facility where they will remain until the following year's testing begins.
6. All MAP make-ups will be given over two consecutive days the week following the general administration of the test. Students in each building will be grouped together for testing. A designated individual in each building will administer the test according to specified administration procedures, taking all afore stated precautions to insure test security. Test materials will be counted before distribution to each building and after collection and both counts documented.

Sanctions Against Unfair Practices

1. The security measures outlined in this policy should help prevent unfair practices; however, should they occur, the sanctions specified in this section will be put into motion. Following is a list of unfair practices which this District considers inappropriate:
 - A. Copying any part of a standardized test booklet for any reason.
 - B. Removal of a test booklet from the secure storage area except during test administration.
 - C. Failure to return all test booklets following administration.
 - D. Directly teaching any test item included on a standardized test.
 - E. Altering a student's responses to items on an answering sheet.
 - F. Indicating to students during testing that they have answered incorrectly; giving students clues or answers to questions; allowing students to give each other answers or to copy each other's work; or altering test administration procedures in any other way to give students an unfair advantage.
 - G. Undue pressure or encouragement on the part of administrators for teachers to engage in any of the afore mentioned inappropriate or unfair practices.
2. If a District staff person is suspected of engaging in any of the afore mentioned unfair practices, an immediate investigation will occur. If allegations are proven, one week's pay will be withheld from the checks of all individuals involved and the Department of Elementary and Secondary Education will be notified. Depending on the final determination of the gravity of the breach of ethics, individuals may be fined or have their teaching certificates revoked by the State Board of Education.

Special Note: Much of the information outlined in this policy does not apply when testing IEP or LEP students. Modifications of standardized testing procedures for IEP and LEP students are allowable under the conditions specified in the Examiner's Manual.

