

DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION		
Superintendent	Responsibilities before testing	<ul style="list-style-type: none"> • Designate a district assessment coordinator. • The superintendent, who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems. • Annually review and recertify staff who have access to MDE secure systems. • Complete the Assurance of Test Security and Non-Disclosure. • Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing. • Ensure student information is current and accurate. • Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security. • Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments. • Confirm the district assessment coordinator completes Pre-test Editing in Test WES.
	Responsibilities after testing	<ul style="list-style-type: none"> • Confirm the district assessment coordinator completes Post-test Editing in Test WES. • Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed. • Confirm the MARSS coordinator has updated all student records for Post-test Editing. • Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES. • Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information. • Discuss assessment results with the district assessment coordinator and school administrators.
District Assessment Coordinator	Responsibilities before testing	<ul style="list-style-type: none"> • Serve as primary contact with MDE regarding policy and procedure questions related to test administration. • Complete the Assurance of Test Security and Non-Disclosure. • Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure. Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place. • In coordination with School Assessment Coordinator review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities. • Identify appropriate tests for students and ensure student data sent to Pearson for testing is correct. • Establish district testing schedule within the testing windows specified by MDE and Pearson. • Preparing testing conditions, including user access to PearsonAccess Next, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar

District Assessment Coordinator	Responsibilities before testing	<p>with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.</p> <ul style="list-style-type: none"> • Train school assessment coordinators and MTAS test administrator(s). Provide training on proper test administration and test security. Verify staff complete any and all test-specific training. • Ensure School Assessment Coordinators secure test materials for online and paper administrations and keep them secure. • Ensure School Assessment Coordinators define a chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is complete. • Confirm that all students have appropriate test materials.
	Responsibilities during testing	<ul style="list-style-type: none"> • Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures. • Fully cooperate with MDE representatives conducting site visits or MTAS audits. • Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours. • Address invalidations and test or accountability codes.
	Responsibilities after testing	<ul style="list-style-type: none"> • Ensure student responses from paper accommodated test materials and MTAS scores are entered. • Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window. • Ensure School Assessment Coordinator returns secure test materials outlined in the Procedures Manual. • Collect security documents and maintain them for two years from the end of the academic school year in which testing took place. • Ensure Individual Student Reports are given to parents no later than fall parent/teacher conferences. • Enter Graduation Requirements Records in the GRR system.
School Principal	Responsibilities before testing	<ul style="list-style-type: none"> • Designate a school assessment coordinator for the building. • Be knowledgeable about test administration and test security as outlined in Procedures Manual. • Complete the Assurance of Test Security and Non-Disclosure. • Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration. • Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to Pearson or securely disposed of. • Ensure adequate computers/devices are available and rooms appropriately set up for online testing. • Verify that all test monitors and test administrators receive proper training for test administration. • Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.

School Principal	Responsibilities during testing	<ul style="list-style-type: none"> • Ensure that test administration policies and procedures and test security requirements are followed. • Fully cooperate with MDE representatives conducting site visits or MTAS audits.
	Responsibilities after testing	<ul style="list-style-type: none"> • Ensure all secure testing materials are collected, returned, and/or disposed of securely as required in Procedures Manual. • Ensure requirements for embargoed final assessment results are followed.
School Assessment Coordinator	Responsibilities before testing	<ul style="list-style-type: none"> • Implement test administration and test security policies and procedures. • Complete the Assurance of Test Security and Non-Disclosure. • Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure. • Identify appropriate tests for students and ensure student data sent to Pearson for testing are correct. • Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Minnesota Comprehensive Assessment (MCA); ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online. • Train staff, including all state-provided training materials, policies and procedures, and test-specific training. • Maintain security of test content and test materials. <ul style="list-style-type: none"> — Receive secure paper test materials from Pearson and immediately lock them in a previously identified secure area, inventory same, and contact them with any discrepancies. — Organize secure test materials for online administrations and keep them secure. — Provide test materials to test monitors and administrators. Address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed. — Identify need for additional test materials to district assessment coordinator.
	Responsibilities during testing	<ul style="list-style-type: none"> • Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed. • Fully cooperate with MDE representatives conducting site visits or MTAS audits. • Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures. • Report testing irregularities to district assessment coordinator using the Test Administration Report. • Report security breaches to the district assessment coordinator as soon as possible.
	Responsibilities after testing	<ul style="list-style-type: none"> • Ensure that all paper test materials are kept locked and secure and security checklists completed. • Ensure that student responses from paper accommodated test materials and MTAS scores are entered. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window. • Return secure test materials as outlined in the Procedures Manual.

School Assessment Coordinator	Responsibilities after testing	<ul style="list-style-type: none"> • Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials. • Ensure requirements for embargoed final assessment results are followed.
Technology Director	Responsibilities before and during testing	<ul style="list-style-type: none"> • Ensure that district is prepared for online test administration and provide technical support. • Complete the Assurance of Test Security and Non-Disclosure. • Fully cooperate with MDE representatives conducting site visits or MTAS audits. • Attend district training and any Pearson technology training. • Review, use, and be familiar with all Pearson Access Next technical documentation. • Prepare computers and devices for online testing. • Confirm site readiness. • Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact Pearson help desk as needed.
Test Monitor	Responsibilities before testing	<ul style="list-style-type: none"> • Complete the Assurance of Test Security and Non-Disclosure. • Attend trainings related to test administration and security. • Complete required training course(s) for tests administering. • Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions. • Be knowledgeable regarding student accommodations. • Remove or cover any instructional posters or visual materials in the testing room.
	Responsibilities during testing	<ul style="list-style-type: none"> • Receive and maintain security of test materials. • Verify student testing tickets and appropriate allowable materials. • Follow all directions and scripts exactly. • Follow procedures for restricting student access to cell phones and other electronic devices. • Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing. • Be knowledgeable about responding to emergency or unusual circumstances and technology issues. • Do not review, discuss, capture, email, post, or share test content in any format. • Ensure all students have been provided the opportunity to independently demonstrate their knowledge. • Fully cooperate with MDE representatives conducting site visits or MTAS audits. • Report any possible security breaches as soon as possible. • Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator. • Immediately report any missing test materials to the school assessment coordinator.
MTAS Test Administrator	Responsibilities before and during testing	<ul style="list-style-type: none"> • Complete the Assurance of Test Security and Non-Disclosure. • Attend trainings related to test administration and security and complete required training course(s) for tests administering. • Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure. • Prepare test materials for administration, including objects and manipulatives, special instructions, and

MTAS Test Administrator	Responsibilities before and during testing	<ul style="list-style-type: none"> specific adaptations for each student. Administer each task to each student and record the score. Enter MTAS scores online. Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances. Fully cooperate with MDE representatives conducting site visits or MTAS audits. Document and report and unusual circumstances to district or school assessment coordinator. Keep materials secure and return all materials to School Assessment Coordinator.
MARSS Coordinator	Responsibilities before and after testing	<ul style="list-style-type: none"> Confirm all eligible students have unique state student identification (SSID) or MARSS numbers. Ensure English language and special education designations are current and correct for students testing based on those designations. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information. Ensure accurate enrollment of students in schools during the accountability windows. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.
TEST SECURITY		
<ul style="list-style-type: none"> District Test Security Procedures will be posted to the school district website and sent to all staff through district email. Students will be informed of the importance of test security, expectation that students will keep test content secure; and expectation that students will act with honesty and integrity during test administration. Staff will be informed of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior and other contact information and options for reporting security concerns. 		
REQUIRED DOCUMENTATION FOR PROGRAM AUDIT		
<p>The school district shall maintain records necessary for program audits conducted by MDE. The record must include documentation consisting of the following:</p> <ul style="list-style-type: none"> Signed Assurance of Test Security and Non-Disclosure forms must be maintained for two years after the end of the academic year in which the testing took place. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place. Rosters of each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place. 		