![Minnesota Department of Education]

DISTRICT TEST SECURITY PROCEDURES

District Test Security Procedures for Proctor Public Schools for school year 2022-2023

ASSESSMENT STAFF

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

Mark Hughes Pike Lake Elementary

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator	School(s)
Tim Rohweder	Proctor Senior High School
John Awsumb	Jedlicka Middle School
Matt Solberg	Jedlicka Middle School
Joe Krasselt	Bay View Elementary

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:

District and School Assessment Coordinators (or any of their designated, trained staff) will conduct random, unannounced visits to testing rooms to observe adherence to state and district policies and procedures by Test Monitors and other staff. Similar visits will be conducted for other aspects of test administration, like inventorying and organizing secure test materials, distributing test materials on the day of testing, and preparing technology for online testing. Feedback is shared to correct anything noted.

The following staff members will monitor test administrations in the district and provide information following the monitoring:

District and School Assessment Coordinators and any other designated staff

TESTING CALENDAR

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

> The District Assessment Coordinator updates the calendar after building principals identify testing dates at their sites.

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

> The District Assessment Coordinator works with the technology department staff to maintain an accurate calendar on the testing and assessment webpage.

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

> Site Principals provide building specific dates to the District Assessment Coordinator. As dates are amended, the DAC updates the District Wide Testing Calendar and a technology staff member posts it to the District Testing and Assessment Page.

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
District Assessment Coordinator School Assessment Coordinator	Schedule district/building provided trainings and track testing security and other required trainings for all staff designated as a test monitors, including ACCESS administrator, or other staff involved Reports in TMS and verification of site wide training with Test Security Checklists, group training sign-ins, or hardcopies of completed training.

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

district:

Role	Additional Trainings
District Assessment Coordinator	Review Procedures Manual · Review weekly Assessment Updates · Test Security Training · MDE DAC Test Administration Training (in-person, webinar, or recording)
School Assessment Coordinators	Test Security Training · Other district-required trainings · District-specific policy and procedures training/information
Test Monitor	Test Security Training, Active Monitoring for Statewide Tests, Administering the MCA, District specific policy and procedures training/information.
MTAS Test Administrator	Pathway related to your MTAS experience 1-2 yrs or 3+ which may include: Test Security Training, MTAS Overview, MTAS Administration and Scoring Practice,District specific policy and procedures training/information.
MTAS Score Entry	Appropriate pathway from above plus Entering MTAS Score Data. District specific policy and procedures training/information.
Data Entry	Test Security and Non-Disclosure, User guide for Score Entry.District specific policy and procedures training/information.
Test Monitor for Paper Administrations	Test Security and Non-Disclosure, Preparing for Testing with Paper Accommodated Test Materials.District specific policy and procedures training/information.
Kindergarten ACCESS Test Administrator	Kindergarten ACCESS for ELLs: Administration and Scoring course - All modules - Certification quiz · ACCESS for ELLs Test Administrator – Kindergarten/Alternate ACCESS course - Test Security Training · District-specific policy and procedures training/information
Grades 1–12 ACCESS Online Test Administrator	Online ACCESS for ELLS: Administration course - Administering the Test–Online module - Certification quiz · ACCESS for ELLs Test Administrator – Grades 1–12 course - Test Security Training - Active Monitoring for Statewide Tests · District-specific policy and procedures training/information

The following staff members will complete the *Test Security Training* and District Specific policy and procedures training in an alternative format/paper:

> Other tertiary staff involved in testing and/or who have access to secure test materials but are not Test Monitors or Test Administrators

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
District Security Training Powerpoint presented in group training or hardcopy ppt slide deck read by staff members unable to participate in group training.	District and School Assessment Coordinators
District Security Procedures – posted on district website	DAC and Tech Staff

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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
District Assessment Coordinator & School Assessment Coordinators	District Security Training PowerPoint 22-23 Test Security Checklist and Assurance of Test Security and Non-Disclosure Test Security Training in the Training Management System

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
Student Tutorials (Navigation, tools, and item types) Item Samplers Access Test Practice and Sample Items	All grades

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
Classroom teacher	Oral presentations around readiness for testing success
Test Monitor	Subject specific test instructions read and shared during each test session

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
The district maintains a shared spreadsheet for documenting which students have elected not to participate in which statewide test and the reason stated on the parent refusal form.	IEP meetings, principal newsletters, and individual conversations with families

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:

The DAC shares a spreadsheet with case managers at each building. Case managers record linguistic accommodations on the form based on IEP or 504 eligibility. Students completing MTAS assessments work with the school psychologist to determine ongoing eligibility. The DAC enters linguistic or specific test requirements into TEST WES.

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

Remove or cover any instructional posters or graphics, including strategy techniques or methods, in the testing room or on student desks. Post signs on the doors which state "Testing—Do Not Disturb." Spacing is extended to ensure students work independently. Precautions will be implemented if room space or number of students testing in a room create challenges.

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
N/A	N/A

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
Pencil or pen (student supplied) Scratch paper (school supplied) Calculators (when allowed/TBD) Headphones (student or school supplied) Hard copy formula sheets (school supplied)	Test Monitor School Assessment Coordinator	Materials will be distributed at the beginning of each test session and collected at the end of each test session. The Test Monitor and Test Administrator will return all test materials (including any materials used as scratch paper and student authorizations for online tests) to the School Assessment Coordinator, or have the items shredded as appropriate immediately after testing. Test materials will be inventoried at the time they are returned to the School Assessment Coordinators to ensure that all materials are accounted for. Test materials will be placed in a secure locked location, immediately upon their receipt from the Test Monitors and Test Administrators. Student login information and any other online test materials will be securely destroyed at the end of test administration.

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
Elementary	Homeroom Teacher or Case Manager, SAC
Middle School	Subject Specific Teacher or Case Manager, SAC
High School	Subject Specific Teacher, published room assignments, Teachers, Administration

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:

3-8 students will be assigned to a test session with their homeroom teacher for each assessment they're scheduled to complete. Some exceptions are made for students with very specific linguistic or other accommodations requiring a separate testing situation.

Test session name(naming convention will include teacher, grade level, or proctor name)

Paper rosters, if used, will include a space for teacher, grade level, subject name by building

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:

Students will be asked to turn off and store all devices including removing wearable technology.   At times devices may be collected by the test monitor prior to testing; devices are accounted for and kept secure. If a student accesses a device, The Test Monitor, along with the School Assessment Coordinator and the District Assessment Coordinator will investigate thoroughly to determine what action must be taken (including the possibility of asking a student to hand in their device and/or silence it including up to invalidating the student's test).

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
If a student must leave the room (bathroom break) only one student will be allowed to leave at a time. If the entire group takes a break the test monitor must monitor that students do not discuss the test.	Students should exit their test or cover the test content in some way (e.g., close the Chromebook, turn off the monitor, cover with paper) unless an emergency prevents them from doing so. For paper accommodated test materials, students should close their test books

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

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

Any available trained faculty or staff member

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
School Assessment Coordinator District Assessment Coordinator Building Administrator	Cell phone, landline phone or radio

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
Assist students in the case of illness or emergency. Maintain test security. Contact staff for assistance.	School Assessment Coordinator District Assessment Coordinator Building Administrator

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

If the entire group must leave because of an emergency (e.g., fire alarm), the Test Monitor should close the door and secure the room when leaving, if possible. Test Monitors and staff must be available to monitor that students do not discuss the test when away from the testing location.

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 contact the School Assessment Coordinator or Building Administrator for assistance.

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)
The Test Monitor collects the testing ticket, scratch paper and formula sheet and helps students submit/complete online assessment when needed.	Read a book (not subject related) Complete activities on paper (not subject related) Sit quietly

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

Additional sessions to complete testing may be scheduled and students needing more time may be assigned to them.

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 have finished will be provided an alternative space where they will be supervised on subsequent testing days/times.

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
If a student points out a test item that appears to have an error for any statewide assessment, the Test Administrator or Test Monitor should note the grade, subject/domain, item number, section number (Science MCA only), student MARSS/SSID number, and if an online test, information on how the online test was accessed (i.e., device and/or operating system) and instruct the student to continue the test. This same process is used for a MCA where a student points out a translation that appears to be incorrect in translated word lists or the pop-up translations. Following the test session, the Test Administrator or Test Monitor should notify the District or School Assessment Coordinator about any test items or translations that appear to have an error. If a technical issue occurs and a student receives an error message in an online test, the Test Administrator or Test Monitor should write down the error message and number along with the student and test information specified above. If the technical issue	School Assessment Coordinator Building Administrator

prevents the student from responding to the item, the student should exit the test. For technical issues, the Test Administrator or Test Monitor should contact district technology staff following the district's procedure, as needed, and provide information to the District or School Assessment Coordinator following the test session	

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

Procedure	Staff Member to Contact
If there is a concern that test security may have been breached, staff report this information to the SAC or DAC and then the District Assessment Coordinator will notify MDE within 24 hours of the time of the alleged breach. If MDE advises a report should be submitted then the Test Security Notification in Test WES will be submitted within 48 hours of the breach.	Site Assessment Coordinator or District Assessment Coordinator.

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:

Discussing items even after testing is complete is prohibited and a violation of Test security. District staff should not ask students about specific items. If students ask about a specific item following testing, remind them that items are secure and not to be discussed. District staff may, however, provide instruction on the general concept but must not address or solve any specific test item.

The staff members listed below are responsible for entering student responses from MCA paper test materials:

Special Education Case Manager, School Assessment Coordinator, or District Assessment Coordinator complete data entry responses at their earliest convenience

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

Special Education Case Manager or trained paraprofessional

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)
Proctor Senior High School	Senior High Principal's Office
Jedlicka Middle School	Middle School Principal's Office and/or Secure Case Manager File Cabinets for paper accommodated materials
Bay View Elementary Pike Lake Elementary	School Psychologist's Office DAC testing office Note: During testing it is possible the testing tickets and scratch paper may be locked in classrooms.

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

DAC, SAC's, School Psychologist, designated case managers

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
District Assessment Coordinator	Materials will be delivered directly to School Assessment Coordinators, inventoried and placed in a secure locked location.

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

School Assessment Coordinator, Building Administrator

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

School Assessment Coordinator	Any discrepancies will be reported immediately to the District Assessment Coordinator.

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
School Assessment Coordinator	Receive, Inventory, Distribute

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 and Test Administrators will inventory their materials immediately upon receiving their tests. Discrepancies in materials will be reported immediately to either the School Assessment Coordinator or District Assessment Coordinator for the MCA. ACCESS tests are exchanged at the DAC's site. Test Monitors will sign the Test Monitor Test Materials Security Checklist for any test materials they receive. Items are again counted when returned to the SAC.

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

School Assessment Coordinator or District Assessment Coordinator for the MCA or the ACCESS test.

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

Test materials will be kept in a secure locked location between testing sessions.

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:

School Assessment Coordinator, District Assessment Coordinator

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
School Assessment Coordinator	Designated secure location in building until collected by District Assessment Coordinator

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

District Assessment Coordinator

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:

Test Monitors/Proctors or School Assessment Coordinators

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

Preliminary results are only shared among grade level learning team's with the understanding that results are subject to change. Some results may be shared with students.

The following information is communicated if preliminary results are provided:

Final MCA score reports are mailed home in the fall to families. Preliminary scores and data are reviewed as a component of curriculum planning for summer school experiences.

Final embargoed results will be provided to the following staff members through the following methods:

Staff Members	Methods
Building Administration District Administration/Cabinet	1-1 Cabinet meeting School Improvement planning meeting *All include emphasis of embargoed status or results

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

During Learning Teams or a Faculty meeting, staff are informed of the responsibility to abide by the embargo and the conditions that constitute a violation of the embargoed information.

Individual Student Reports (ISRs) will be provided to families as described below:

Hardcopy Score reports are mailed home to families in the fall (September).

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