

1 DISTRICT TEST SECURITY PROCEDURE

District Test Security Procedures for Woodbury Leadership Academy Revised: August 2022

ASSESSMENT STAFF

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

Megan Nafe

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

School Assessment Coordinator	School(s)
Megan Nafe	Woodbury Leadership Academy

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring test administration activities in the district is as follows:

The District Assessment Coordinator and other school administrators of the school will be present in the building of the test sessions. They will ensure test monitors and the testing environment is meeting all expectations as outlined in training. Additionally, the District Assessment Coordinator will provide verbal feedback to test monitors, as needed. Administrators will report any violation of test security to the District Assessment Coordinator immediately.

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

Megan Nafe (District Assessment Coordinator), Kathy Mortensen (School Executive Director), Ben Broderick (Vice Principal) and Jessica Erickson (Dean of Students)

TESTING CALENDAR

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

Megan Nafe (District Assessment Coordinator), Kathy Mortensen (School Executive Director)

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

Megan Nafe (District Assessment Coordinator), Kathy Mortensen (School Executive Director)

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

Megan Nafe (District Assessment Coordinator), Kathy Mortensen (School Executive Director)

TRAINING AND COMMUNICATION

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

<p>Admin Level: Megan Nafe (DAC), Kathy Mortensen (Executive Director), Jessica Erickson (Dean of Students) & Ben Broderick (Vice Principal)</p> <p>Teacher Level: Alison Youngblood, Fran Weess, Amanda McGrane, Katie Grubisch, Maddie Knutsen, Radhika Sharma, Amanda Mckinnon, Steffani Jones, Kelly Cappelen, Colleen Lautenbach, Sam Elmquist, Katie Slaggie, Jacob Schreiner, Justin Robb, Samantha Olson, Autumn Handahl, Kalleigh May, Cody Bloomer, Bailey Bernard, Emma Langer, Taylor Wallisch, Mallory Kaster, Heidi Dettmann, Julie Ohs & Morgan Berry</p>
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The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
District Assessment Coordinator, Test Monitors and Administrators	Pearson Access Next “Test Monitor” Modules and training provided by the District Assessment Coordinator

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
Megan Nafe (District Assessment Coordinator)	Training sign-in sheet, Pearson Access Next modules check off sheet, and “Assurance of Test Security and Non-Disclosure” sheet. These sheets will be compiled and recorded in an Excel Sheet.

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

The training will be completed in one building by the District Assessment Coordinator.
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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
Megan Nafe	Training Presentation from DAC; https://public.education.mn.gov/tip/

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
Training Presentation	Megan Nafe

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
Item samplers created by the school and student tutorials from Pearson Access Next	Grades 3-8 in reading and math; Grades 5 & 8 in science

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
<p>Admin Level: Megan Nafe (DAC), Kathy Mortensen (Executive Director), Jessica Erickson (Dean of Students) & Ben Broderick (Vice Principal)</p> <p>Teacher Level: Alison Youngblood, Fran Weess, Amanda McGrane, Katie Grubisch, Maddie Knutsen, Radhika Sharma, Amanda Mckinnon, Steffani Jones, Kelly Cappelen, Colleen Lautenbach, Sam Elmquist, Katie Slaggie, Jacob Schreiner, Justin Robb, Samantha Olson, Autumn Handahl, Kalleigh May, Cody Bloomer, Bailey Bernard, Emma Langer, Taylor Wallisch, Mallory Kaster, Heidi Dettmann, Julie Ohs & Morgan Berry</p>	Verbally and written.

The district procedure for preparing testing rooms is explained below:

<ul style="list-style-type: none"> ● Adequate lighting, comfortable temperature & quiet ● Must be a closed room ● Only district-owned devices; Headphones can be student owned ● Enough space for their testing device and related materials (i.e., scratch paper) ● Limit bell system and announcements ● <u>Only</u> people involved in taking/administering the test are allowed in the room ● The doors of each testing room are to be closed during test administration. Post signs on the door which state “Testing – Do Not Disturb” ● Cover or remove all academic or instructional posters and graphics in testing session and on student desk/table, even if not related to math, reading and science (even if you’re not taking science) ● A trained staff member (licensed teacher/admin) must always be present during testing. Otherwise, it would be considered a security violation
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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:
Test tickets, scratch paper, formula sheets, headphones, any nonacademic reading material for after the test and pencils	<p>District Assessment Coordinator will provide test tickets and any accommodating materials outlined in a student’s IEP or 504.</p> <p>Test monitors will provide formula sheets, scratch paper and all general</p>	<p>District Assessment Coordinator will distribute student testing tickets.</p> <p>Test monitors will distribute and collect, testing tickets, formula sheets, scratch paper and any accommodating materials, such as a</p>

	supports, such as fidgets, weighted pads, etc. Students will provide their own headphone, pencil and nonacademic reading material for after the test.	multiplication or hundreds chart, following testing. The test monitor will then provide the District Assessment Coordinator with those materials, which will then be kept in a secure location for two (2) school years.
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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
All students will test with their homeroom teacher, who will verify students on their student roster. Special education staff will assist their students, as necessary.	Test monitors and special education staff, including paraprofessionals

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:

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| <ol style="list-style-type: none"> 1. District Assessment Coordinator will provide test monitors with student test tickets, which will align with their homeroom class roster. 2. Test monitors will provide a list of student and adult names that were in testing session to the District Assessment Coordinator after testing. 3. This information will be kept in a secure location for two (2) school years. |
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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:

<p>Students may NOT use or access cell phones, wearable technology, or any other devices at any time during testing, including during breaks or when testing is completed. Test monitors must remind students that all non-testing devices be placed in backpack/locker located outside of testing room prior to testing session. If a device is found, the school will follow their personal technology policy and report violation of test security to the District Assessment Coordinator. This information will be clearly stated in training to test monitors.</p> <p><u>From MDE:</u> If a student receives a notification (e.g., ringtone, vibration) on a device kept in a backpack or pocket, the district procedure may be that the student will hand it directly to the Test Monitor and/or silence it without looking at it. In these cases, MDE does not require the district to invalidate the test if the student simply hands over the phone or device or silences it without looking at it; however, if there is any question that the student accessed the phone or other device, the test must be invalidated.</p>

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
Test monitors may determine if bathroom breaks or stretch breaks will be taken as a class or if students are sent one at a time. Supervision is required at all times.	For all breaks, test content must be covered or turned off.

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

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| <ol style="list-style-type: none"> 1. As a class, use the restroom prior to test session. 2. During testing, a student will raise their hand and share with test monitor the need of using restroom. Only one student can be released at a time. Student must be supervised. The test monitor will never leave the testing environment. 3. Test monitor will cover the student’s test. |
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The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

District Assessment Coordinator or other administrators that have completed required training

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
District Assessment Coordinator	Phone: 651.571.2100 Email: mnafe@wlamn.org
Pearson Access Next Help Desk	Phone: 888.817.8659
School Front Office	School Phone: 651.571.2100 ext. 500

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
<p>For behavioral issues, the test monitor will immediately end student test and remove student from testing environment. Follow normal school procedures for reporting behavior. Additionally, the test monitor will need to report this on the <i>Test Administration Report</i>. Again, test monitor should never leave the testing environment. The district assessment coordinator will investigate and contact the Minnesota Department of Education.</p> <p>For illness and other minor issues, the test monitor will contact the District Assessment Coordinator.</p>	<p>District Assessment Coordinator Phone/Text: 651.571.2100 Email: mnafe@wlamn.org</p> <p>Main Office Phone: 651.571.2100 ext. 500</p>

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

Safety comes first! If possible, close testing devices or turn off monitors. Depending on emergency, immediately lock and leave the room or lock and stay in the room.
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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 the District Assessment Coordinator or inform the administrator in the testing environment. The test monitor should never leave the testing environment unattended.

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)
Students will remain in the testing environment. IEP and 504 students will follow their plan. However, if the student is finishing a test during make-up days, students may go back to their normal daily schedule upon completing their test.	If a student finishes a test, they must remain in their seat and read or sit quietly. Reading material must not be academic.

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

Students may have as much time as they need to finish testing. If a student needs more time to finish than the regular schedule time, contact DAC to schedule make-up testing.
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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
Document the problem	Contact District Assessment Coordinator or Pearson Access Next Help Desk

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

Procedure	Staff Member to Contact
Any misadministration or security breaches need to be reported to the District Assessment Coordinator. Additionally, test monitor will need to report this on the <i>Test Administration Report</i> . The District Assessment Coordinator will work with the Executive Director and contact MDE to resolve the issue(s).	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:

General feedback from the students concerning testing atmosphere, device function during testing and overall impression of the test is allowed.

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

Responses must be entered exactly as the student responded, without edits or changes by the District Assessment Coordinator or Test Monitor – Special Education Staff.
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The staff members listed below are responsible for entering MTAS scores from MTAS Data Collection Forms:

Responses must be entered exactly as the student responded, without edits or changes by the District Assessment Coordinator or Test Monitor – Special Education Staff.
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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)
Woodbury Leadership Academy	Locked cabinet in District Assessment Coordinator's office.

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

Megan Nafe (DAC)

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
Megan Nafe (DAC)	Materials will be delivered to the main office at Woodbury Leadership Academy.

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

Megan Nafe (DAC)

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
Megan Nafe (DAC)	Contact Pearson Access Next or MDE

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
Megan Nafe (DAC)	Will take inventory of materials and personally distribute materials to test monitors.

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:

District Assessment Coordinator will personally distribute materials to test monitor.

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

Megan Nafe (DAC)

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

Test monitors will collect testing tickets and scratch paper and securely lock them until the next test session. If students have exhausted the test sessions, the test monitor will provide all materials to the District Assessment Coordinator.

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:

Megan Nafe (DAC)

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
Megan Nafe (DAC)	Main office at Woodbury Leadership Academy

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

Megan Nafe (DAC)

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:

District Assessment Coordinator

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

Preliminary individual student assessment results can be shared with students, families and staff for instructional purposes. However, preliminary test results should be used with caution as the score may change. They should not be discussed in public forums (social media), public meeting minutes (board meetings) or shared with the general public or media until final assessment results have been released publicly.

If sharing results with staff, ensure that staff understand that “abiding by the embargo” means that they cannot discuss or share results with others or the general public before the public release of results.

The following information is communicated if preliminary results are provided:

These results are preliminary and may change.

Data Privacy

Only those who have a legitimate educational interest in the assessment results should have access to preliminary assessment results or embargoed final assessment and accountability results in any form, including summary results. This includes classroom teachers, school/district staff, and school board members, or other school officials. Schools should limit the number of individuals who have access to preliminary results or final embargoed

assessment results, and must collect and retain data privacy and nondisclosure agreements for all school officials who have access to assessment results in any form.

Important Reminders

If preliminary or embargoed assessment data will be shared, it cannot be discussed in public forums, posted online, or reflected in public meeting minutes until the embargo has ended determined by Minnesota Department of Education. Be sure to remind building principals and any other staff that have access to preliminary data of this policy regarding sharing preliminary or embargoed data. Individually-identifying student results should not be shared publicly at any point as required under FERPA regulations. Student-level results should only be shared with those who have a legitimate educational interest or others who are permitted by the Minnesota Government Data Practices Act or FERPA to access private educational data.

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

Staff Members	Methods
Executive Director, District Assessment Coordinator	Through MDE secure reports

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

Executive Director will share with results with staff. Additionally, individual student reports will be provided to families in the fall. These results are sent to the school from MDE and then mailed to students' home address.