



## DISTRICT TEST SECURITY PROCEDURE

### District Test Security Procedures for Woodbury Leadership Academy for school year 2019-20

#### *ASSESSMENT STAFF*

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

Kylie Griffith

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

School Assessment Coordinator	School(s)
Kylie Griffith, Kathy Mortensen	Woodbury Leadership Academy

#### *DISTRICT MONITORING OF TEST ADMINISTRATION*

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

DAC (Kylie Griffith) or Administrators will make random visits to testing rooms. They will take notes on procedures in the room are being followed. Verbal feedback will be given to the test monitors.

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

Kylie Griffith, Kathy Mortensen

#### *TESTING CALENDAR*

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

Kylie Griffith, Kathy Mortensen and test monitors (i.e. teachers and special education staff)

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

Kylie Griffith, Kathy Mortensen

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

Kylie Griffith, Kathy Mortensen

**TRAINING AND COMMUNICATION**

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

Administrators, office staff, support staff and test monitors
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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
Test monitors and support staff	Complete Pearson “Test Monitor” Modules and in-person trainings

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
Kylie Griffith	Spreadsheet, sign in sheet and “Assurance of Test Security and Non-Disclosure” 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 DAC.
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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
Kylie Griffith	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
During in-person training	Governance Committee

***DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION***

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

<b>Student Resources</b>	<b>Grade</b>
Item samplers and student tutorials in Pearson Access Next	Will be completed by all impacted grade levels

The following staff members will ensure that students are reminded of the importance of test security via the method(s) listed.

<b>Staff Member</b>	<b>Method(s) for Communicating</b>
All testing monitors Kylie Griffith	Verbally and WLA Thursday Newsletters School website

The district procedure for preparing testing rooms is explained below:

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| <ol style="list-style-type: none"> <li>(1) Dictionaries, thesauruses, and other reference materials, including textbooks, are not permitted.</li> <li>(2) All academic or instructional posters and graphics, including strategy techniques or methods, in the testing room or on a student’s desk must be covered or removed during test administration. Any academic or instructional information or strategies must be covered, even if it is not related to the subject being tested (e.g., science information must be covered even if reading is being tested).</li> <li>(3) Students may not use or access cell phones or any other devices, including wearable technology, at any time during testing, including during breaks or when testing is completed.</li> <li>(4) There should be at least one Test Administrator/Test Monitor for every 30 students.</li> <li>(5) Enough space should be allowed between students to ensure that students work independently. The chances for student cheating can be minimized by arranging seating so students cannot easily see other student tests.</li> <li>(6) Rooms should have adequate lighting, a comfortable temperature, and a quiet atmosphere.</li> <li>(7) The location must be a closed room that is being used only for testing, not a public venue.</li> </ol> |
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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:

<b>Materials:</b>	<b>Staff Members:</b>	<b>Collection and Distribution Plan:</b>
Test tickets, scratch paper, formula sheets, headphones, any reading material for after the test and pencils	<p>Kylie Griffith will provide test tickets and formula sheets to test monitors.</p> <p>Test monitors will provide blank scratch paper.</p> <p>Students will bring their own headphones, pencils and reading material for after the test.</p>	Kylie Griffith will collect testing tickets, formula sheets and scratch paper following testing.

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 teachers who will verify them on their student roster. Special education staff will collect their students, as necessary.	Test monitors (i.e. teachers and special education staff)

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"> <li>1. A student roster will be given to each test monitor.</li> <li>2. Each student must be verified as testing with them.</li> <li>3. It must be documented if a student leaves to test with another monitor.</li> <li>4. All adults who are present in the room must be documented on the student roster.</li> <li>5. The student roster must be returned to DAC.</li> <li>6. The student roster must be kept on file for two years with DAC.</li> </ol> |
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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, it must be collected. Contact DAC.</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>
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***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.	For all breaks, test content must be covered or turned off. Students must be supervised if more if more than one student is on break at a time.

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"> <li>1. As a class, use the restroom prior to test session.</li> <li>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.</li> <li>3. Test monitor will cover the student’s test.</li> <li>4. If student doesn’t return in a timely manner, test monitor should contact DAC or Administration. The test monitor should never leave the testing room.</li> </ol> |
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The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

DAC or Administration
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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
Kylie Griffith	Phone/Text: 651.434.4829 Email: kgriffith@wlamn.org

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
Text/Call DAC Call Main Office: 651.571.2100 ext. 500	Kylie Griffith Office Staff/Administration

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 DAC. If no answer, contact the main office.
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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 room.	Reading a non-textbook or drawing/coloring sheet

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 DAC

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

<b>Procedure</b>	<b>Staff Member to Contact</b>
Any misadministration or security breaches need to be reported to DAC or MDE as soon as possible. It can be verbally or by email/text.	Kylie Griffith

***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:

Testing content may not be discussed at any time.

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

DAC or testing monitor. The documents will be kept secure with DAC.

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

DAC or testing monitor. The documents will be kept secure with DAC.

***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:

<b>School</b>	<b>Secure Location(s)</b>
Woodbury Leadership Academy	Locked filing cabinet in main office at Woodbury Leadership Academy.

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

Kylie Griffith, administration and office 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:

<b>Staff Member</b>	<b>Procedure</b>
Kylie Griffith	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:

Kylie Griffith

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

<b>Staff Member Inventorying Materials</b>	<b>Procedure for Discrepancies</b>
Kylie Griffith	Contact Pearson

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

<b>Staff Member Organizing Materials</b>	<b>Procedure</b>
Kylie Griffith	Will take inventory of materials and personally distribute materials to test monitor.

### **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:

DAC 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:

Kylie Griffith

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.

### **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:

Kylie Griffith

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.

<b>Staff Member</b>	<b>Secured Location</b>
Kylie Griffith	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:

Kylie Griffith

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:

Kylie Griffith

***DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS***

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

Preliminary test results will be shares with administration, students, parents and necessary staff.

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 on Aug. 29. 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:

<b>Staff Members</b>	<b>Methods</b>
Administration	Through MDE secure reports

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

Curriculum coordinator and/or director will discuss final results with staff.