

## DISTRICT TEST SECURITY PROCEDURE

### District Test Security Procedures for Birch Grove Community School

#### **ASSESSMENT STAFF**

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

Sara Knottski

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

<b>School Assessment Coordinator</b>	<b>School(s)</b>
The School Assessment Coordinator is the same as the District Assessment Coordinator: Sara Knottski	Birch Grove Community School

#### **DISTRICT MONITORING OF TEST ADMINISTRATION**

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

All testing, inventorying and organizing secure test materials, distributing test materials on the day of testing, and preparing technology for online testing is done by the District Assessment Coordinator. The District Assessment Coordinator will ensure all district test security procedures are done correctly. The District Assessment Coordinator will use the Minnesota Assessments Monitoring List to ensure all procedures are followed correctly.

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

Sara Knottski-District Assessment Coordinator

## **TESTING CALENDAR**

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

Diane Blanchette- School Director  
Sara Knottski- District Assessment Coordinator

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

Diane Blanchette- School Director

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

Diane Blanchette- School Director  
Sara Knottski- District Assessment Coordinator

## **TRAINING AND COMMUNICATION**

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

All Birch Grove Community School staff will complete the *Test Security Training and Assurance of Test Security and Non-Disclosure*. This will be verified through using reports in the training management system and collecting and storing paper copies.

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

<b>Role</b>	<b>Additional Trainings</b>
Test Monitor	<i>Test Monitor for Online Administrations</i> which includes:  <i>Test Security Training, Active Monitoring for Statewide Tests, and Preparing for Online Testing.</i>
District Assessment Coordinator	Read <i>Assessment Updates</i> weekly  Review current version of the <i>Procedure Manual</i>  Attend (or watching the recording of) the spring MDE test administration training.

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):

<b>Staff Member</b>	<b>Method(s) for Tracking Training</b>
Sara Knottski- District Assessment Coordinator	Trainings will be tracked online in the Training Management System and through signed paper copies of the <i>Test Security and Non-Disclosure</i> which will be stored in a secure locked location.

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

All trainings at Birch Grove Community School will be provided 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:

<b>Staff Member</b>	<b>Method(s) for Providing Information</b>
Sara Knottski- District Assessment Coordinator  Diane Blanchette- School Director	We will report test security concerns by using the online Test Security Tip Line, sending an email, or calling MDE.

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
Birch Grove Community School will provide district policies and procedures through district provided trainings. Staff will also use the online Training Management System.	Sara Knottski- District Assessment Coordinator

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

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

Student Resources	Grade
<p>Birch Grove Community School will prepare students by using:</p> <p>The <i>Student Tutorial</i> for the online MCA</p> <p><i>Item Sampler</i></p> <p>The use of stand-alone online calculators and formula sheets to practice using them.</p>	3rd-5 <sup>th</sup> grade

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>Sara Knottski-District Assessment Coordinator</p> <p>Diane Blanchette- School Director</p>	Birch Grove Community School will communicate the importance of test security to the students through newsletters, oral communication, and through the code of conduct information at the beginning of any test.

The district procedure for preparing testing rooms is explained below:

<p>Birch Grove Community School’s procedure for preparing testing rooms, including student seating/spacing and walls and student desks, is:</p> <ul style="list-style-type: none"> <li>• Selecting a room with adequate lighting, comfortable temperature, and a quiet atmosphere. Students will test in the library. The library is a closed room that will be used only for testing.</li> </ul>
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Students with accommodating IEPs may test in the CE room that has been prepared for testing (room prep same as the library).

- All instructional posters and graphics in the testing room or on a student’s desk must be covered or removed during test administration. Sheets cover all book shelves and applicable walls.
- Workstations must be adequately spaced apart with enough room between students to ensure that students are working independently

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:

<b>Process for Documentation</b>	<b>Method(s) of Communicating</b>
<p>Birch Grove Community School with use written forms to document reasons why students will not participate. We will use the <i>Parent/Guardian Refusal for Student Participation in Statewide Assessments</i> form available on MDE and a medical excuse documentation form.</p>	<p>Birch Grove Community School with communicate this information by word of mouth.</p>

The district’s plan for ensuring student to Test Administrator/Test Monitor ratio requirements is explained below:

There will be a maximum of 15 students per Test Administrator for ACCESS Writing, 5 students for ACCESS Speaking, and 30 students per Test Monitor for all other tests.

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:

Birch Grove Community School will ensure that students take the correct assessment and receive general support, linguistic support or accommodations required by having at least two people checking and double checking for the correct assessment/accommodation and by communicating the assessment/accommodations to the necessary staff. Communication will be done through email and/or word of mouth.

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:

<b>Procedure</b>	<b>Staff Member</b>
<p>Birch Grove Community School will not be testing in any room that has a security camera.</p>	<p>N/A</p>

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>
<p>Pencils with scratch paper</p> <p>Headphones for mathematics</p> <p>Keyboard</p> <p>Hard-copy mathematics formula sheet for 5<sup>th</sup> grade</p> <p>Student testing tickets</p>	<p>Sara Knottski- District Assessment Coordinator</p>	<p>The procedure for the distribution of all test materials for online administrations to the Test Monitors will be:</p> <p>All test materials will be kept in a secure locked room before testing. Testing Monitors will meet in the library 30 minutes prior to testing to review testing procedures and receive testing materials. Discrepancies in materials will be immediately to the DAC, whom will be present during testing.</p> <p>Birch Grove Community School will provide all materials used during testing.</p> <p>The DAC will answer questions from staff related to materials allowed/prohibited for testing.</p> <p>All testing materials will be collected after testing and immediately shredded and disposed of.</p>

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:

<b>Plan</b>	<b>Staff Member</b>
<p>The District Assessment Coordinator, or Test Monitor will escort the students from their classroom to the testing room.</p>	<p>Sara Knottski- District Assessment Coordinator, Test Monitor</p> <p>Jessica Klemmer- Test Monitor</p> <p>Michelle Blanck- Test Monitor</p>

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:

All students at Birch Grove Community School will be testing on the same day. All students will be testing with the District Assessment Coordinator and Test Monitors. There will be no other adults allowed in the testing room.

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:

The procedure for ensuring students do not use cell phones or other devices is to collect cell phones and wearable technology before entering the testing room. Any adult in the testing room will also leave cell phones or other devices outside the testing room. If a student receives a notification (e.g., ringtone, vibration) on a device kept in a backpack or pocket, the district procedure is that the student will hand it directly to the Test Monitor; however, if there is any question that the student accessed the phone or other device, the test will be invalidated. Birch Grove Community School will use the "Prohibited Electronic Devices Investigation Guide" if any incidents happen.

### ***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:

<b>Procedure for Student Breaks</b>	<b>Plan for Securing Test Content</b>
The procedure for breaks for all students during testing is after approximately every 30 minutes of a test session, students will be allowed a short break. The Test Monitor must use the script for breaks. Test Monitors must continue to actively monitor students during break to ensure students don't discuss the test.	Test content will be secured during breaks by ensuring the students cover the test content in some way. Students will not be allowed to discuss test items and answers.

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

The procedure for breaks for use of the restroom or other interruptions during testing is: only one student at a time should be allowed to leave the room. Any prolonged absences or repeated requests for breaks must be investigated for a breach of security.

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

Diane Blanchette- School Director or one of the two test monitors in the testing room.

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
Sara Knottski- District Assessment Coordinator	Test monitors will communicate with the District Assessment Coordinator by oral communication (if DAC is in the room) or telephone.

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
Any students who leaves a test session for any reason and are unable to return will resume testing during a make-up session.	Sara Knottski-District Assessment Coordinator

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

If an entire group of students needs to leave during testing (e.g., emergency situation, fire drill), the procedure is for the Test Monitor to 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 during their time away from the testing location.

If the Test Monitor becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

If a Test Monitor become ill or needs to leave during testing, the procedure is for the DAC, or back up DAC to fill in.



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)
<p>If students complete testing early they will first raise their hand. The Test Monitor will take their testing device away or ensure that it is turned off. Then the students will remain in to room until a scheduled break. The students will be allowed to read a preapproved book.</p>	<p>Students may read a paper book after they finished testing. Textbooks for any subject(s) being tested are not allowed.</p>

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

If students need extra time to test they will return to finish the test on a make-up day.

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:

Only the students who need to finish their test will be present in the room. All students who are completed will stay in their classroom.

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
<p>If a student reports an error or technical issue with a test item, the procedure for documenting the issue is for Test Monitor to write down the error message and number along with the student information or the Test Monitor should instruct the student to continue the test and note the test, grade, subject, section number, item number, and the student’s MARSS/SSID number. Issues will be reported to the DAC. The DAC will contact MDE or Pearson and give the information collected by the Test Monitor. The content of the item itself should never be referenced, captured as an image, or emailed within the school or district or in a communication with MDE or the service provider because doing so is a breach of security.</p>	<p>Sara Knottski- District Assessment Coordinator</p>

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

Procedure	Staff Member to Contact
<p>The process for reporting potential misadministration and security breaches within the school/building during testing is:</p> <ul style="list-style-type: none"> <li>• Misadministration will be documented on the Test Administration Report; security breaches must be reported on the Test Security Notification.</li> <li>• The Test Monitor will report issues to the DAC. The DAC will contact MDE district contact with questions and to report security breaches.</li> <li>• The DAC will provide information to staff on the MDE tip line and MDE contact information to report security concerns.</li> </ul>	<p>Sara Knottski- District Assessment Coordinator</p>

***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:

Birch Grove Community School’s policy for discussing the test administration experience with students after test administration is the Test Monitors or other staff may not ask students about specific test items. If students ask about a specific item following testing, the Test Monitor should remind students that items are secure and not be discussed. If all testing is completed for the grade and subject in the school, the Test Monitor or other staff may provide instruction on the general concept but must not address or solve the specific test item. If a student discuss the test with another student they will be asked to stop discussing.

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

Sara Knottski- District Assessment Coordinator

The DAC will enter student responses from MCA paper accommodated test materials online to Pearson. This will be completed before the testing window closes.

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

Sara Knottski-District Assessment Coordinator

The DAC will enter the Learner Characteristics Inventory data before any MTAS scores are entered. Student scores from MTAS administrations will be entered online in PearsonAccess Next during the testing window. MTAS Data Collection Forms and LCI forms will be kept on file for one year after entering scores online in case there are any questions about scores/data entered.

***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>
Birch Grove Community School	Test materials will be kept in the school office in a locked cabinet, a secure locked location.

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

School Director
District Assessment Coordinator
Test Monitors
Teachers

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>
N/A	Any test material will be delivered directly to Birch Grove Community School.

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

Sara Knottski- District Assessment Coordinator
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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
Sara Knottski- District Assessment Coordinator	Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the Test Monitor Test Materials Security Checklist and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. If there are any discrepancies between the security checklists and secure test materials received, the DAC will notify Pearson using the contact information and instructions included in the shipment.

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
Sara Knottski-District Assessment Coordinator	All applicable test materials will be organized by the DAC for each student one day before test administration. The testing materials will be kept in a locked secure location until testing begins. All test security procedures will be followed when organizing.

**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:

<p>The procedure for the distribution of all test materials for online administrations to the Test Monitors will be: testing monitors will meet in the library 30 minutes prior to testing to review testing procedures and receive testing materials. Discrepancies in materials will be reported immediately to the DAC, whom will be present during testing.</p> <p>The procedure for the distribution of any paper test materials to the Test Monitors will be: after the review of testing procedures, testing materials will be provided by the DAC. Discrepancies in materials will be reported immediately to the DAC.</p>
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Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

Sara Knottski- District Assessment Coordinator
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If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

If students are taking the tests on multiple days, Birch Grove Community School's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes: having the test materials moved to the school office and stored overnight in a locked cabinet only accessible by the DAC and School Director.

### 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:

Sara Knottski- 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
Sara Knottski-District Assessment Coordinator	The testing materials will be secured in the school office in a locked cabinet.

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

Sara Knottski-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:

Sara Knottski-District Assessment Coordinator

### ***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 reviewed by staff who has an educational interest in individual students. It will be used for instructional purposes. Preliminary data will not be shared with families, students, or publicly.

The following information is communicated if preliminary results are provided:

School staff will be may aware that preliminary results should remain confidential. They will not be shared with students, families or publicly.

If preliminary results are shared with school board members, school officials, and/or charter school authorizers, all requirements outlined in *Sharing Students' Private Information Outside the School and District* will be followed, including collection and retention of nondisclosure agreements for sharing results.

These agreements will be kept on file for two years after the end of the academic school year in which testing took place.

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

<b>Staff Members</b>	<b>Methods</b>
Diane Blanchette- School Director  Sara Knottski- District Assessment Coordinator	The final embargoed results will be shared will all of the teachers who have a legitimate educational interest in knowing the information about individual students. Information will be shared orally at staff meetings and through Pearson Access Next. Staff will be made aware that embargoed results should remain confidential. They will not be shared publicly.

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

Birch Grove Community School staff will review "What Does it Mean to "abide by the Embargo"?" which is located in the MDE Procedures Manual. Staff will then read and sign the "Nondisclosure Agreement for Sharing Assessment and Accountability Results."

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

The Individual Student Reports will be sent to families through the mail.