

I-54 Security and Ethical Procedures for State Mandated Testing

Test Security Procedures & Integrity

511 IAC 5-5-5-5: Any individual who administers, handles, or has access to secure test materials at the school or school corporation shall complete assessment training and sign a testing security and integrity to remain on file in the appropriate building-level office each year. This includes, but is not limited to, Corporation Test Coordinator (CTC), School Test Coordinators (CTCs), Test Examiners, Proctors, and any other individual associated with the testing process. DCSC Testing Security and Integrity forms will be maintained in the CTC's office.

Secure materials include assessments books and testing supplies. Security of test materials applies before, during and after testing. When not in use, test materials are secured in a locked room.

It is a violation of test security procedures for students or staff to discuss or paraphrase test questions/materials (in person, by phone, via texting or social media) with anyone.

It is a violation of test security procedures for students or staff to have access to cell phones or any other unauthorized device during testing. Cell phones and electronic devices not directly used in the administration of the test should not be present in the testing environment. Student cell phones may be collected and stored during testing.

It is a violation of test security procedures for students or staff to take pictures or snapshots of any test materials. In addition, it is a violation of test security procedures to share pictures or snapshots of test materials with anyone.

It is a violation of test security procedures for students to review or respond to test questions ahead of the testing session the student is currently completing. It is also a violation of test security for students to review or change answers in test sessions that were previously completed prior to the current testing session.

Responsibility: School Test Coordinators

1. Provide test security and test administration training to all appropriate staff.
2. Follow security regulations for distribution and return of secure test materials, account for all secure test materials before, during and after testing.
3. Follow procedures located in testing manuals and outlined by IDOE, including procedures referring to testing conditions, timing and instruction.
4. Submit a test for every student who participates in the assessment.
5. Notify Corporation Test Coordinator of any missing assessment books or other irregularities in testing.

Responsibility: Examiners and Proctors

Assessments are to be administered only by professional educators who hold a valid educator or administrator license. The license **must** be an instructional, administrative, or school services license. Personnel not properly trained and certified (e.g., teacher's aides, secretaries, or substitute teachers who do not hold one of the above mentioned licenses) **may ONLY serve as proctors, NOT as test examiners**. Parents and students may not serve as test proctors. In no case, may unlicensed personnel be allowed to supervise the test administration without the guidance of a test examiner.

Examiners and Proctors have the following responsibilities:

- Review all examiner protocols and attends required school assessment training.
- Accept custody and related responsibility for testing material security.
- Provide a secure environment for all testing materials
- Oversee assessment processes during test administration to students.
- Administer assessments per examiner manual instructions and actively monitors students throughout the assessment.
- Administer appropriate student assessment accommodations per student's IEP, Section 504, ILP.
- Communicate to school test coordinator any irregularities to testing procedures or protocols before, during or after the testing.
- Report any unethical assessments practices through established protocols.
- Uphold ethical testing practices at all times.
- Test Examiners **MUST NOT** answer questions about specific test items, but may repeat initial instruction and sample items.

Test examiners and proctors must monitor the testing session. It is **not** acceptable for test examiners and/or proctors to leave the room, to concentrate on other tasks or materials, or to otherwise ignore what is happening.

Test examiners and proctors must ensure that all students:

- Follow instructions
- Respond in the appropriate places in answer documents
- Do not exchange answers
- Do not interfere with or distract others
- Use only permitted materials and devices

Test Preparation

Acceptable Teacher Practices:

The following are examples of actions that can take place prior to the opening of a test window for a standardized test. A teacher MAY:

1. Review with all students all standards and concepts taught in previous years.
2. Incorporate and review English/language arts and mathematics standards when reviewing other subject areas.
3. Review assessment objectives as part of a general review of critical curricula.
4. Give students enough practice with various item formats of assessments to ensure that assessments measure students' knowledge and understanding, not their test-taking skills.

Unacceptable Teacher Practices:

The following are examples of actions that **CANNOT** take place at any time during the school year.

1. Extensive use of test materials is not appropriate.
2. Students should not be given practice on items or tasks known to be part of the assessment.
3. Call students' attention to the fact that a similar question will be on the approaching assessment.
4. Use current, past, or parallel items as test preparation materials—except when those items have been released specifically for test review purposes by the Indiana Department of Education.
5. Develop and use elaborate review materials (workbooks, worksheets, etc.). Set aside blocks of time to teach only the content and skill proficiencies measured on the assessment.

The following are examples of actions that **CANNOT** take place after the testing window has opened.

1. Teach content that has not been previously covered during the time period immediately preceding the assessment (“cramming”).
2. Review standards and concepts with only those students to be assessed.
3. Review only the Indiana Academic Standards tested by the assessment.
4. Review only those objectives on which the students performed poorly on previous assessments.
5. Make minor alterations in test items (such as changing the order of multiple-choice answers) and use materials for review or instruction.

Ensuring Examiner Readiness

Test examiners should be thoroughly familiar with the tests to be administered and with the procedures to be followed during testing. This includes:

1. Studying the *Examiner's Manuals* (paying specific attention to the icons representing reading comprehension and calculator usage)
2. Reviewing the *Indiana Ethical Testing Practices and Procedures* (Chapter 10 of the ISTEP manual)
3. Reading all applicable portions of the current *ISTEP+ Program Manual*.

Test Coordinators will distribute assessments and appropriate manuals in a secure group setting.

Under no circumstances may personnel view student test materials prior to administering the test.

It is NEVER appropriate:

- For Test Examiners to answer questions about specific test items. They may repeat initial instructions and sample items to students.
- To give students access to test questions in advance.
- To coach students by indicating in any way (e.g., facial expressions, gestures, or the use of body language) that an answer choice is correct or incorrect, should be reconsidered, or should be checked.
- To allow students to use any type of mechanical or technical devices (calculators, computers) unless the test directions allow such use, or the device is documented as a necessary and allowable testing accommodation.
- To answer students' factual questions regarding test items or vocabulary.
- Read any parts of the test to students (**except** as indicated in the test directions, or as documented as an acceptable IEP, Section 504 Plan, LEP Individual Learning Plan, or nonpublic school Service Plan). In no case, may reading comprehension questions be read to the student.
- Alter students' answers—other than to check and erase stray marks, or to darken answer bubbles after testing.
- Copy, reproduce, or use in any manner any portion of the secure test documents for any reason.
- Score students responses on the assessments before returning documents for scoring.

TEST ADMINISTRATION

Providing Directions:

When reading directions aloud, test examiners must ensure that all students understand what is expected of them on the test and that students have the opportunity to ask questions, as needed. Examiners and proctors **MUST NOT** answer questions about specific test items, but they may repeat initial instructions to students.

Any deviations from standardized conditions during testing (e.g., sudden illness, school emergencies) must be documented and reported to the Test Coordinator and building principal. It is also important to note that **once a student has started a test session, the student must finish the test session during the same school day.**

Display of Reference Materials:

Please note that guidelines are in effect regarding the display of reference materials during testing at all grades. Testing spaces must be appropriately prepared for administration of standardized assessments.

The following kinds of materials **MUST be covered or removed from walls or bulletin boards** during testing in all rooms or areas in which students will be assessed:

1. All posted materials such as wall charts, visual aids, posters, graphic organizers, and instructional materials that relate specifically to the content being assessed.

This includes, but is not limited to, the following items:

1. Multiplication tables
 2. Tables of mathematical facts or formulas
 3. Fraction equivalents
 4. Number line and coordinate planes
 5. Writing aids
 6. Punctuation charts
 7. Spelling or vocabulary lists
 8. Phonics charts
2. All reference materials that a reasonable person might conclude offers students in that classroom or space an unfair advantage over other students.
 3. All support materials that teachers might remove if they were giving their own unit tests in those subject areas.

The following material **MAY** be posted: Alphabet Chart (containing letters *only*)

Testing Accommodations:

Test administrators are required by law to be familiar with the testing accommodations approved for students with disabilities, students with limited English proficiency and students with a Section 504 plan. Building Test Coordinators and special education staff will be responsible for sharing information on students needing testing accommodations, determining testing groups and administering assessments.

Health –Related Concerns: Students with health related concerns should be taken into consideration during testing. An example would be where the student receives medication at a certain time. A student is permitted to leave the classroom for such health related concerns once testing has started. The teacher needs to document the length of time the student was absent from the testing time. The student will be allowed the full amount of time for the testing session. Students **MUST** complete an interrupted test within the same school day.

Homebound: Students, who are physically unable to attend school and who receive their current instruction in their homes, will have the assessments administered during their scheduled service hours. Test administration schedule may be altered to accommodate needs, as long as the testing is completed inside the testing window. Tests must be stored securely at all times, including during transport to and from the student. Custody of the testing materials will be thoroughly documented.

Medical Emergencies During Testing: Students suffering a medical emergency during the testing window and not completing testing will be documented at the local level. Information will be placed in the student's permanent folder and will be included in the Students Not Tested (DOE-NT) submission.

Medical Necessities Exemption: Students with a serious, ongoing illness or chronic condition that has lasted or is expected to last at least 6 months may qualify for a Medical Necessities Exemption.

Non-Public and Home Schooled Students: If a student is dual enrolled in a non-accredited non-public school or home schooled and attending a public school, the student will participate in testing at the public school.

Suspended and Expelled Students: Arrangements will be made for students who have been suspended to complete testing during the testing window. Testing may be completed at the school site or an agreed upon site. Special education students who have been expelled will be provided an opportunity to complete state mandated testing. The school may provide a general education student who was expelled with the option of testing.

Temporary Conditions: Temporary accommodations may be provided to a student with a temporary condition that impacts participation in assessments. An Emergency/Temporary Accommodation Section 504 plan will be developed and maintained in the student’s permanent record.

PCSC - Building Practices

Paper/Pencil Testing

Disseminate all DOE emails regarding assessments to building principals and school test coordinators	CTS
Complete all DOE webexs and trainings, as indicated	CTC, STC
Complete building level training on ethical practices and procedures and ensure that the “ <i>Indiana Testing Security and Integrity Agreement</i> ” is signed by all staff involved with testing by the designated timeline.	STC
After test materials are delivered to district – Test shipment inventoried and delivered to appropriate buildings. Test materials should not be delivered to the school building more than one week in advance to testing.	CTC, STC
Tests stored in secure location in building. (South – extra office, DCMS -5/6 conference room) Rooms to remain locked at all times. No students are allowed in the rooms where the testing materials are stored.	STC
Student test labels attached to tests	STC, teachers
Tests counted out by classroom/teacher, stored in boxes. Individual teacher boxes locked in conference room	STC, teachers
Prior to test administration, additional staff training on test administration and test security procedures.	STC
Students needing test accommodations determined (Special education, EL, 504). Small groups, test administrators, testing schedule determined.	STC, special education teachers
Teachers and school staff may not have access to secure materials (except the Examiner’s manual) more than 24 hours in advance of test administration.	STC
Check in/out system implemented during testing window. Teachers sign out their testing box and sign in when it is returned. Tests are signed out in morning and returned as soon as testing is completed	STC

for the day. No tests may be kept in teacher's classrooms overnight. ALL building test materials are secured in a locked room.	
Monitoring of staff during testing to ensure that staff are following test administration and security procedures with fidelity.	STC, Building Administrators
Maintain list of student absences and ensure make up tests are completed.	STC
Maintain list of students not tested and reason why they were not tested. Document student not tested in student's permanent file	STC
Report any testing irregularities or unethical testing practices immediately to building administrator and CTC.	STC
When need to invalidate a test, complete required paperwork and get form signed by building administrator. Documentation added to student file.	STC
After testing in completed - tests counted and banded, information sheets completed, tests boxed, return labels attached and box count completed	STC
Test materials moved from South to Middle School for pick up	South STC
District box count completed, box count submitted for pickup	CTC
Ensure return of all secure testing materials and proper disposal of non-returned items	CTC

Online Testing

Disseminate all DOE emails regarding assessments to building principals and school test coordinators	CTS
Complete all DOE webexs and trainings, as indicated	CTC, STC
Set test schedule to accommodate building level technology – computer labs, iPads, etc.	STC
Students needing test accommodations determined (Special education, EL, 504). Small groups, test administrators, testing schedule determined. Complete or verify testing accommodations activated on test website.	STC, Special Education Teachers
Schedule practice tests, print out student usernames and passwords, distribute to classroom teachers.	STC
For official test sessions - print out student usernames and passwords, maintain in secure location until test time, distribute to classroom teachers when their students are testing.	STC
Maintain log of computer/testing issues. Work with technology department and DOE, as indicated, when experiencing technology issues.	STC
Monitoring of staff during testing to ensure that staff are following test administration and security protocols with fidelity.	STC, Building Administrators
Maintain list of student absences and ensure make up tests are completed.	STC
Maintain list of students not tested and reason why they were not tested. Document student not tested in student's permanent file	STC
Report any testing irregularities or unethical testing practices immediately to building administrator and CTC.	STC
When needed to invalidate a test, complete required paperwork and get form signed by building administrator. Documentation added to student file.	STC

IDOE Assessment-Related Roles and Responsibilities 2014-15

<p>Superintendent</p>	<ul style="list-style-type: none"> • Oversees educational program, including assessments • Ensures development of a <i>test security policy</i> for the corporation and each individual school • Implements ethical testing practices and procedures • Designates Corporation Test Coordinator (CTC) and School Test Coordinator(s) (STC) • Oversees processes to investigate complaints of inappropriate testing practices or testing irregularities
<p>Corporation Test Coordinator</p> <p>CTC</p>	<ul style="list-style-type: none"> • Provides direct oversight of assessment processes • Disseminates guidance related to assessment programs • Develops, communicates and implements procedures, protocols and training relative to test security, test access and accommodations, custody of secure materials, and ethical testing practices • Serves as point-of-contact for the community (i.e., parents and media) related to assessment programs • Maintains documentation of all test-related training at the corporation level, including training for STCs • Communicates expectations and procedures for reporting unethical behavior • Ensures accurate and timely reporting of results • Facilitates communication between the corporation and the IDOE • Will investigate any complaints of inappropriate testing practices or testing irregularities
<p>School Test Coordinator</p> <p>STC</p>	<ul style="list-style-type: none"> • Provides direct oversight of assessment processes and disseminates guidance related to assessment programs • Communicates and implements procedures, protocols and training relative to test security, test access and

	<p>accommodations, custody of secure materials, and ethical testing practices</p> <ul style="list-style-type: none"> • Serves as the point-of-contact and ensures appropriate communication with parents, students and school community stakeholders in all matters relevant to assessments in which the school participates • Maintains documentation of all test-related training at the school, including training for Examiners and Proctors • Ensures implementation of appropriate assessment accommodations, per the student's IEP, ILP, Section 504 Plan or Service Plan • Completes all school-level administrative duties required of each assessment • Communicates expectations and procedures for reporting unethical behavior • Ensures accurate and timely reporting, especially to parents • Facilitates communication between the school and the CTC
<p>Examiners/ Proctors</p>	<ul style="list-style-type: none"> • Attends required corporation and/or school assessment training • Reviews all examiner protocols and materials and administers assessments per examiner's manual instructions • Communicates to STC any testing irregularities or security concerns • Ensures implementation of ethical testing practices at all times • Monitors students throughout test sessions • Implements appropriately assessment accommodations, per the student's IEP, ILP, Section 504 Plan or Service Plan • Reports any unethical practices or behavior before, during, and after testing

SOURCE: Plainfield Community School Corporation
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