

## DISTRICT TEST SECURITY PROCEDURE TEMPLATE

## District Test Security Procedures for Discovery Woods for school year 2023-2024

*This template may be modified or adjusted as needed, including separating procedures by school, test, adding rows or columns as needed, and/or replacing the MDE logo with your logo. However, all requirements specified in the* District Test Security Procedure Requirements *in the current year’s version of the* Procedures Manual*must be included.**If other district policies and procedures are referenced, they should be included with this procedure*. *Roles (for example, DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.*

*The* District Test Security Procedure Requirements *includes references to* Procedures Manual *chapters for more information on the procedures included here.*

### Assessment Staff

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

| Jennifer Miller |
| --- |

(List all contacts designated as District Assessment Coordinators, if applicable.)

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

| **School Assessment Coordinator(s)** | **School(s)** |
| --- | --- |
| Kara DeVriendt | Discovery Woods |

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

### District Monitoring of Test Administration

The plan for monitoring testing within the district by the District Assessment Coordinator (or other designated staff) is as follows:

| Classroom Teachers will monitor most test sessions directly. The School Assessment Coordinator will monitor the testing monitors. Any information collected via the School Assessment Coordinator during a visit that needs to be shared will be shared during end of the year inservice dates. |
| --- |

(Include how visits are determined and how information will be collected and shared following the visit.)

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

| Jennifer Miller |
| --- |

### Testing Calendar

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

| Jennifer Miller and Kara DeVriendt |
| --- |

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

| Kara DeVriendt and Kristi Crocker |
| --- |

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

| Jennifer Miller and Kara DeVriendt |
| --- |

### 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** |
| --- | --- |
| Jennifer Miller | Training tracked by district |

(This may include using reports in service provider systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)

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

| **Role** | **Additional Trainings** |
| --- | --- |
| Access to Secure Test materials (CH assistants, lunch  assistants, PE instructor)  Test Monitor, school director, all licensed teaching staff  (including SPEd Staff), 1-6 classroom assistants  MTAS Test Administrator  DAC | Active Monitoring for Statewide Tests, Preparing forOnline Testing  MTAS Scoring  Understanding Student Precode, Testing Policies and Procedures, Scheduling Testing, Understanding Training Requirements, Minnesota Assessments Overview, Managing MCA Test Sessions in Pearson Access Next, Understanding MCA Accommodations and Linguistic Supports, Handling Secure Paper Test Materials |

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

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** |
| --- | --- |
| Staff Meeting | Jennifer Miller and Kara DeVriendt |

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** |
| --- | --- |
| Jennifer Miller | Fill out a Test Security Notification in Test WES and email Virginie Sanchez at mde.testing@state.mn.us |

### District Policies and Procedures for Testing – Preparation

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

| **Student Resources** | **Grade** |
| --- | --- |
| Pearson Access Next Student Tutorials  Pearson Access Next Item Samplers  Jefferson Labs Math prep website(https://education.jlab.org/mca/) | 3-6  3-6  3-6 |

(Expand as needed to address differences by grade, subject, and student.)

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** |
| --- | --- |
| Jennifer Miller, Shawna Sachs, Emily Sipprell, Rachel Hanford | Verbally during test prep sessions, also before first test session |

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

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** |
| --- | --- |
| Written document | Verbal face to face along with written document emailed |

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

The district’s process for ensuring that students take the correct assessment and receive the universal supports and/or accommodations required is explained below:

| Classrooms teachers will bring their students to the computer lab at assigned testing time. Students will go to assigned areas if accommodations are needed, with their testing monitor. Plans for universal supports previously communicated at training and meetings prior to testing by DAC, Jennifer Miller through accommodations list, testing signs and paper roster of students to appropriate staff. |
| --- |

(Include how information on which test – MCA or MTAS; ACCESS or WIDA Alternate ACCESS – and universal supports and accommodations is communicated with the applicable school staff.)

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

| Classroom sizes are small, no student groups more than 26 per one test administrator. Small groups no larger than 5 students per test administrator. |
| --- |

(Include how specific requirements for ACCESS Writing (15 students per Test Administrator) and Speaking (five students per Test Administrator), as well as ensuring other requirements (30 students per Test Monitor/Test Administrator) for all other tests will be planned for.)

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

| Students should be spaced as much as possible, every other computer if possible. Students needing small groups will be placed in the library, board room, classroom, or SpEd rooms. There will be nothing on the walls and any learning materials or signage will be covered up. |
| --- |

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

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** |
| --- | --- |
| No security cameras within testing rooms | Jennifer Miller |

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).

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** |
| --- | --- | --- |
| **Testing tickets**  **Headphones**  **Formula Sheets**  **Scratch paper (grid for math, plain**  **for reading)**  **Pencils** | Jennifer Miller, Shawna Sachs, Rachel Hanford, Emily Sipprell, Dawn Snook | DAC will distribute testing tickets to test monitors in assigned locations who in turn will distribute to students. Scratch paper, pencils, formula sheets will be distributed to test monitors at assigned locations, test monitors will return to school testing coordinator (Heidi).  EXCEPT: Those testing in the computer lab will have scratch paper and pencils at each computer station, formula sheets will be passed out by test monitor in lab. Headphones will be brought by students, if no headphones are brought, school will provide them in computer lab. |

(Note if materials will be supplied by the school or students.)

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** |
| --- | --- |
| Classrooms teachers will bring their students to the computer lab at assigned testing time. Students will go to assigned areas if accommodations are needed, with their testing monitor. | Heidi Auel, Shawna Sachs, Rachel Hanford, Emily Sipprell |

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:

| Accommodations list. Testing signs on all doors, test monitors will have any other adult who enters the room sign the paper roster of students. |
| --- |

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:

| Cell phones and wearable technology will be checked for and collected prior to testing. If prohibited devices are used, it will be reported to the DAC or School Assessment Coordinator (Heidi) and documented as well as reported to appropriate MDE staff. |
| --- |

### 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** |
| --- | --- |
| No breaks will be taken unless: Students will raise hand if an emergency bathroom break or sickness is needed, the School Assessment Coordinator (Heidi) will be alerted, the student will be excused to the closest restroom with the School Assessment Coordinator monitoring. | Students will not stop and resume the test but a paper will be placed over the screen to keep test materials secure. |

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

| Students will raise hand if an emergency bathroom break or sickness is needed, the School Assessment Coordinator (Kara DeVriendt) will be alerted, the student will be excused to the closest restroom with the School Assessment Coordinator monitoring the student. |
| --- |

The following staff members will monitor students if they leave the testing room (for example, in the hallway):

| Jennifer Miller, Kara DeVriendt, any classroom assistants |
| --- |

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** |
| --- | --- |
| Jennifer Miller | Text: 218-537-3616 |

The procedure for an unexpected situation arising with students during testing (for example, 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** |
| --- | --- |
| Students will exit test unless immediate illness, in which case the student’s screen will be covered and test monitor will record which student is ill. | Jennifer Miller |

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

| In case of fire, lockdown, or other emergency, emergency procedures will be followed and students will evacuate immediately. Testing will not be exited, Pearson will need to be contacted. |
| --- |

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:

| A back up test monitor will take the place of the missing staff member. The first backup (as availability permits) is Jennifer Miller, then Kara DeVriendt. |
| --- |

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 testing location until all students are complete for the day with the Testnav application closed on the computer. Students will complete an approximate set amount of questions per day, if they finish the entire test before expected, they will remain in the classroom with their teacher or substitute on subsequent testing dates. | Students may read a book of their choice, draw on a blank piece of paper, or color a coloring sheet. |

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

| Students will be given an extra day to complete testing, students will be limited to one hour of testing on other days. |
| --- |

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 will join a different classroom that is not testing. |
| --- |

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** |
| --- | --- |
| Student will report the question number and which test they are taking. Test monitor will record the information and give it to the DAC or School Assessment Coordinator. | Jennifer Miller |

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

| **Procedure** | **Staff Member to Contact** |
| --- | --- |
| Staff will document on paper the mis-administration or security breach, sign, and give it directly to the School Assessment Coordinator or DAC. The DAC will be notified immediately by the School assessment coordinator. | Jennifer Miller |

(If not reported directly to the District Assessment Coordinator, also include how the information will be communicated to him/her.)

### 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:

| Students and staff may discuss the length of testing, whether preparation was adequate, but specific questions about items on the test may not be addressed. |
| --- |

(Indicate what may or may not be discussed with students following testing.)

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

| Jennifer Miller within one day of test completion |
| --- |

(As needed, include any procedures or timelines for data entry that have been established.)

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

| Jennifer Miller within one day of test completion |
| --- |

(As needed, include any procedures or timelines for data entry that have been established.)

### 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:

| **School** | **Secure Location(s)** |
| --- | --- |
| Discovery Woods | Admin assistant storage cabinet in main office |

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

| All current staff members have access as it is located in the main office. |
| --- |

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** |
| --- | --- |
| **NA** | **NA** |

(This may not be applicable for charter schools or districts where all schools are located in one building.)

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

| Jennifer Miller (if not available, Abby McLane or Kara DeVriendt will receive and store materials) |
| --- |

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** |
| --- | --- |
| Jennifer Miller | Contact 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** |
| --- | --- |
| Jennifer Miller | Each test session will have individual bags marked with the location and testing session. In the bags will be the appropriate testing tickets for the students in the test session locations. Scratch paper and pencils will be available in each testing location. Headphones (if not brought by student) will be located at each testing location needed. Formula sheets will be given to appropriate test monitors prior to testing and will be available in the computer lab. |

#### 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:

| These will be given out to test monitors immediately prior to testing. Any monitors working with Special Education students not tested at their class times will check in with the School Assessment Coordinator and receive the testing ticket at that time. |
| --- |

(Separate information by test, mode, and/or role as needed.)

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

| Jennifer Miller |
| --- |

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, place in appropriate bag, and return to School Assessment Coordinator. Test monitors will also collect scratch paper and formula sheets that have been written on. The School Assessment Coordinator will return materials to the secure location between test sessions. |
| --- |

(Separate procedures by test, mode, and/or role as needed.)

#### Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklists used in the district) to the staff members listed below:

| Jennifer Miller |
| --- |

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** |
| --- | --- |
| Jennifer Miller | Locked cabinet in main office |

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

| Jennifer Miller |
| --- |

The following staff members will securely destroy student testing tickets and any other paper materials provided to students during test at the end of test administration:

| Jennifer Miller |
| --- |

### District Policies and Procedures for Testing – Test Results

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

| The district will formally share preliminary test results with classroom teachers at the next PLC meeting following the conclusion of all testing sessions. They will be discussed in summer workshop time and reviewed at workshops before school begins. Sharing with students or parents is advised against until the official results from MDE are distributed. |
| --- |

The following information is communicated if preliminary results are provided:

| The results may change as scoring is updated, they are not finalized and need to be used as such. We can use them for preliminary planning but not for formally adjusting our curriculum until discussed at a curriculum meeting. Students and staff need to be aware that their score may move from one category to another as final results are calculated. Raw scores between grade levels are not comparable, for example a 356 is not comparable to a 456. |
| --- |

(Indicate what information is provided about the appropriate use of preliminary results.)

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

| **Staff Members** | **Methods** |
| --- | --- |
| Kristi Crocker and teaching staff | Student data sheets, student ISRs |

(Methods may include student information systems, data warehouses, or service provider systems.)

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

| Only staff who need to know are told and staff are reminded that this is not to be shared, is not public information and that the information may change. |
| --- |

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

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

| Paper ISRs will be sent to families. |
| --- |

(Paper or electronic versions of the ISRs may be provided. Ensure the method for providing takes student data privacy into account.)