

**District Test Security Procedures for  
STRIDE Academy District 4142 for  
school year 2017-2018**

### ***Training and Documentation***

- \_\_\_Nathan Schwieters\_\_\_ will be responsible for ensuring annual completion of *Assurances of Test Security and Non-Disclosure* by all staff involved with test administration.
- \_\_\_Nathan Schwieters\_\_\_ will be responsible for providing district training on test administration and test security for all staff involved in testing prior to the test administration.
  - If School Assessment Coordinators will train staff in each building, \_\_\_NA\_\_\_ will be responsible for training the School Assessment Coordinators. \_\_\_NA\_\_\_ will provide training documentation to the District Assessment Coordinator.
  - Depending on role in test administration, the following trainings will be provided (e.g., staff with access to test materials vs. Test Monitors): \_\_\_NA\_\_\_.
- \_\_\_Nathan Schwieters\_\_\_ is responsible for tracking that staff have completed required test-specific trainings, such as the Online Test Monitor Certification Courses and MTAS Training for Test Administrators.
- \_\_\_Nathan Schwieters\_\_\_ will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing.

### ***District Policies and Procedures for Test Administration***

- The district procedure for preparing testing rooms, including student seating/spacing and walls and student desks, is \_\_\_Steve Swenson\_\_\_.
- The school will provide the following allowable materials for testing \_\_\_Nathan Schwieters\_\_\_. \_\_\_Diane Moeller\_\_\_ will answer questions from staff related to materials allowed/prohibited for testing.
- The procedure for ensuring students do not use cell phones or other devices is \_\_\_Nathan Schwieters\_\_\_.
- The district's expectations for adherence to *Test Monitor and Student Directions* and what assistance Test Monitors can provide during and after test administration are \_\_\_Diane Moeller\_\_\_.
- The district's policy for discussing the test administration experience with students after test administration is \_\_\_Nathan Schwieters\_\_\_.
- The district's expectations for active monitoring by Test Monitors are \_\_\_Administration\_\_\_.
- The procedure for breaks for all students during testing is given when needed. Test content will be secured during breaks by \_\_\_Test Monitors\_\_\_.
- The procedure for breaks for use of the restroom or other interruptions during testing is given when needed.

- \_\_\_Administration\_\_\_ will answer questions from staff involved in test administration.
- The procedure for how staff will ask questions without leaving students unmonitored is \_\_\_Nathan Schwieters\_\_\_.
- \_\_\_Telephone\_\_\_ will be used to contact others for assistance if a problem arises during the testing so active monitoring can continue.
- Test Monitors should contact \_\_\_Office\_\_\_ in case of emergency.
- If a student reports an error or technical issue with a test item, the procedure for documenting the issue is \_\_\_Proctor/Nathan Schwieters\_\_\_ . Issues will be reported to \_\_\_Nathan Schwieters\_\_\_.
- If the Test Monitor become ill or needs to leave during testing, the procedure is \_\_\_To call to the office\_\_\_.
- If an entire group of students needs to leave during testing (e.g., emergency situation, fire drill), the procedure is \_\_\_Lock the door upon exit\_\_\_.
- \_\_\_Proctors\_\_\_ will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).
- \_\_\_Administration\_\_\_ is responsible for conducting on-site monitoring of test administrations within the district.

## **CHAIN OF CUSTODY FOR SECURE TEST MATERIALS**

### **Receipt and Organization of Secure Test Materials**

- Those who have access to the secured area, inventory materials and complete security checklists are \_\_\_Administration\_\_\_. Those who have access to secure online testing systems, student testing tickets, and student scratch paper are \_\_\_Administration\_\_\_.
- Paper test materials are shipped to district or school as determined by \_\_\_Nathan Schwieters\_\_\_ . If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by \_\_\_Nathan Schwieters\_\_\_.
- \_\_\_Nathan Schwieters\_\_\_ will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
- \_\_\_Nathan Schwieters\_\_\_ will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to \_\_\_Administration\_\_\_ . Security checklists are kept at the district for two years following testing.
- \_\_\_Nathan Schwieters\_\_\_ will organize test materials for each Test Monitor and Test Administrator, including *Test Monitor Test Materials Security Checklists*, student testing tickets, and scratch paper.
- Test materials for online and paper administrations will be kept in \_\_\_Nathan Schwieters' office\_\_\_, a secure locked location, until the time of distribution.

- If students are taking the tests on multiple days, the building's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes \_\_\_Nathan Schwieters\_\_\_\_\_.

### **Distribution of Materials to Test Monitors or Test Administrators**

- The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be \_\_\_Nathan Schwieters\_\_\_\_\_. Discrepancies in materials will be reported immediately to \_\_\_Nathan Schwieters\_\_\_\_\_.
- The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be \_\_\_Nathan Schwieters\_\_\_\_\_. Discrepancies in materials will be reported immediately to \_\_\_Nathan Schwieters\_\_\_\_\_.
- 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. Any discrepancies will be reported immediately to \_\_\_Nathan Schwieters\_\_\_\_\_.
- The Test Monitor is responsible for the test materials during the test administration until their return to \_\_\_Nathan Schwieters\_\_\_\_\_.

### **Return of Materials**

- The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any materials used as scratch paper) to \_\_\_Nathan Schwieters\_\_\_\_\_ immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in \_\_\_Nathan Schwieters' office\_\_\_\_\_, a locked secure location.
- If not kept by Test Monitors and Test Administrators, \_\_\_Nathan Schwieters\_\_\_\_\_ will keep all test materials secure until distributed for the next test session.
- Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by \_\_\_Nathan Schwieters\_\_\_\_\_ no more than 48 hours after the close of the testing window.
- *Test Monitor Test Materials Security Checklists* for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The *Test Monitor Test Materials Security Checklists* will be returned to \_\_\_Nathan Schwieters\_\_\_\_\_.
- When the test materials are returned to \_\_\_Nathan Schwieters\_\_\_\_\_, they will again be inventoried and kept in \_\_\_Nathan Schwieters' office\_\_\_\_\_, a secure locked location, until returned to the district (if applicable) or shipped back to the service provider.
- \_\_\_Nathan Schwieters\_\_\_\_\_ will prepare the materials for their return to the district (if applicable) or for shipment to the service provider according to the applicable return instructions.

- \_\_\_Nathan Schwieters\_\_\_will follow instructions provided in the applicable return instructions for the return shipping of test materials.

***Misadministrations and Breaches in Test Security***

- The process for reporting potential misadministrations and security breaches within the school/building during testing is \_\_\_Diane Moeller\_\_\_.
- \_\_\_Proctors\_\_\_ will report issues to the District Assessment Coordinator. The District Assessment Coordinator will contact MDE district contact with questions and to report security breaches.
- \_\_\_Nathan Schwieters\_\_\_will provide information to staff on the MDE tip line and MDE contact information to report security concerns.