

TEST SECURITY POLICY

This policy details requirements for test security at Carroll Consolidated School Corporation for the 2019-2020 school year. All staff are expected to be familiar with this policy. This policy shall be presented and made available to staff in the following ways:

- posted online with other documents that are accessible to staff
- presented during Test Security trainings
- email sent to all staff with a direct link to this policy
- a printed copy of the policy shall be provided upon request

1. Definitions

- a. Secure Items – any items declared by the Indiana Department of Education and/or test vendor to contain secure information (e.g. paper/pencil student test booklets, printed test tickets for online testing, secure read-aloud test scripts, any scratch paper distributed to students during a test session, pre-ID labels, any testing-related documents that contain student names and STN numbers).
- b. CTC – Corporation Test Coordinator
- c. STC – School Test Coordinator
- d. DOE or IDOE – Indiana Department of Education
- e. STN – Student Test Number (a student’s state-wide unique identification number)
- f. TA – Test Administrator
- g. IEP – Individualized Education Plan (students qualify for special education)
- h. ILP – Individualized Language Plan (students with English identified as a second language)
- i. Section 504 plan (students that do not qualify for other individualized plans, but the school and parent/guardian agree that there is a need for accommodations)
- j. CSEP – Choice School Education Plan
- k. WIDA – English language testing for students with English identified as a second language
- l. I AM – Indiana’s Alternative Measure (for students with significant special needs)
- m. IAPM – Indiana Assessment Policy Manual

2. Ethical Practices and Procedures

- a. All secure testing materials will be delivered to schools no more than one week in advance of test administration.
- b. Teachers and other school staff members are not allowed access to secure materials (except for the Test Administrator’s Manual) more than 4 hours in advance of the test administration.
- c. It is the policy of Carroll Consolidated School Corporation that security of assessment materials before, during, and after testing will be maintained as follows:
 - i. Secure items received from the vendor more than one week in advance of the test administration shall be kept under lock and key at the Administration Office. Only the CTC and Superintendent shall have access.

- ii. Once secure items are delivered to each school, they shall be kept under lock and key within each building. Only the CTC, STC, and building principal shall have access.
 - iii. From the time secure items are received from the vendor until they are return-shipped to the vendor (or destroyed, if applicable), the CTC/STC shall perform and document a daily inventory check. The CTC shall provide a list of secure items. If secure items are in secure storage in a sealed box, the daily inventory check may simply confirm that the box has not been tampered with. If secure items are in secure storage and not in a sealed box, the daily inventory check must confirm individual items and counts are accounted for.
 - iv. Any discrepancies or missing items shall be immediately reported to the CTC.
 - d. Secure items shall only be removed from secure storage for the shortest time possible, and only for the following reasons:
 - i. CTC and/or STC preparing secure materials for distribution to Test Administrators
 - ii. CTC and/or STC distributing secure materials to Test Administrators for purposes of testing within the testing window
 - iii. CTC and/or STC preparing secure materials for return to vendor
 - iv. CTC and/or STC performing secure destruction (shredding) of secure items that were not required to be returned to the vendor
 - e. Anytime secure items are removed from secure storage for any reason, the removal shall be documented on the Sign-out/Sign-in sheet. Return of secure items shall be documented in the same manner.
 - f. While Test Administrators have secure items in their possession, they shall take precautions to maintain the security of those materials. Secure items shall not be left unattended or accessible to others. TA's have possession of secure materials solely for purposes of testing. TA's shall ensure that neither they nor others review, copy, photograph, or make any other unethical use of the secure materials.
 - g. Carroll Consolidated School Corporation will ensure that school staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results of the assessment.
- 3. Test Preparation Materials Review
 - a. Carroll Consolidated School Corporation will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students:
 - i. The test preparation materials guidelines provided by the DOE (Indiana Assessments Policy Manual, Section 6, Part B, #2) shall be posted with Teacher Resources on the school website, and shall be reviewed during beginning-of-year meetings. Another reminder of the guidelines shall be given during the All Staff Test Security Training.
 - b. All staff shall be conscious of these guidelines during discussions, observations, or conversations regarding any and all curriculum, materials, and/or practices

being considered or being used. If any questions or concerns arise, that staff member must bring such to the attention of the STC.

- c. Upon report of a concern, the STC shall gather necessary information regarding the curriculum/materials/practices in question and determine whether or not the curriculum/materials/practices are appropriate based on the DOE guidelines.
 - d. Any curriculum/materials/practices in question shall not be used (or cease being used) until the STC determines that they are acceptable.
 - e. The STC shall summarize his/her findings in documentation provided to the CTC.
4. Training Requirements
- a. Carroll Consolidated School Corporation assures that all appropriate staff have knowledge of the *Code of Ethical Practices and Procedures* and understand how to secure, administer, and handle the assessments while in their possession.
 - b. The CTC and STCs will ensure that all appropriate staff receive test security training. STCs will ensure attendance is documented for each test security training.
 - i. All corporation employees (except for bus drivers) shall attend an “All Staff Test Security Training” no later than September 30th for the current school year.
 - ii. The “All Staff Test Security Training” may take place in one large-group presentation, multiple smaller-group presentations, or one-one-one presentations as needed to best suit scheduling needs.
 - iii. Employees with extenuating circumstances who were unable to attend an “All Staff Test Security Training” by the stated deadline, along with employees hired after that date, shall be provided with the same training as soon as reasonably possible upon their return/hire.
 - iv. Documentation of attendance at an “All Staff Test Security Training” shall be documented on a sign-in sheet that details the agenda for the training, the date and time of the training, printed name and signature of all attendees, and the name of the person leading the training.
 - v. The “All Staff Test Security Training” shall utilize the video provided by the DOE, with additional details and explanations as deemed appropriate by the CTC/STC. Under no circumstances shall the DOE video be shortened or fast-forwarded through. An opportunity for attendees to ask questions shall be provided.
 - vi. Prior to involvement in testing, TA’s and proctors scheduled to be involved during a particular testing window shall be provided with a “Refresher Test Security Training” that shall have all of the same requirements as the “All Staff Test Security Training” except for the requirements of who shall attend. In addition, as a last resort and on a limited-basis, the link to the DOE video may be provided to those who require the “Refresher Test Security Training” so that those TA’s/proctors may view the video on their own schedule. TA’s/proctors who view the video on their own shall be required to affirm that they viewed the required video. Documentation of this affirmation shall be maintained and provided as a sign-in sheet. An “in-person” training is always the preferred delivery method.

- c. The CTC and STCs will ensure that all appropriate staff receive test administration training prior to testing. The CTC and STCs will ensure attendance is documented at each test administration training.
 - i. TA's and proctors involved with testing are required to attend "Test Administration Training" prior to involvement in the associated testing window.
 - ii. The "Test Administration Training" may take place in one large-group presentation, multiple smaller-group presentations, or one-one-one presentations as needed to best suit scheduling needs.
 - iii. Documentation of attendance at a "Test Administration Training" shall be documented on a sign-in sheet that details the agenda for the training, the date and time of the training, printed name and signature of all attendees, and the name of the person leading the training.
 - iv. The "Test Administration Training" shall include the following key items:
 - 1. Any remaining training requirements (AIR TA Certification, WIDA Certification)
 - 2. Testing schedule, locations, TA assignments
 - 3. Preparing the room for testing
 - 4. Sign-out/Sign-in procedures for secure materials
 - 5. TAM Review and Policy Manual Review
 - 6. Practice Test requirements and schedule
 - 7. Operational Test requirements (timing, breaks, order of tests)
 - 8. How students will access the test (if online)
 - 9. Reminders regarding unallowable devices (cell phones), students' part in test security, and prohibition of coaching
 - 10. How teachers will run the test (if online)
 - 11. What to do before, during, and after each test session
 - 12. An opportunity for attendees to ask questions
 - v. As a last resort and on a limited-basis, the "Test Administration Training" presentation (preferably as a video with audio commentary) may be provided to those who require the "Test Administration Training" so that those TA's/proctors may complete the training on their own schedule. TA's/proctors who complete the training in this manner shall be required to affirm that they completed the training. Documentation of this affirmation shall be maintained and provided as a sign-in sheet. An "in-person" training is always the preferred delivery method.
- d. The CTC and STCs will ensure that all staff members who will provide students with testing accommodations receive focused test accommodations training prior to testing. The CTC and STCs will also ensure that all staff members who will provide students with testing accommodations are familiar with each student's individual accommodation needs, as per the student's IEP, ILP, Section 504 plan, CSEP, and/or service plan prior to testing. The CTC and STCs will ensure attendance is documented at each testing accommodations training.
 - i. TA's and proctors involved with testing students with accommodations are required to attend "Test Accommodations Training" prior to involvement in the associated testing window.

- ii. The “Test Accommodations Training” may take place in one large-group presentation, multiple smaller-group presentations, or one-one-one presentations as needed to best suit scheduling needs.
- iii. Documentation of attendance at a “Test Accommodations Training” shall be documented on a sign-in sheet that details the agenda for the training, the date and time of the training, printed name and signature of all attendees, and the name of the person leading the training.
- iv. The “Test Accommodations Training” shall include the following key items:
 - 1. Viewing of the IDOE Accommodations Training Recording and Powerpoint
 - 2. A list of students and their required accommodations
 - 3. Input and confirmation from Special Education Teachers, Director of Special Education, 504 Coordinator, and/or ELL Coordinator (as appropriate) that the assigned accommodations are correct
 - 4. Explanation of how those accommodations are delivered for the upcoming test
 - 5. An opportunity for attendees to ask questions
- v. As a last resort and on a limited-basis, the “Test Accommodations Training” presentation (preferably as a video with audio commentary) may be provided to those who require the “Test Accommodations Training” so that those TA’s/proctors may complete the training on their own schedule. TA’s/proctors who complete the training in this manner shall be required to affirm that they completed the training. Documentation of this affirmation shall be maintained and provided as a sign-in sheet. An “in-person” training is always the preferred delivery method.

5. Monitoring

- a. The CTC and STCs will define and clearly communicate to all appropriate staff at least once annually how staff implementation of test administration and test security standards and procedures will be monitored by the CTC, STC, and/or school administrators or designees. This notification shall take place as follows:
 - i. At beginning of the school year building-level meetings, administration shall explain the procedure outlined in “Test Preparation Materials Review” above.
 - ii. As part of the “All Staff Test Security Training,” presenter shall explain the procedure detailed below for monitoring testing sessions.
- b. The CTC and STCs will monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and that staff are appropriately providing students with accommodations included in their IEPs, ILPs, Section 504 plans, CSEPs, or Service Plans.
- c. Prior to each testing window, CTC, STC, and building administrators shall make a list of all testing sessions and locations. Utilizing this list, CTC, STC, and building administrators shall sign-up to monitor particular sessions. All sessions and locations should have someone signed up for monitoring. The Director of

Special Education may also participate in monitoring testing sessions with accommodations. All parties involved with monitoring shall review the monitoring form that will be used to ensure they understand how it is to be used, and answer any questions.

- d. During testing, the designated monitor should make every reasonable attempt to visit the assigned testing location and complete the monitoring form. If the designated monitor will be unable to perform that monitoring duty, they should attempt to find a replacement. Monitoring of every test session and location is not required, but we would like to have as high of a monitoring percentage as possible.
 - e. During monitoring, the monitor shall evaluate the following items:
 - i. Balanced TA (and proctor) to student ratio
 - ii. Testing location free from distractions
 - iii. Unacceptable reference materials removed or covered
 - iv. No cell phones or other unallowable devices
 - v. Desks clear of any materials not related to testing
 - vi. TA's and proctors actively monitoring the testing room
 - vii. TA/proctor has documentation of required accommodations (if applicable)
 - viii. Accommodations provided according to documentation (if applicable)
 - f. Any concerns that arise during monitoring shall be immediately reported to the CTC.
 - g. Completed monitoring forms shall be forwarded to the CTC by the end of each day.
6. Test Schedule
- a. The CTC and STCs will ensure that a test schedule is developed for each assessment at each school.
 - b. CTC and STC shall work cooperatively to develop a testing schedule for each building
 - c. CTC/STC shall consider the number of students testing, grade levels testing, what test sessions may be combined, required order and timing, what accommodated sessions may be required, student schedules, teacher schedules, and other school events to determine the best plan for a testing schedule, testing locations, and who will serve as TA's and proctors
 - d. At a minimum, each testing schedule shall include the assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations
 - e. The testing schedule shall be shared with affected staff electronically (via email or a shared Google Doc); updates to a planned schedule shall be shared in the same format
 - f. Exception: Scheduling for WIDA and I AM testing shall be at the discretion of the WIDA and I AM TA's in each building, since we have a relatively small number of students testing. WIDA and I AM TA's shall notify CTC/STC of their planned schedule and any updates or changes so that proper monitoring can take place.
7. Addressing Test Security Concerns
- a. Carroll Consolidated School Corporation will provide channels of communication that allow teachers, administrators, students, parents/guardians, and other

community members to voice their concerns about testing practices they consider inappropriate.

- b. During the “All Staff Test Security Training” all staff are encouraged to immediately report any questions or concerns to the STC, CTC, or Superintendent
- c. A link to the Testing Concerns and Security Violations Report form is available under the Students & Parents tab on our website and is available to anyone
- d. Carroll Consolidated School Corporation has established the following procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring the protection of both the rights of individuals and the integrity of the assessment:
 - i. CTC/STC and/or staff must report any allegations of test security violations to IDOE immediately using the Testing Concerns and Security Violations report form (available online, or from CTC/STC) as directed in the Protocol for Reporting and Investigating Alleged Assessment Breaches (IAPM, Appendix A).
 - ii. So that investigation and documentation may begin as soon as possible, it is requested that staff members submit concerns to the CTC, STC and/or Superintendent, but this is not required; staff may report concerns directly to IDOE if they feel that is the best course of action. Regardless of who the report is submitted to, it shall be done without delay.
 - iii. All parties must preserve any documentation that may relate to the concern
 - iv. CTC/STC and/or Superintendent shall begin any investigation immediately (gathering evidence and documentation, witness testimonies, etc) and provide such to IDOE upon request, following all procedures as outlined in the Protocol for Reporting and Investigating Alleged Assessment Breaches (IAPM, Appendix A).

Note: This document is intended to be in compliance with IDOE Test Security standards and shall be updated to maintain compliance.

Adopted _____