

# North Judson-San Pierre School Corporation Test Security Policy

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It is crucial that all parties involved in standardized testing carry out uniform procedures for ensuring and maintaining security of test materials. North Judson-San Pierre School Corporation ensures that anyone with access to these test materials receives training test security; all test administration protocols, and ethical practices outlined in the test program manual and all other manuals associated with the test being received.

At the beginning of each school year, a testing security meeting at the corporation level will be held for all current staff who administer/proctor standardized tests and/or have access to testing materials. Provided by the corporation test coordinator, it will cover key references and resources (including the current Indiana Assessment Program Manual, the Code of Ethical Practices and Procedures, and other resources available at <http://www.doe.in.gov/assessment> ), examiner/proctor responsibilities, testing security details, and responsibilities before, during and after testing. Following the meeting, staff will be responsible to read all pertinent resources, then sign and submit copies of the Indiana Testing Security and Integrity Agreement to their school test coordinators, which in turn will be housed at the central office. The staff information book will be expanded to include the Code of Ethics and test-taking practices as a quick reference for examiners/proctors.

Formal test administration training for staff on the mechanics of administering the test is administered prior to each test window by the school test coordinator(s). During these meetings, emphasis will be added to the following:

- Review of Code of Ethics Policies and Procedures
- Awareness of staff that they are prohibited from discussing ANY test materials that have not been released by the IDOE
- Emphasize that NO secure test materials, test questions, or student responses/answers shall be reviewed, paraphrased, or discussed in any manner until they are released by the IDOE.
- Remind that no cameras, phones, or other devices may be in the testing environment
- Remind staff that instructional materials posted on walls must be covered or removed

Examples of potential security breaches will be shared and discussed. Staff should have time to ask questions.

Testing materials must be secured at all times during test administration, including all breaks in the testing sequence. All test booklets (used and unused) and answer sheets, if applicable, must be counted, reconciled, and returned to a centrally-located, locked, and secured area immediately upon the completion of each daily testing session.

School Test Coordinators (STC's) will be responsible for creating and distributing test schedules in their buildings to all faculty members and to staff members involved with testing. STC's will communicate with their building principals during the process.

Test materials, based on the testing schedule, will either 1) be delivered to the classrooms and collected from the classroom by authorized personnel or 2) be witnessed signing in and signing out test materials by authorized personnel. Authorized personnel could include building/corporation administrators, building/corporation test coordinators, or their designees. A uniform sign-out/sign-in form will be used across the buildings for ISTEP+, IREAD-3, and ECA materials. Test materials, when not being administered, will be locked in rooms to which only personnel who have participated in test security training can access.

Testing, including make-up testing, must occur during the testing window. With the exception of permitted practice tests and sample items, student access to testing materials shall be restricted to the state-scheduled dates of test administration.

Any allegations concerning cheating, a security breach, a testing administration breach, an intellectual property right infringement, a loss of materials, or other deviation from acceptable and ethical practices and test security and integrity procedures shall be reported immediately according to the Protocol.

No secure test materials, test questions, or student responses/answer sheets shall be reviewed, retained, reproduced, paraphrased, or discussed in any manner unless and until such materials are released.

School personnel and/or students may not alert examinees to the correct answer choice by pointing to the correct answer, eliminating answer choices, mouthing the correct answer, or using any other mechanism designed to indicate a correct or incorrect answer unless and until such materials are released.

School administrators will monitor staff implementation of test administration and test security standards and procedures. Details are outlined in the "Roles and Responsibilities" section of this document.

## Roles and Responsibilities

### Each examiner/proctor

- Responsible for test administration at the classroom- and student-level
- Attends required corporation and/or school assessment training
- Attends training on how to provide students with testing accommodations prior to testing, if proctoring any students with IEP, ILP, or 504 Plan
- Reviews all examiner protocols and materials and administers assessments per examiner's manual instructions
- Accepts custody and related responsibility of testing material security as assigned
- Communicates to STC any testing irregularities to testing procedures or security concerns that occur before, during and/or after testing
- Ensures implementation of ethical testing practices at all times
- Monitors students throughout test sessions
- Administers assessments per examiner manual instructions and actively monitors students throughout assessments
- Implements appropriately assessment accommodations, per the student's IEP, ILP, Section 504 Plan or Service Plan
- Reports any unethical assessment practices through established protocols.

### Each school administrator

- Is required to take the same "Test Security and Integrity Training" as all staff members,
- Meets with building test coordinators to review testing protocol
- Assumes the responsibility of determining a secure area for storing standardized testing materials
- Assures that all teachers with students with IEP's and 504's receive appropriate testing accommodations
- Assures that all test practices materials meet the requirements of the "Code of Ethical Practices and Procedures" and are aligned to the Indiana Academic Standards
- Monitors classroom during testing session to assure that teachers are actively supervising students
- Establishes a building protocol for gathering and secure testing materials after each testing session
- Works with the building test coordinator to assure that materials are pack and sent according to protocol
- Reports any irregularities or breaches of protocol to the Corporation Testing Coordinator who will inform the superintendent and report to the IDOE as required

#### Each school test coordinator

- Oversees staff as related to the assessment processes
- 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 accommodations, custody of secure materials, and ethical testing practices
- 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

#### The corporation test coordinator

- 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

#### Superintendent

- Ultimately is responsible for testing program across the corporation