



Test Security & Integrity Training

2016-17

Agenda

- Key References / Resources
- Your Responsibility as a CTC
- Test Security Details
- Before / During / After Testing

Key References / Resources

- Documents Pursuant to State Board of Education Administrative Rule, 511 IAC 5-5 (*updated documents!*)
 - 2016-17 Code of Ethical Practices and Procedures
 - 2016-17 Indiana Testing Security and Integrity Agreement
 - 2016-17 Protocol for Reporting and Investigating Alleged Breaches
 - *CTCs be sure to review and share with staff so that all are familiar with the process in the unfortunate event a test security concern arises.*
- 2016-17 Indiana Assessment Program Manual
 - Applicable chapters and appendices
 - In particular, Chapter 10 (Testing Policies, Administration, and Security)

References and resources are available via the web at www.doe.in.gov/assessment.

Monitoring

- The purpose of monitoring is to **verify that required testing procedures and policies are being implemented** and to **provide technical assistance and support** with regard to test administration and test security.
- The Office of Student Assessment may utilize both desktop and onsite methods of monitoring.
- Schools and corporations are encouraged to ensure that all necessary documentation (as described throughout this presentation) is appropriately filed onsite and readily available at the local level.
- Although there may be unannounced onsite monitoring visits, IDOE will notify corporations/schools in advance if selected for desktop monitoring.

Your Responsibility: Know and Understand

- ✓ Read the 2016-17 Code of Ethical Practices and Procedures (the Code)
- ✓ Read applicable portions of the 2016-17 Indiana Assessment Program Manual, including Chapter 10
- ✓ Attend Testing Security & Integrity Training
- ✓ Sign the 2016-17 Indiana Testing Security and Integrity Agreement

These steps are an annual requirement.



Roles and Responsibilities: Part 1

- Roles/Responsibilities
 - **Superintendent**
 - Ultimately responsible for testing program
 - **Test Examiners/Proctors**
 - Responsible for test administration at the classroom- and student-level
 - **School Support Staff**
 - Responsible for handling secure test materials when asked to assist (e.g., helping to pack boxes, transporting test materials within the school or corporation)
 - Reminder: Custodians and other non-instructional staff that have access to test materials must receive test security training, review important test security-related documents, and sign the *Indiana Testing Security and Integrity Agreement*.

Roles and Responsibilities: Part 2

- Roles/Responsibilities, continued
 - **Corporation/School Test Coordinators (CTCs, STCs)**
 - Responsible for implementation (including testing procedures, protocols, and training) relative to staff training, testing security, test access, accommodations, custody of test materials, and reporting unethical behavior
 - *Responsible for distributing assessment updates and key assessment communication to corporation and school staff*
 - Responsible for maintaining documentation of staff completion of trainings and dissemination of assessment communication to staff

CTC responsibilities are outlined in three locations:

- *Chapter 10* of the Indiana Assessment Program Manual
- *Assessment-related Roles and Responsibilities* document
- CTC assurances section in DOE Online

Test Security Details: Part 1

- Policy Requirement
 - Every school corporation and school (including charter and accredited nonpublic) **MUST** have a written **test security policy**.
 - Be sure to thoroughly review the *2016-17 Indiana Assessment Program Manual*.
 - A list of required components for locally developed test security policies is included.
 - Simply copying/pasting the *Code* or *Chapter 10* is not acceptable.
 - Policy documents must be specific to the site and include all IDOE-required components.
 - Documentation the Test Security Policy has been reviewed with staff must be locally kept on file.
 - Documentation may be requested in the event the site is selected for monitoring.

Test Security Details: Part 2

- Secure storage, administration, and return of test materials
 - CTCs and STCs **MUST**:
 - ✓ Control **secure** storage, distribution, administration, and collection of tests (i.e., inventory and track materials)
 - Critical:** sign-in/sign-out system
 - IMPORTANT Note:** A principal's office, teacher's room, or any location that anyone has unsupervised access to at any point is not considered a secure location for the storage of test materials, including online test tickets and access codes.
 - ✓ Ensure that no tests are copied
 - ✓ Return all used and unused test materials

ALL test materials are secure, including paper/pencil and online materials (e.g., test tickets, access codes).

Test Security Details: Part 3

- It is a ***violation of test security*** to:
 - 1) Give students access to test questions in advance
 - 2) Coach students in any way during the test
 - 3) Discuss, paraphrase, copy, reproduce, post/text/send via social media, or use in any manner any portion of a secure test document or actual/paraphrased student response for any reason *(including school newsletters and internal/external emails)*
 - 4) Permit students or adults to have cell phones in the testing room *(only exception: for adults, if cell phone is the school's only means of communication regarding an urgent matter)*
 - 5) Alter answer documents before, during, or after testing
 - 6) Score student responses on the assessment before returning documents for scoring

Test Security Details: Part 4

- If a concern arises regarding a test item....
 - ...contact the Office of Student Assessment via email at INassessments@doe.in.gov or by calling 317-232-9050.
 - ***Refer to the item by grade level, content area, session or section number, and item number***

NEVER make a copy of the item, paraphrase the item, or email the item (not even to the IDOE)!

Before Testing: Part 1

- Prepare students by providing standards-based instruction and using **ONLY** test items that have been *approved and released by the IDOE.*
 - Released = posted on the IDOE website
- Know and understand acceptable teacher practices, e.g.:
 - ✓ **Do** – Practice appropriate test-taking strategies with students
 - ✓ **Don't** – Develop and use **elaborate review materials**

Per Chapter 10 of the 2016-17 Indiana Assessment Program Manual, all test preparation materials must be reviewed and approved by the CTC or designee prior to use by teachers or with students.

Before Testing: Part 2

Teachers need to be good consumers of practice items, making sure the items used truly align to standards and not making the items exclusively the curriculum.

*Examples of **elaborate review materials** include:*

- A large packet of review items that takes a significant time away from instruction
- Review items that mirror actual test items
- Drilling students on items from a review booklet that accompanies the textbook or digital curriculum—teachers need to use best practice with these materials
 - Again, teachers need to be good consumers—check for alignment, etc.
 - Appropriate use of the items that align might include a daily warm-up activity.

Before Testing: Part 3

- Review Test Examiner qualifications
 - Examiners must hold a license granted by the Indiana Department of Education. (License must be instructional, administrative, or a school services license.)
 - *2016-17 IDOE monitoring may include a random sample review to verify examiners meet this requirement*
- Provide formal **test administration training** for staff on the mechanics of administering the test prior to the test window
- Provide **test security training** for staff regarding security policies/procedures related to the particular assessment prior to the test window

Test Examiners and Proctors must be trained to understand testing procedures and their responsibilities as Test Examiners and Proctors.

Before Testing: Part 4

- Ensure staff administering assessments to students receiving accommodations
 - are familiar with each student's individual accommodations; and
 - have received training on accommodations prior to the test window
- Administer required *Practice Test*, if applicable

During 2016-17 monitoring, the IDOE may collect documentation of completed trainings, including

- 1) the mechanics of administering the test;*
- 2) testing security policies/procedures; and*
- 3) accommodations implementation.*

Before Testing: Part 5

- **Access to Examiner's Manuals (EMs)**
 - ✓ Examiners must carefully review EMs prior to the test administration.
 - ✓ Examiners may keep the EMs following test administration training for all assessments **except** IREAD-3.
 - ✓ For **IREAD-3**, early access to the TAM (Test Administration Manual) is permitted **ONLY** during test administration training, as the TAM contains test content.
 - Teachers are not to discuss test content contained in the TAM after the training session.
- **Access to student test books/answer documents**
 - ✓ **NO** advance access to actual tests

During Testing: Part 1

- Examiners/Proctors must **monitor** test sessions to ensure that all students:
 - ✓ Follow instructions and record item responses in the appropriate places
 - ✓ Do not exchange answers and do not interfere with or distract others
 - ✓ Use only permitted materials and devices; do not have access to cell phones or other unacceptable devices

To ensure implementation fidelity, Examiners/Proctors must focus entirely on the assessment administration during each test session.

During Testing: Part 2

- CTCs or STCs (or Designees) must monitor test administrations to ensure:
 - ✓ All examiners and proctors monitor students
 - ✓ Cell phones and other inappropriate devices are not accessible during testing
 - ✓ Appropriate accommodations are provided for students with an IEP, ILP, Section 504 Plan, or Service Plan

During Testing: Part 3

- Test sessions **MUST** be given **in order by content area** *with one exception*:
 - If a student has been absent, the student begins or resumes testing with his/her class.
 - Missed test sessions are made up during a scheduled make-up session prior to the end of the testing window.
- Test Examiners and Proctors must provide any **accommodations** outlined in a student's IEP, ILP, Section 504 Plan or Service Plan.

During Testing: Part 4

- If an issue or interruption to testing occurs, the Test Examiner/Proctor must notify the STC.
 - The school shall **investigate** and **report** inappropriate testing practices or testing irregularities
 - according to the 2016-17 **Protocol** (for test security concerns) in *Appendix A* of the *Indiana Assessment Program Manual*; or
 - using the 2016-17 **Testing Irregularity Report** form in *Appendix B* of the *Indiana Assessment Program Manual*.

Test materials (including online test tickets and access codes) must be placed in a centrally-located, locked, secure area immediately upon completion of testing each day.

During Testing: Part 5

- Refer to *Chapter 10* of the *2016-17 Indiana Assessment Program Manual* for more information, including particular situations, such as:
 - What to do if a student becomes ill during testing
 - Testing specific categories of students, including:
 - Foreign Exchange Students
 - Homebound Students
 - Suspended Students
 - Expelled Students

After Testing: Part 1

- School and corporation staff members are responsible for ***proper disposal and return of secure materials*** following the test administration.
 - Keep appropriate documentation locally on file
- **Reports of incidents/events** that might invalidate scores, including disruptions, illness, and possible cheating **are to be submitted according to the 2016-17 Protocol.**

Document security is important! All test materials are to be accounted for at the end of the testing window.

After Testing: Part 2

Remember...

- ***A specific test item is not to be discussed unless and until the item is released on the web by the IDOE.***
 - Help staff members understand that reviewing test questions with students after testing is complete is not acceptable UNTIL the IDOE releases the item by posting it on the web.
 - Help staff members understand that discussing, texting, emailing, or posting actual or paraphrased test questions is not acceptable UNTIL the IDOE releases the item by posting it on the web.

Thank you for
participating!

