

2019-2020

All Staff

Test Security & Integrity Training



Working Together for Student Success

Agenda

- Roles and Responsibilities
- Key Test Security Resources
- Test Security Guidance Before, During, and After Testing



Roles and Responsibilities



TA Role and Responsibilities

- Complete training
- Review manuals
- Monitor students
- Follow protocols for secure test materials
- Report concerns to STC

Assessment User Roles and Responsibilities Checklist (ILEARN, I AM, IREAD-3, and ISTEP+)

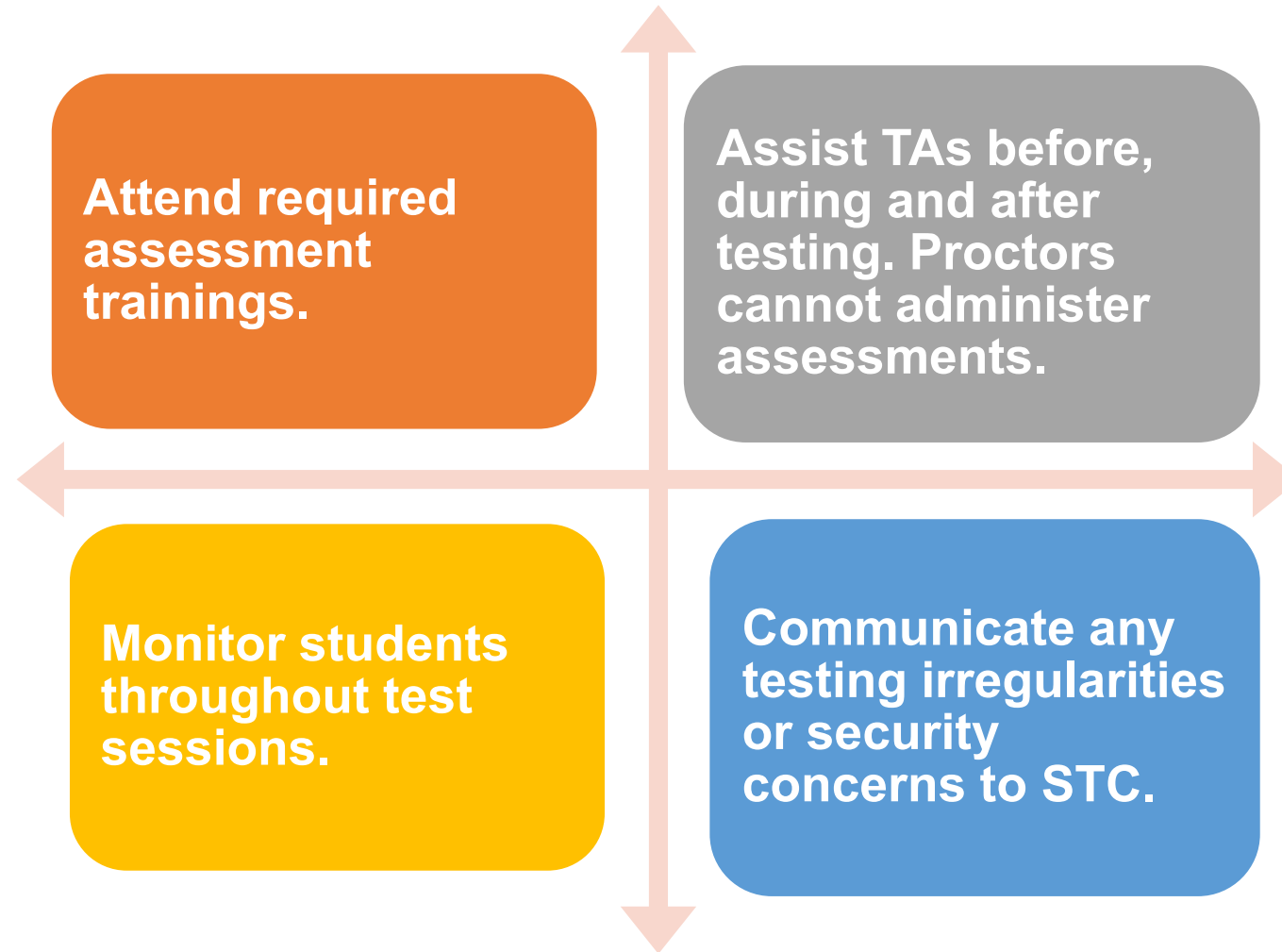
The ILEARN, I AM, IREAD-3, and ISTEP+ assessment programs rely on a system of specific roles and responsibilities in order to secure data from unauthorized persons. The following roles and responsibilities apply to corporation and school-level personnel for both the Indiana Department of Education (IDOE) and American Institutes for Research (AIR) systems:

Corporation Test Coordinator (CTC) / Non-Public School Test Coordinator (NPSTC)

- ☐ Both Testing Modes
 - ☐ Distribute listserv messages and updates from the Office of Student Assessment (OSA) and testing vendors to relevant corporation and school staff each week.
 - ☐ Ensure all applicable staff complete annual test security training by September 30 and a refresher training before spring assessment administration windows.
 - ☐ Ensure documentation (e.g., attendance sign-in sheets, attendance logs, training agendas, and other training materials) of required staff trainings is on file locally.
 - ☐ Ensure Test Administrators (TAs) and Proctors complete test administration and test accommodation training prior to the beginning of testing. Maintain locally documentation of completed staff training.
 - ☐ Ensure all applicable school and corporation staff review and sign the current school year's *Indiana Testing Security and Integrity Agreement* annually by September 30.
 - ☐ Follow procedures outlined in the *Code of Ethical Practices and Procedures*, assessment manuals, and IDOE guidance documents.
 - ☐ Assign permissioned user roles within AIR's Test Information Distribution Engine (TIDE) for other school personnel (e.g., School Test Coordinators (STCs), Corporation Information Technology Coordinators (CITCs), TAs).
 - ☐ Download the applicable Test Administrator's Manuals (TAMs) from the Indiana Assessment Portal for school personnel to access in advance of the test window(s).



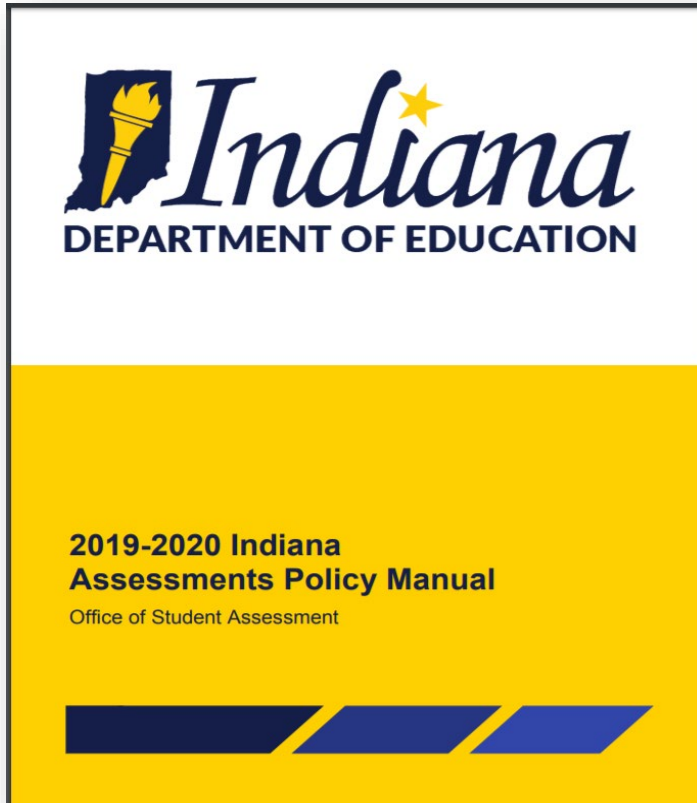
Proctor Role and Responsibilities



Key Test Security Resources



Key Test Security Documents & Resources



- 2019-2020 Indiana Assessments Policy Manual
- Documents Pursuant to State Board of Education's Administrative Rule, 511 IAC 5-5 (Appendix A)
 - Code of Ethical Practices and Procedures
 - Indiana Testing Security and Integrity Agreement
 - Protocol for Reporting and Investigating Alleged Breaches

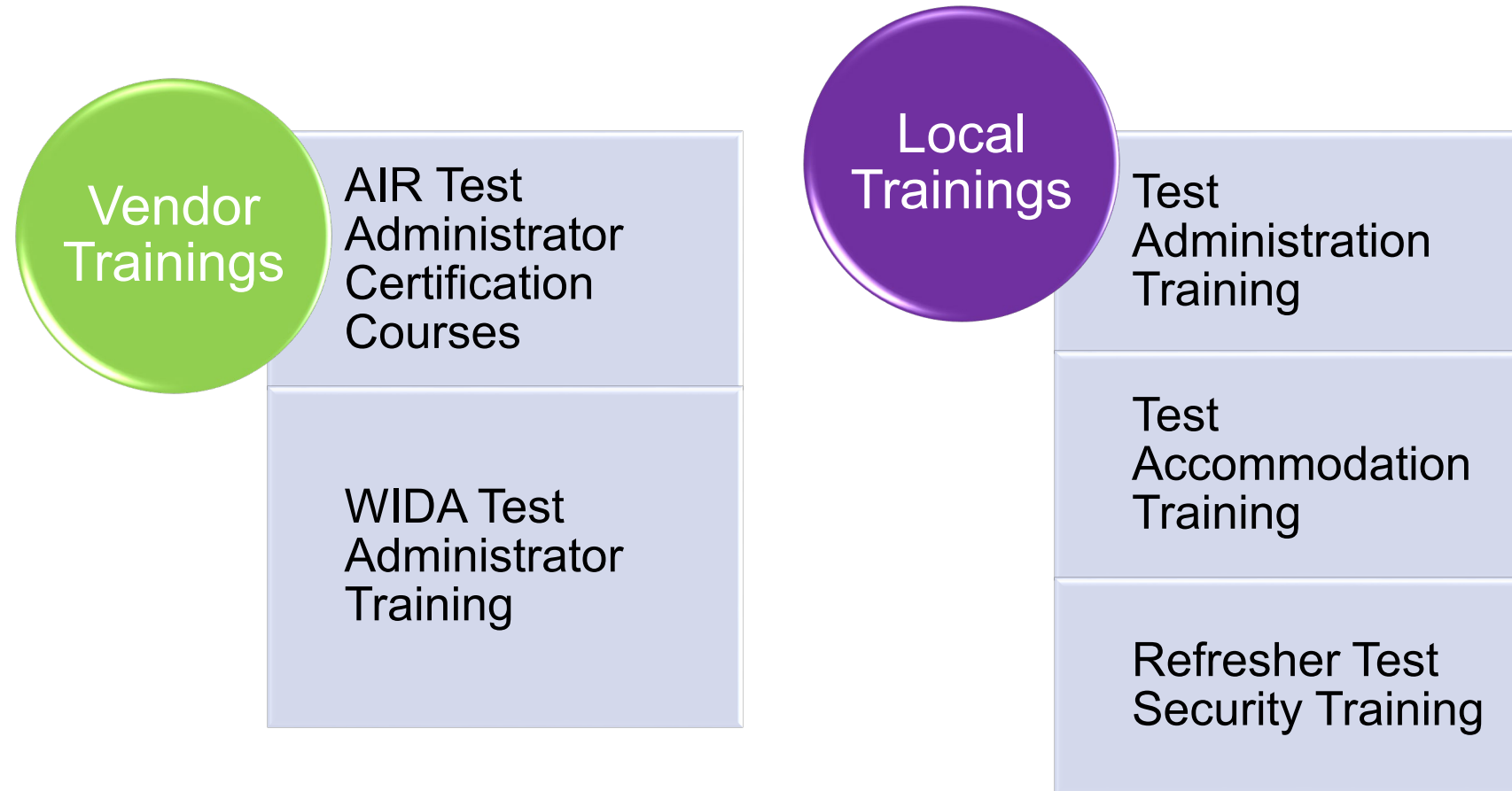
References and resources are available via the web at:
<https://www.doe.in.gov/assessment/indiana-assessment-policies>



Test Security Guidance: Before, During, and After Testing



Training Requirements



Student Reminders Before Testing

- Remind students they cannot do the following:
 - Discuss, rephrase or paraphrase test questions/materials in person, by phone, via email, texting or social media, or any other communication method with anyone;
 - Access cell phones, smart watches, or any other unauthorized device during testing; or
 - Take pictures, snapshots, or videos of any test materials (practice or operational).

See Section 6 Part B (1) in the 2019-2020 Indiana Assessments Policy Manual

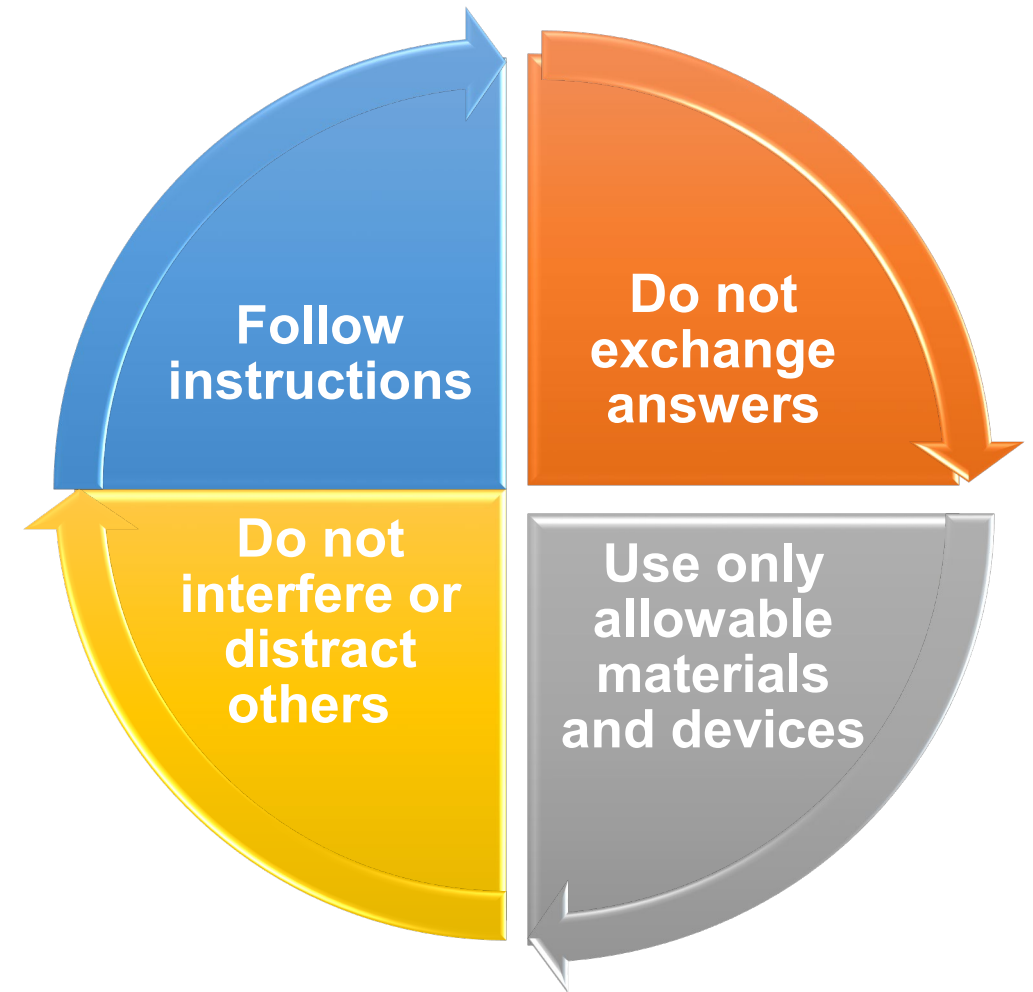


Monitoring



Monitoring of Students During Testing

TAs/Proctors must **monitor** test sessions to ensure that all students:



Monitoring of TAs/Proctors

CTCs or
STCs
monitor to
ensure:

- TAs and Proctors appropriately monitor students.
- Test security protocols are being followed.
- Cell phones, smart watches and other inappropriate devices are not accessible during testing.
- Appropriate accommodations are being provided to students with an IEP, ILP, Section 504 Plan, CSEP, or Service Plan.



IDOE Monitoring

- The Office of Student Assessment (OSA) conducts unannounced onsite monitoring visits during testing windows.
- Review Section 2 in the Indiana Assessments Policy Manual as well as the Onsite Monitoring Checklist (see Appendix B) for more details.

2019-2020 Onsite Monitoring Checklist

Monitoring Topics:

- ✓ Communication
- ✓ Staff Training
- ✓ Test Security
- ✓ Room Observations



Inappropriate actions

It is not appropriate to do the following:

Use another staff member's username or password;

Use a student's login information to access practice tests or operational tests;

Review test questions prior to, during or after test administration;

Discuss, share, video, photograph, or post actual or paraphrased test items/content or student responses in a public forum, social media, text, or email;

Coach students by indicating in any way (e.g., facial expressions, gestures, or the use of body language) that an answer choice is correct or incorrect, should be reconsidered, or should be checked.



Inappropriate actions (continued)

It is not appropriate to do the following:

Allow students to use any type of mechanical, technical or paper device or aid (calculators, computers, read aloud scripts or text-to-speech) unless the test directions allow such use or the device is documented as a necessary and allowable testing accommodation (see the *Accessibility and Accommodations Guidance document*);

Simplify, modify, or change test directions;

Rephrase test items or answer student's factual questions about test content or vocabulary;

Alter students' answers during or after testing; or

Read any parts of the test to students except as indicated in the test directions, or as documented in a student's formal plan.



Item Concern

Concern regarding item functionality?

Contact STC or CTC



Refer to the item
by grade level,
content area,
session or
section number,
and item number



NEVER email, text,
photograph, video or
post a copy of the item, a
paraphrased item, or
answer choices (not
even to IDOE or a
Vendor)!



Item Discussion

- Test items are not to be discussed unless and until the items are released on the website by IDOE.
 - Reviewing test questions with students is not acceptable UNTIL/UNLESS IDOE releases the items by posting them on the website; and
 - Discussing, videoing, texting, photographing, emailing, or posting actual or paraphrased test questions is not acceptable UNTIL/UNLESS IDOE releases the items by posting them on the website.



Testing Irregularities



Testing Irregularity – an unexpected event that significantly disrupts the testing environment of one or more students.



Staff must immediately report irregularities to the CTC or STC.



CTCs and STCs must immediately report irregularities to IDOE via the submission of the Testing Irregularity Report in Appendix C.



Testing Irregularities

Common test irregularities to avoid from the prior school year.

Not administering the practice test before operational testing.

Administering test segments/sections out of order or the wrong segment/section.

Accommodations not being provided to appropriate students.



Test Security Violations

All concerns regarding test security violations must be:

- Immediately reported to the CTC and STC;
- Immediately reported by the CTC or STC to IDOE via the submission of the Testing Concerns and Security Violations Report form in Appendix C; and
- Investigated by appropriate corporation staff.



Test Security Violations

Common test security violations to avoid from the prior school year.

Sharing test information electronically or via discussions with others.

Inappropriate use/access to cell phones.

Coaching.

Missing or late return of secure test materials.



Questions



If you have questions about any guidance or practices, please contact your CTC or STC.



**Thank you for reviewing
this training!**

