

All Staff Test Security Training 2020-2021

Sholonda Trice
Assistant Director
Assessment Office



Working Together for Student Success

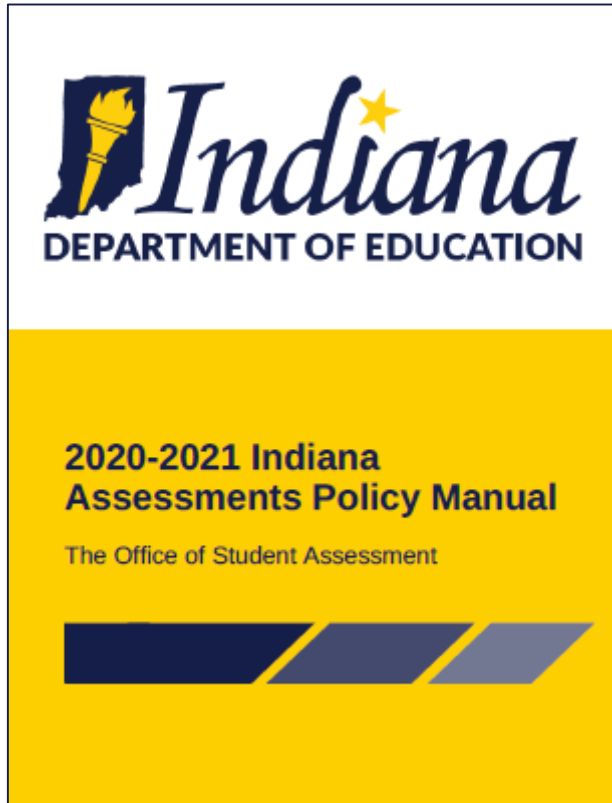
Agenda

- Key Test Security Documents
- Roles and Responsibilities
- Test Security Guidance



Key Test Security Resources

Key Test Security Documents



- 2020-2021 Indiana Assessments Policy Manual
- Code of Ethical Practices and Procedure
- Indiana Testing Security and Integrity Agreement
- Protocol for Reporting and Investigating Alleged Breaches

Resources are available here:

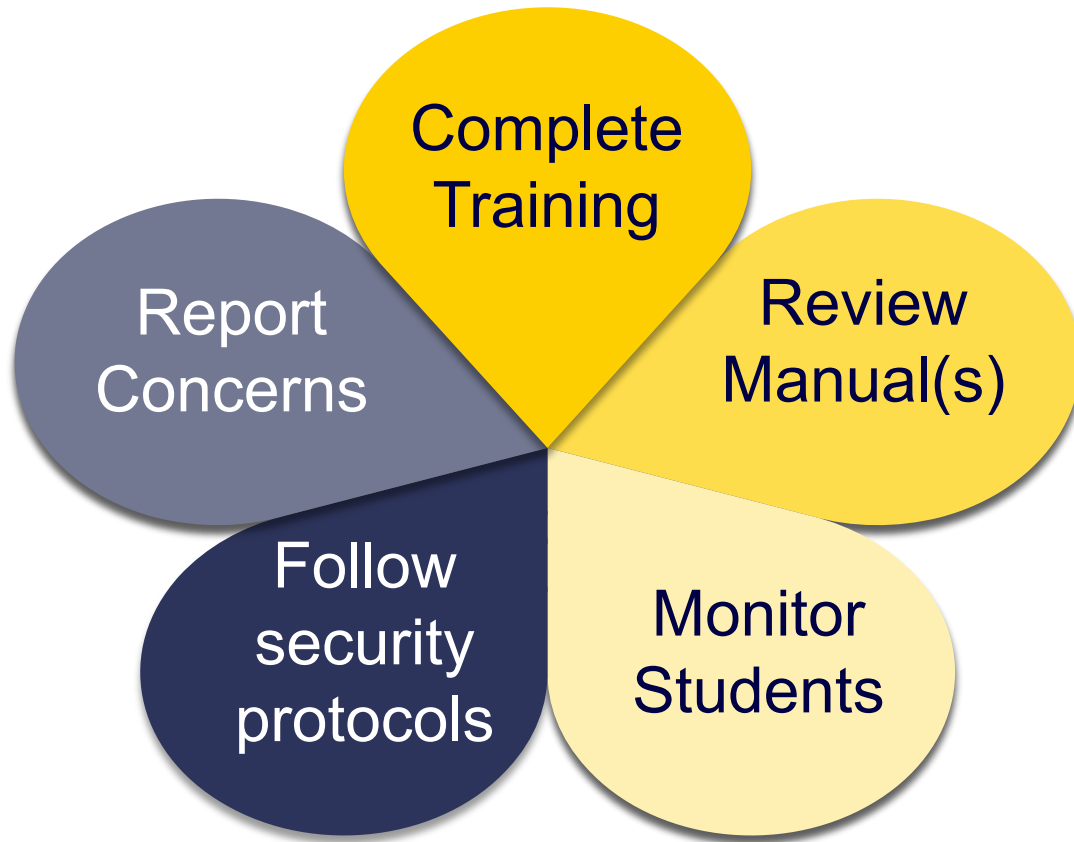
<https://www.doe.in.gov/assessment/indiana-assessment-policies>



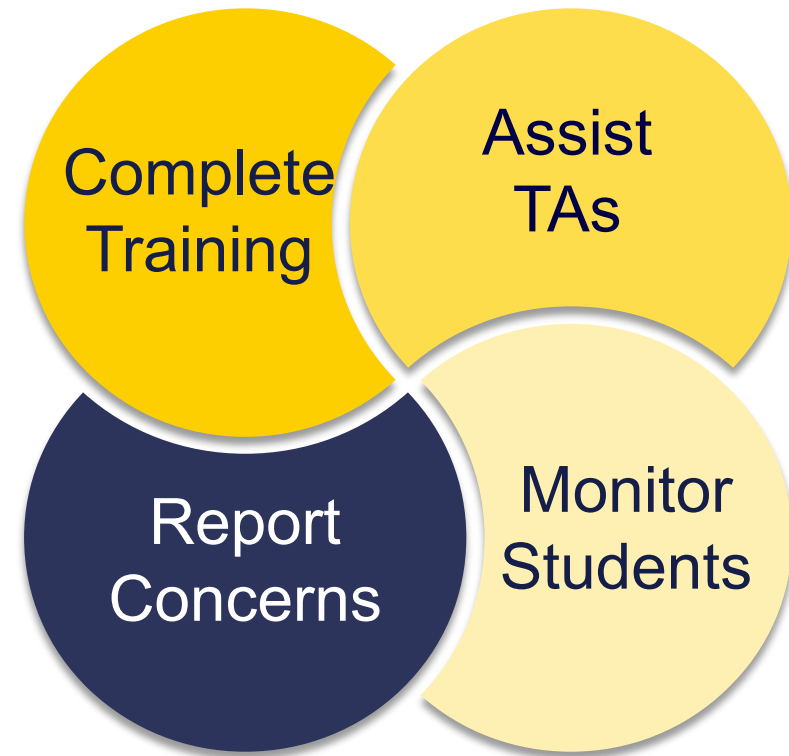
Roles and Responsibilities

TA and Proctor Role and Responsibilities

Test Administrator Role



Proctor Role



Test Security Guidance: Before, During, and After Testing

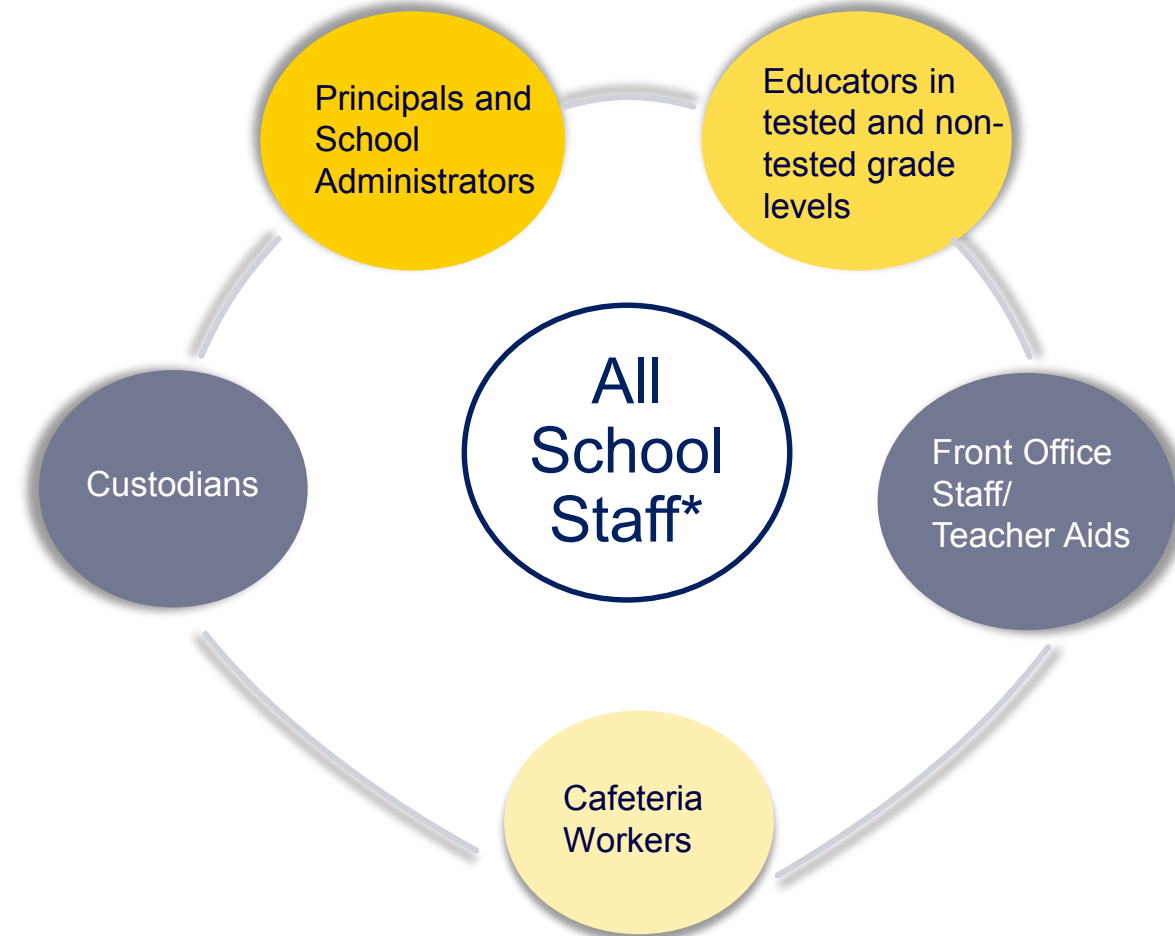


Fall 'All Staff' Test Security Training

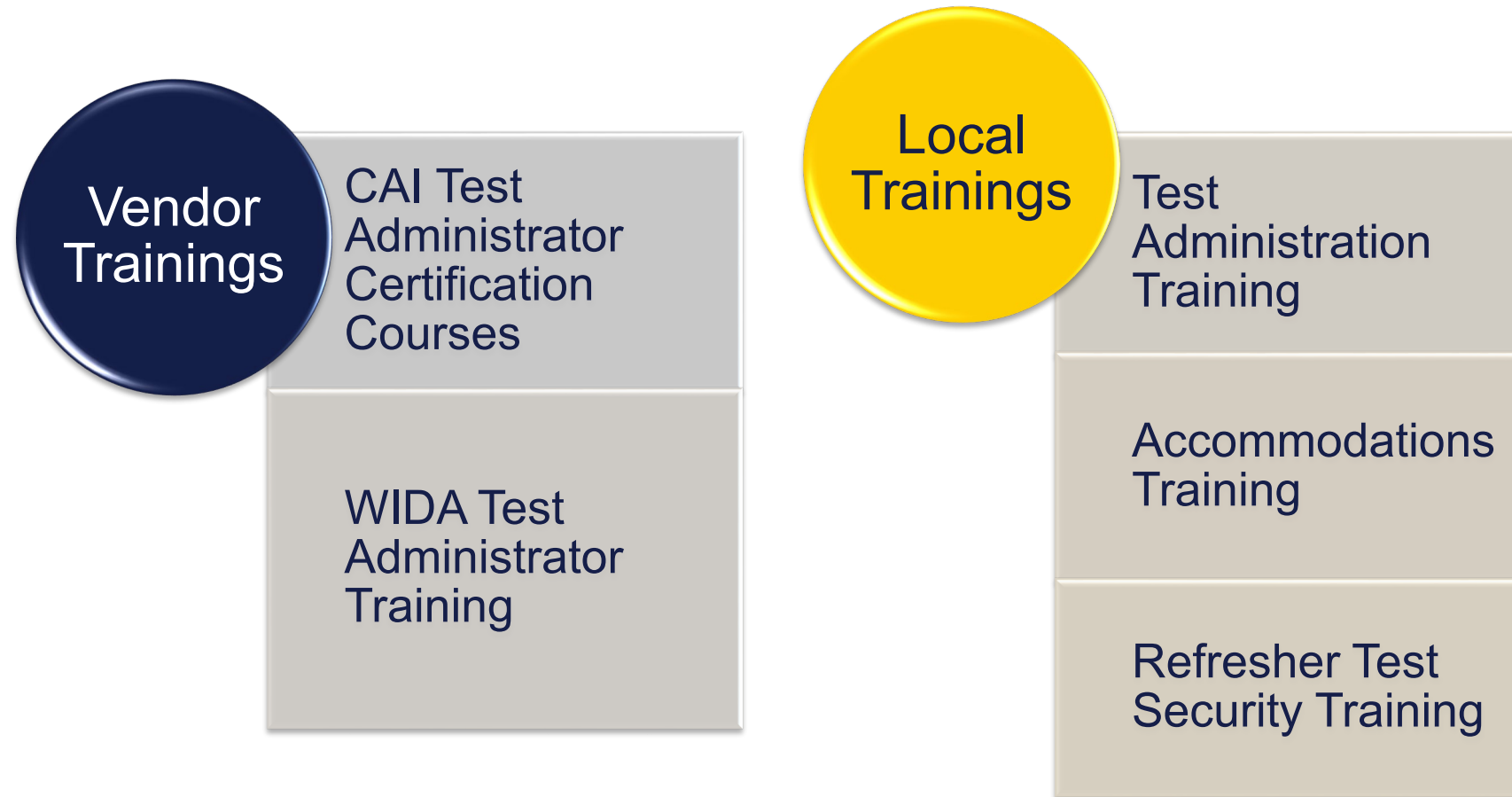
All school staff must:

- Complete test security training by October 30.
- Sign the Indiana Testing Security and Integrity Agreement (i.e., Integrity Agreement) by October 30.
- Review important test security-related documents as referenced in the Integrity Agreement.
 - Cafeteria workers may receive a condensed Test Security Training.
 - Bus Drivers do not need to complete Test Security Training or sign the Integrity Agreement.

** All school staff includes but is not limited to staff roles listed in the diagram.*



Additional Training Requirements: TAs and Proctors

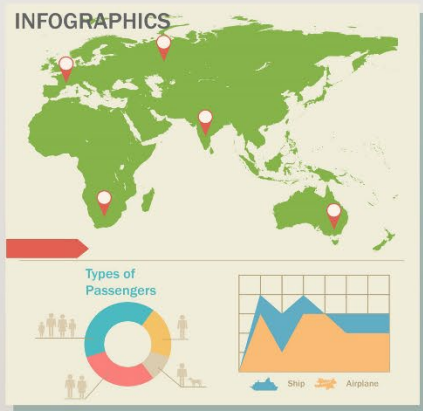


Student Reminders Before Testing

- Remind students they cannot do the following:
 - Discuss, rephrase or paraphrase test questions/materials in person, by phone, via email, text or social media, or any other communication method with anyone (including, but not limited to, other students);
 - 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 2020-2021 Indiana Assessments Policy Manual





**What are some simple ways
you could share these
reminders with students?**



Monitoring

Monitoring of Students During Testing



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



Monitoring of Test Administrators/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 unallowable 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



IDOE Staff:

- ✓ Verify Communication with Staff
- ✓ Review Staff Training Completion Documentation
- ✓ Confirm Adherence to Test Security Requirements



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; or

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 (cont.)

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*);

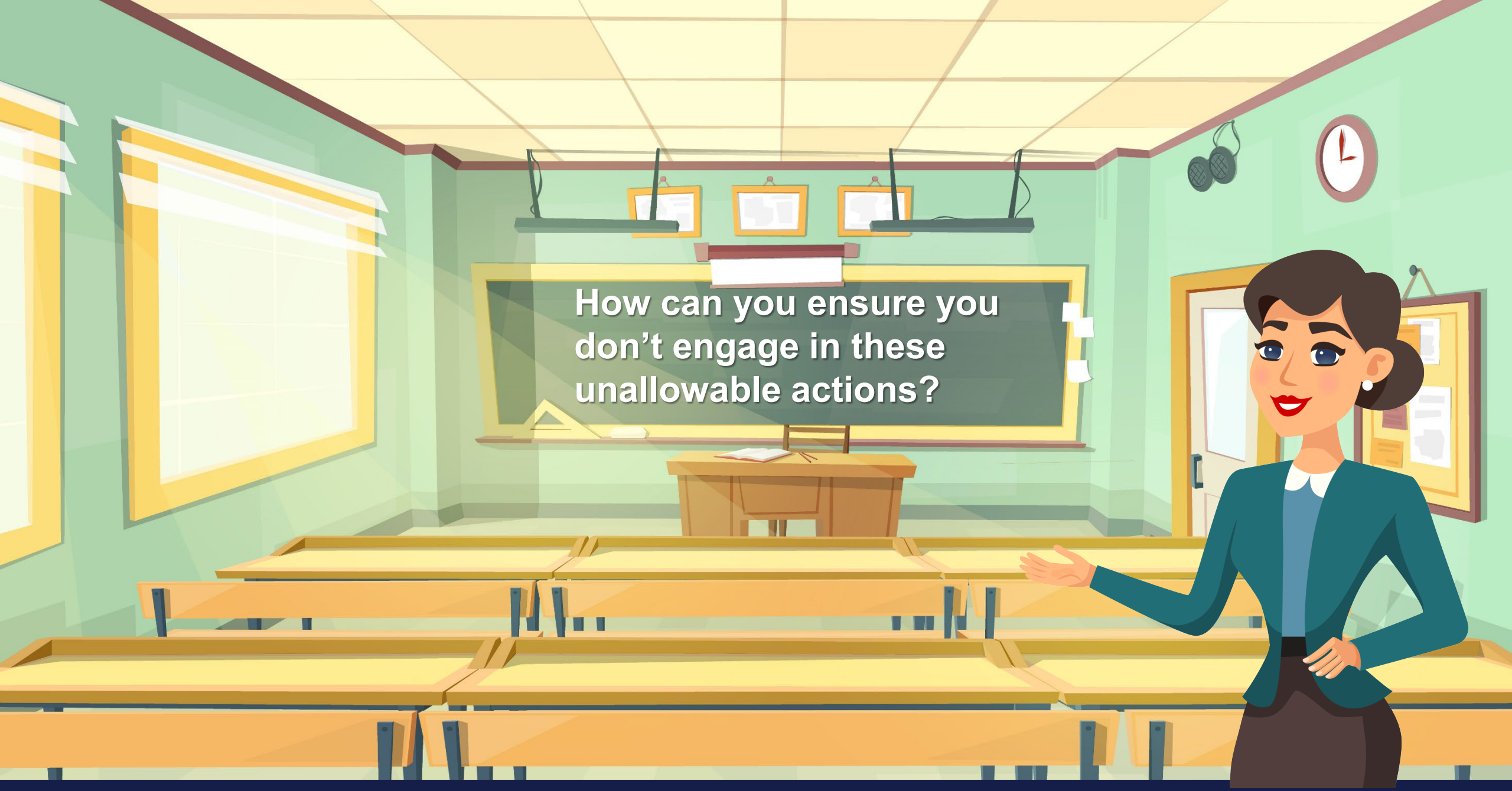
Simplify, modify, or change test directions;

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.

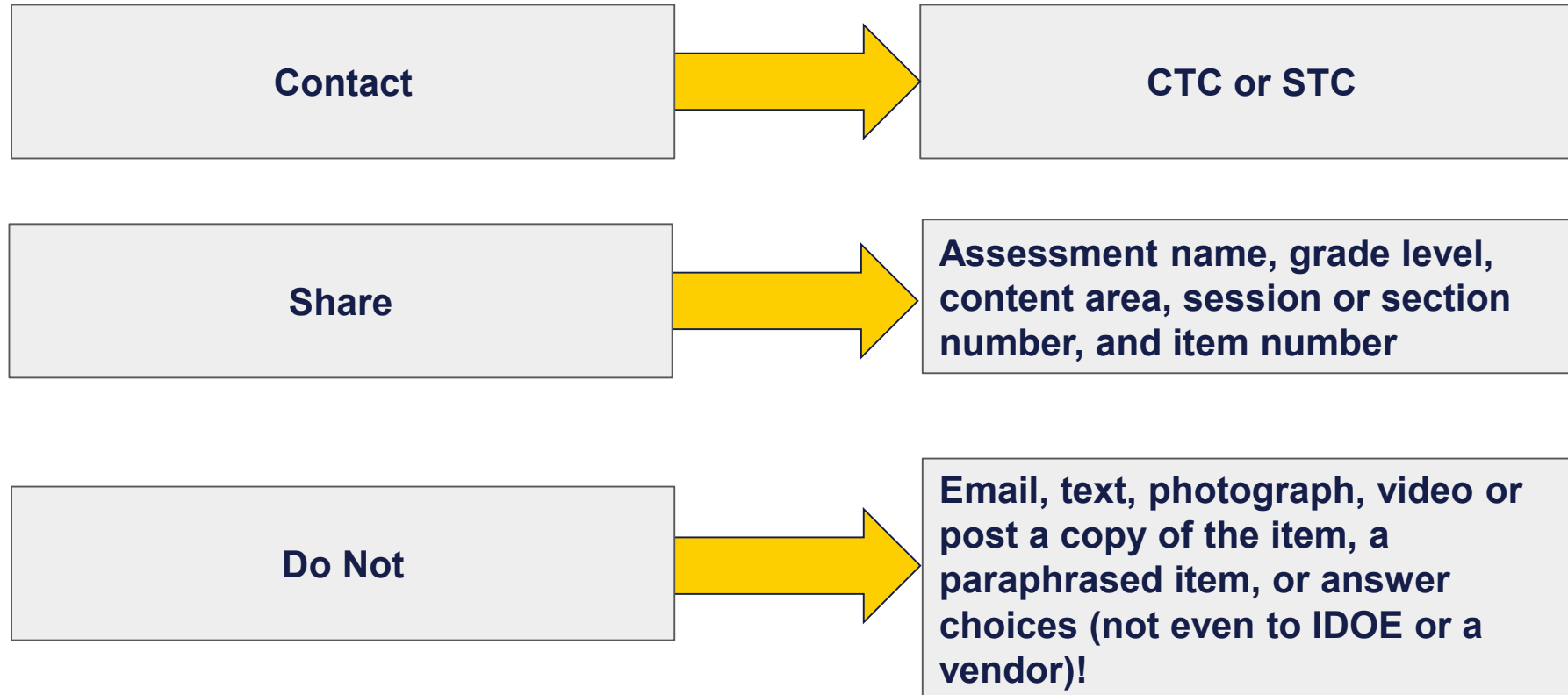




How can you ensure you
don't engage in these
unallowable actions?



Item Functionality Concern

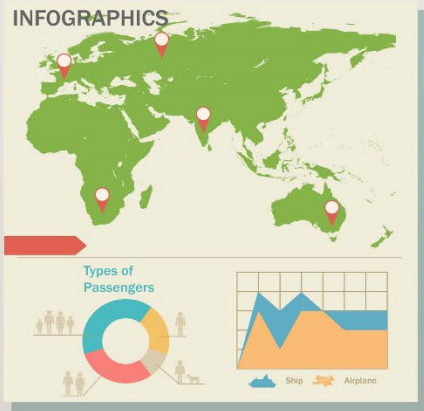


Item Discussion

Staff should be aware of the following:

- 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.

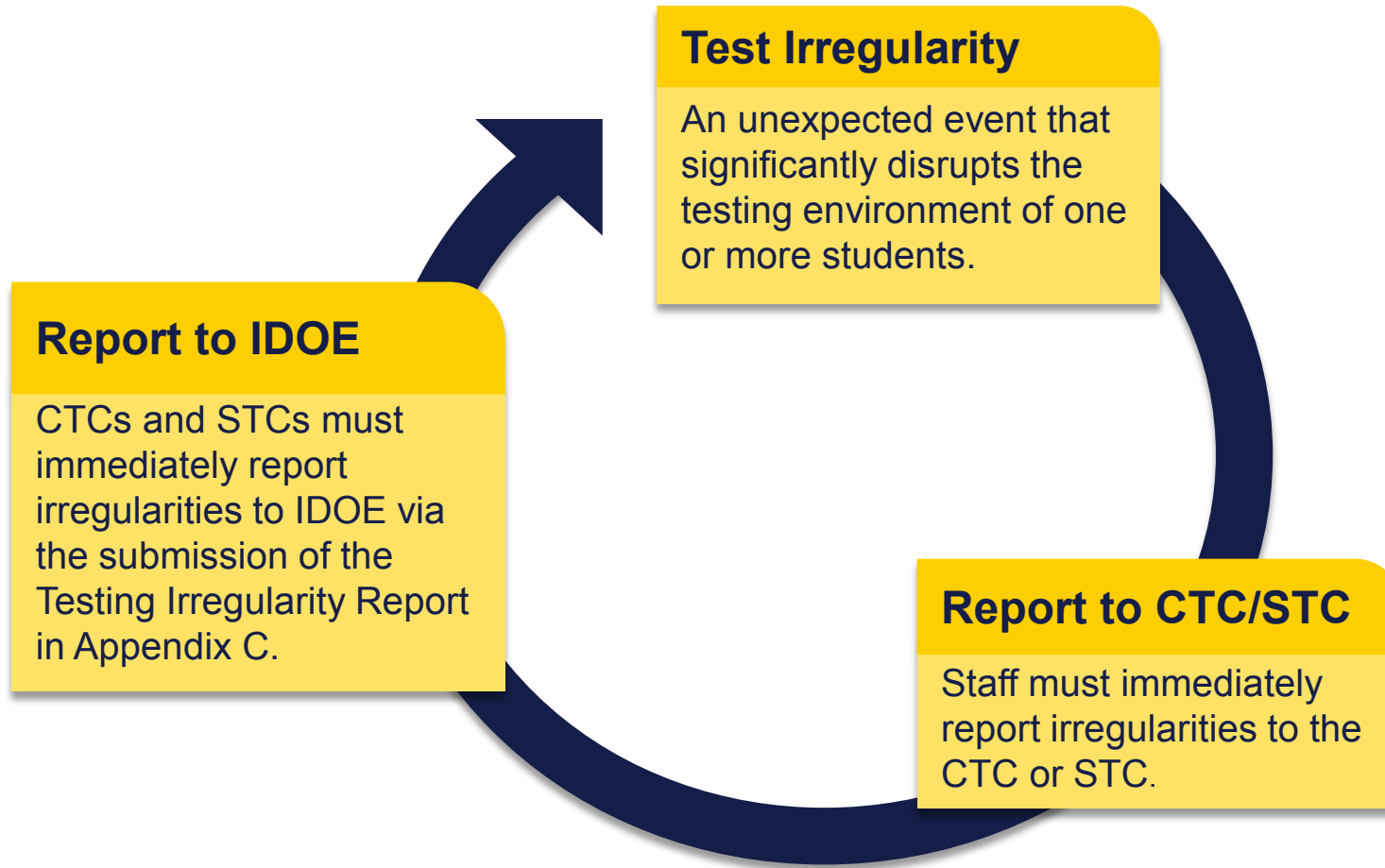




1. How can you avoid irregularities and violations?
2. Do you know how to report a concern?



Testing Irregularities



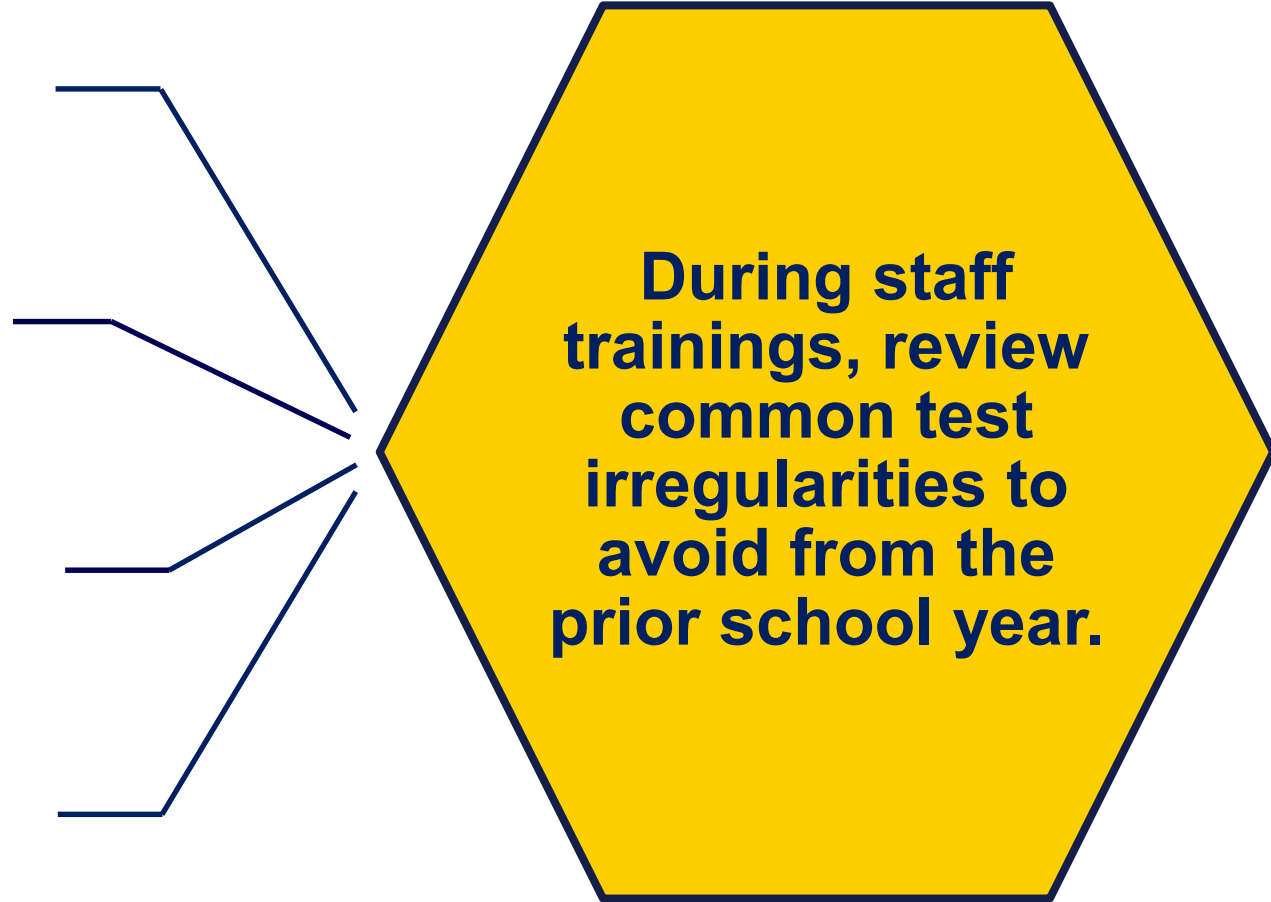
Testing Irregularities

Not administering the practice test before operational testing.

Test ticket swaps/students accessing another student's test.

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

Accommodations not being provided to appropriate students.



Test Security Violations



Test Security Violations

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

Sharing test information electronically or via discussions with others.

Unallowable use/access to cell phones.

Coaching.

Missing or late return of secure test materials.



Questions



Tricia Stephens
Test Security Specialist
tstephens@doe.in.gov



Thank you for reviewing this training!

