Test Security & Integrity Training: Custodial & Cafeteria Staff Reminders

The Indiana Department of Education's (IDOE's) Office of Student Assessment provides the following reminders for custodial and cafeteria staff when statewide assessment administrations are underway. Staff should report the following concerns regarding test integrity, fidelity, and security to administrators if the following violations occur.

Test Security Violations

Students or staff may not review test questions prior to, during, or after test administration.

Example: You hear students discussing test questions or test content.
Response: Remind students that this is not allowed and immediately report the incident to your School Test Coordinator (STC) or administrator.

Students or staff may not comment on test content in a public forum, via social media, text, or email.

Example: You see students on Twitter discussing ILEARN test items.
Response: Report the incident to your STC or administrator immediately.

Students or staff may not copy, reproduce, or use any portion of a secure assessment for any reason.

Example: You come across copies of tests in the teacher workroom.
Response: Provide the copies of secure test content to the STC or administrator immediately.

It is a test security violation for staff to participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this section.
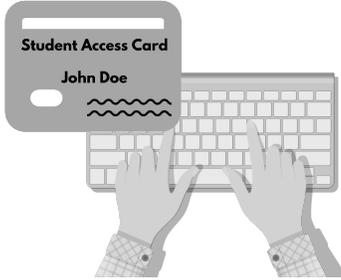
Secure Testing Materials

Many assessment materials are considered secure, and it is the responsibility of school staff to ensure that security measures are implemented. All materials must be returned to the vendor or securely destroyed by the STC at the end of the test window. **Please do not throw away items such as Student Access Cards (test login information) or test booklets.**

Staff and school officials must adhere to guidelines for the proper handling of secure materials. They must establish a chain of custody document for signing out and returning secure materials.

Example: You find secure paper tests left in a classroom after school.
Response: Immediately return the test materials to the STC or administrator.

Staff and school officials must ensure that secure test materials, including those with personal student information, are returned to the scoring vendor or securely destroyed.

Example: You find a pile of Student Access Cards with personally identifiable information indicated.
Response: Immediately contact the STC or administrator and provide the secure Student Access Cards to be securely destroyed.

Testing Concerns and Security Violations Report

IDOE created the Testing Concerns and Security Violations Report to allow individuals (e.g., staff, family members, students) who have concerns regarding the administration of Indiana statewide assessments to report potential integrity and security concerns.

This form is located in Appendix C of the Indiana Assessments Policy Manual (in.gov/doe/students/assessment/indiana-assessments-policy-manual/).

Additional information regarding Indiana statewide assessments can be found on IDOE's Assessment webpage (in.gov/doe/students/assessment/). Please contact your Corporation Test Coordinator, STC, or principal/local administrator with additional concerns and questions regarding test security and integrity.

The School Test Coordinator for this building is:

Additional Notes: