

# All Staff Test Security & Integrity Training: 2023-2024

**Indiana Department of Education**  
Office of Student Assessment

 [@EducateIN](https://twitter.com/EducateIN)

# ALL STAFF TRAINING AGENDA



## Training Overview

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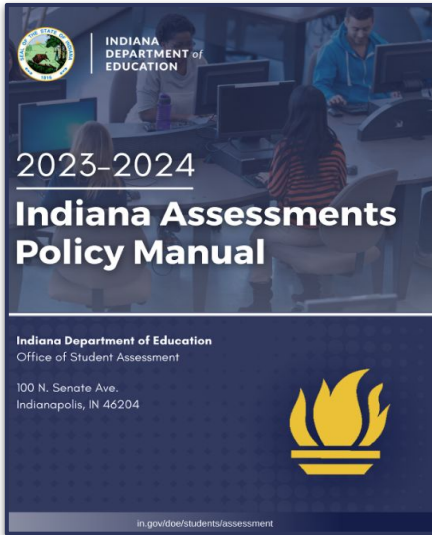




# **Key Test Security Documents**

# KEY TEST SECURITY DOCUMENTS

## 2023-2024 Indiana Assessments Policy Manual



### Documents Pursuant to SBOE 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

### Additional Appendix Items

- Assessment Monitoring Checklist (Appendix B)
- Testing Irregularity Report (Appendix C)
- Testing Concerns and Security Violations Report (Appendix C)
- Social Media and/or Unallowable Devices Concern Report (Appendix C)



**2023-2024 Internal Indiana Testing Security and Integrity Agreement**

**This agreement is to be signed by all Academics staff.**

I acknowledge that I may have access to secure assessments and information in vendor systems and Indiana Department of Education (IDOE) systems. I also acknowledge that personally identifiable information (PII) in various combinations (i.e. student name, ISR, etc.) is secure. I understand that assessment materials are secure, and it is my professional responsibility to protect their security and integrity. I agree to annually complete training as required by IDOE.

**I therefore agree and assure as follows:**

1. I understand that prior to accessing, handling, or reviewing secure information, I must complete Test Security and Integrity Training, sign a non-disclosure agreement, and receive prior approval from leadership.
2. I will not share personally identifiable student or staff information via email messages (body or attachment).
3. I will not keep, copy, reproduce, paraphrase, distribute, review, post, text, email, video, photograph, or discuss any secure information with unauthorized persons.
4. I understand that I am responsible for the secure storage of secure information and secure materials while in my possession.
5. I will not use test items, test booklets/answer sheets, or any of the information contained in an assessment to review/prepare students for a test.
6. I will not allow unauthorized individuals to have access to secure information.
7. I will not use my username or password to log in to vendor systems or IDOE systems for personal use.
8. I also will not allow anyone to use my username or password to log in to vendor systems or IDOE systems for personal use.
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will read the information and instructions provided in all applicable sections of the Indiana Assessments Policy Manual.
11. I understand that any information associated with an individual student's testing documents, including, but not limited to, details regarding the student's accommodations, Free/Reduced Lunch status, Special Education Program participation, English learner status, etc. must be kept confidential at all times.
12. I understand that a violation of the Code of Ethical Practices and Procedures or requirements provided in the Indiana Assessments Policy Manual may constitute a breach of test integrity. I understand that causing student achievement to be inaccurately represented or reported constitutes such a violation.
13. I understand that any suspected breach of test integrity shall be reported to IDOE pursuant to the Protocol for Reporting and Investigating Alleged Assessment Breaches as required under 511 IAC 5-5-4.
14. I understand that if a breach of test integrity or intellectual property right infringement occurs as a result of my actions and I hold a license/certification granted by IDOE, my license/certification may be suspended or revoked under Ind. Code 20-28-5-7 and 511 IAC 5-5-3, and/or IDOE may pursue civil action under intellectual property laws pursuant to 511 IAC 5-5-3.
15. I understand that failure to abide by test security protocols outlined in the Integrity Agreement, Code of Ethical Practices and Procedures, Indiana Assessments Policy Manual and non-disclosure agreement may result in verbal counseling, written counseling, or more significant consequences depending on the severity of the violation.

Please print your name, sign, and return the Internal Indiana Testing Security and Integrity Agreement to the appropriate staff member.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Office: \_\_\_\_\_

*This agreement is valid for the school year during which it is signed.*

**Review this document and its content thoroughly.**

**Return the signed agreement to your CTC/STC.**

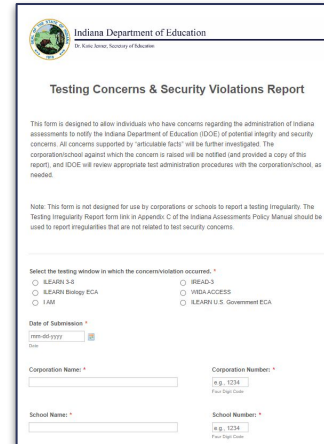
# REPORT CHANGES FOR 2023-2024

The three testing irregularity reports have been updated to an online Jotform format for submission.

Testing Irregularity Report

Testing Concerns and Security Violations Report

Social Media and/or Unallowable Devices Concern Report



**Indiana Department of Education**  
Dr. Eric Lora, Secretary of Education

### Testing Concerns & Security Violations Report

This form is designed to allow individuals who have concerns regarding the administration of Indiana assessments to notify the Indiana Department of Education (IDOE) of potential integrity and security concerns. All concerns supported by "admissible facts" will be further investigated. The corporations/school which the concern is raised will be notified (and provided a copy of this report), and IDOE will review appropriate test administration procedures with the corporations/school, as needed.

Note: This form is not designed for use by corporations or schools to report a Testing Irregularity. The Testing Irregularity Report form (link in Appendix C of the Indiana Assessments Policy Manual) should be used to report irregularities that are not related to test security concerns.

Select the testing window in which the concern/violation occurred. \*

SEAIRN 3-4  IREAD-3  
 SEAIRN Biology ECA  WIDA/ACCESS  
 IAP  SEAIRN U.S. Government ECA

Date of Submission \*  
mm-yy-yyyy

Corporation Name: \*

School Name: \*

Corporation Number: \*  
[e.g., 1234]  
Four Digit Code

School Number: \*  
[e.g., 1234]  
Four Digit Code



**Indiana Department of Education**  
Dr. Eric Lora, Secretary of Education

### Testing Irregularity Report

A testing irregularity refers to any deviation from standardized conditions during testing (e.g., student illness, school emergency) and must be documented with the Indiana Department of Education (IDOE). Complete this form to report a Testing Irregularity to IDOE's Office of Student Assessment. Refer to the Indiana Assessments Policy Manual for additional information.

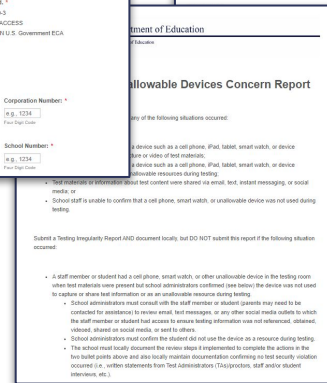
Select the testing window in which the irregularity occurred. Note: Testing Irregularities for the Digital SAT School Test must be reported via College Board's Irregularity Report.

SEAIRN 3-4  IREAD-3  
 SEAIRN Biology ECA  WIDA/ACCESS  
 IAP  SEAIRN U.S. Government ECA

Date of Submission \*  
mm-yy-yyyy

Corporation Name: \*

School Number: \*  
[e.g., 1234]  
Four Digit Code



**Indiana Department of Education**  
Dr. Eric Lora, Secretary of Education

### Social Media and/or Unallowable Devices Concern Report

Select any of the following devices occurred:

A device such as a cell phone, iPad, tablet, smart watch, or device type or video of test materials;  
 A device such as a cell phone, iPad, tablet, smart watch, or device accessible resources during testing.

Text messages or information about test content were shared via email, text, instant messaging, or social media; or  
 School staff is unable to confirm that a cell phone, smart watch, or unallowable device was not used during testing.

Submit a Testing Irregularity Report (and document locally), but DO NOT submit this report if the following situation occurred:

- A staff member or student had a cell phone, smart watch, or other unallowable device in the testing room when test materials were present but school administration confirmed (see below) the device was not used to capture or share test information or an unallowable resource during testing.
  - School administration must consult with the staff member or student parents who may need to be contacted for assistance) to review email, text messages, or any other social media capable to which the staff member or student had access to ensure testing information was not retrieved, obtained, viewed, shared on social media, or sent to others.
- School administration must confirm for student not to use the device as mentioned during testing.
- The school must locally document the review steps if implemented to complete the actions in the box bullet points above and also locally maintain documentation confirming no test security violation occurred (e.g., written statements from Test Administrators/Classroom, staff and/or student interviews, etc.)



# **Roles & Responsibilities**

# ROLES FOR 2023-2024



## Test Administrator (TA)

Complete Training

Report Concerns

Review Manuals

Follow Security Protocol

Monitor Students



## Proctor

Complete Training

Assist TAs

Report Concerns

Monitor Students





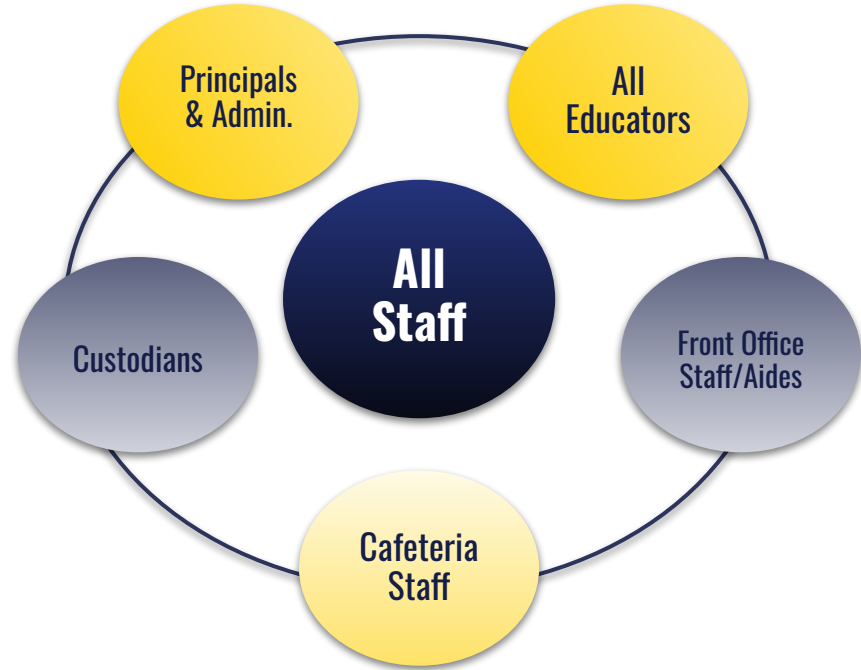
# **Test Security Guidance: Before, During, and After Testing**

# FALL ALL STAFF TEST SECURITY TRAINING

## All school staff must:

- Complete test security training by September 30.
- Sign the Indiana Testing Security and Integrity Agreement by September 30.
- Review important test security documents referenced in the agreement.
  - Cafeteria staff may receive condensed training.
  - Bus drivers are not required to complete training or the agreement.

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



# TA AND PROCTOR TRAINING & QUALIFICATIONS



## Assessment Vendor Training

- **Cambium Assessment, Inc. (CAI)**  
TA Certification for ILEARN, IREAD-3, and I AM
- **WIDA** Screener and ACCESS Training
- **College Board** SAT Proctor and SAT School Test Coordinator Training

## Local Training

- Test administration training
- Accommodations training (general and assessment-specific training provided)
- Refresher test security training prior to assessment windows

# TA AND PROCTOR TRAINING & QUALIFICATIONS

TAs must ensure staff remind students they **cannot** do the following actions:



Discuss, rephrase, or paraphrase test questions/materials in person, by phone, via email, text, social media, or any other communication method with others (including, but not limited to, other students).



Access cell phones, smart watches, or any other unauthorized device during testing.



Take pictures, screenshots, or videos of any test materials (practice or operational).



# Required Monitoring

# MONITORING DURING TESTING



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

**1**

**Follow Instructions**

**2**

**Do Not Exchange Answers**

**3**

**Use Only Allowable Materials/Devices**

**4**

**Do Not Interfere With or Distract Others**

# MONITORING TAs & PROCTORS DURING TESTING



**CTCs and STCs  
must monitor  
test sessions to  
ensure that all  
TAs and  
Proctors:**

**1**

**Appropriately Monitor Students**

**2**

**Follow Test Security Protocol**

**3**

**Ensure Unallowable Devices Are Not  
Accessible**

**4**

**Ensure Accommodations Are Correctly  
Provided**

# IDOE ASSESSMENT MONITORING



INDIANA  
DEPARTMENT of  
EDUCATION

## IDOE Staff will:

- Verify communication with staff.
- Review staff training completion and documentation.
- Confirm adherence to test security requirements.
- Conduct classroom observations



# PROHIBITED ACTIONS DURING TESTING

**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.**

# PROHIBITED ACTIONS DURING TESTING

## It is not appropriate to do the following:

Allow students to use any mechanical, technical, or paper device or aid (calculators, computers, or text-to-speech) unless test directions allow such use or the device is documented as a necessary and allowable testing accommodation (per the Accessibility and Accommodations Information for Statewide Assessments);

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.

# TEST ITEM FUNCTIONALITY CONCERNS



Contact your CTC or STC with any item functionality concerns that arise.

Share the following information:

Assessment name, grade level, content area, session or section number, and item number

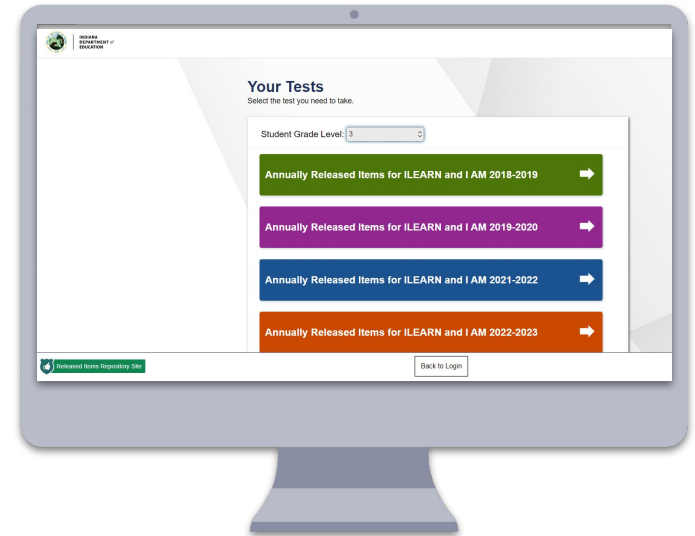
**X** Do Not:

Email, Teams message, text, photograph, video, or post a copy of the item, a paraphrased item, or answer choices to anyone (not even to IDOE, each other, or a vendor).

# TEST ITEM DISCUSSION

## Staff are expected to understand that:

- Reviewing test questions with students is not acceptable until/unless IDOE releases the items by posting them in the Released items Repository; 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 in the Released Items Repository.



# TESTING IRREGULARITIES

## Testing Irregularity Occurs

An unexpected event that significantly disrupts the testing environment of one or more students.

## Report to CTC/STC

Staff members must immediately report irregularities to the CTC and/or STC.

## Report to IDOE

CTCs and STCs must immediately report irregularities to IDOE via the submission of the Testing Irregularity Report online form linked in Appendix C of the Indiana Assessments Policy Manual.

The image shows a thumbnail of the 'Testing Irregularity Report' form. At the top left is the IDOE logo and the text 'Indiana Department of Education' and 'The State Office, Secretary of Education'. The title is 'Testing Irregularity Report'. Below the title is a paragraph: 'A testing irregularity refers to any deviation from standardized conditions during testing (e.g., sudden illness, school emergencies) and must be documented with the Indiana Department of Education (IDOE). Complete this form to report a testing irregularity to IDOE's Office of Student Assessment. Refer to the Indiana Assessments Policy Manual for additional information.' At the bottom, there is a section titled 'Select the testing window in which the irregularity occurred. Note: Testing Irregularities for the Digital SAT School Day must be reported via College Board's Irregularity Report.' followed by a grid of radio button options: LEARN 3-5, LEARN 6-8, LEARN High School, LEARN U.S. Government ECA, REAP-2, HIGH-ACCESS, and LEARN U.S. Government ECA.

# COMMON TESTING IRREGULARITIES

**These common test irregularities should be identified to avoid errors in test administration.**

Not administering the operational test with the correct manual.

TA error when starting/approving tests, particularly Performance Tasks (PTs), by mistake.

Students & staff with cell phones or other electronic devices in the testing room.

Accommodations not being updated prior to testing.

# TEST SECURITY VIOLATIONS

1

Test security violations are immediately reported to the STC and CTC.

2

Test security violations are immediately reported to IDOE by STC or CTC.

3

Test security violations are investigated by appropriate corporation staff.

The screenshot shows the 'Testing Concerns & Security Violations Report' form from the Indiana Department of Education. At the top left is the IDOE logo, and to its right is the text 'Indiana Department of Education' and 'Dr. Katie Jenner, Secretary of Education'. The title of the form is 'Testing Concerns & Security Violations Report'. Below the title is a paragraph explaining the form's purpose: 'This form is designed to allow individuals who have concerns regarding the administration of Indiana assessments to notify the Indiana Department of Education (IDOE) of potential integrity and security concerns. All concerns supported by "articulable facts" will be further investigated. The corporation/school against which the concern is raised will be notified (and provided a copy of this report), and IDOE will review appropriate test administration procedures with the corporation/school, as needed.' Below this is a note: 'Note: This form is not designed for use by corporations or schools to report a testing irregularity. The Testing Irregularity Report form link in Appendix C of the Indiana Assessments Policy Manual should be used to report irregularities that are not related to test security concerns.' The form includes a section for 'Select the testing window in which the concern/violation occurred. \*' with radio button options for 'ILEARN 3-8', 'ILEARN Biology ECA', 'IAM', 'IREAD-3', 'WIDA ACCESS', and 'ILEARN U.S. Government ECA'. There is a 'Date of Submission \*' field with a date input box (format: mm-dd-yyyy) and a calendar icon. At the bottom, there are fields for 'Corporation Name: \*', 'Corporation Number: \*' (with an example 'e.g., 1234' and 'Four Digit Code' below it), 'School Name: \*', and 'School Number: \*'.

# COMMON TEST SECURITY VIOLATIONS

**These common test security violations should be identified to avoid errors in test administration.**

Unallowable resources (hand held calculators, multiplication charts, math notes, homework worksheets)

Unallowable use/access to cell phones.

Coaching.

Missing or late return of secure test materials to vendors.



# QUESTIONS?

Contact your **School Test Coordinator** or **Corporation Test Coordinator** with any questions regarding test security or statewide assessments.



# CONTACT IDOE



## Office of Student Assessment



317-232-9050



[INassessments@doe.in.gov](mailto:INassessments@doe.in.gov)





***THANK YOU!***