

A photograph of three women in a professional setting. One woman on the left is pointing at a laptop screen. Another woman in the center is looking at the screen. A third woman on the right is looking down at some papers. The background is a bright, modern office with large windows.

Minnesota Assessments
**Test Security &
Administration
Training**
for Districts and Schools

Objectives of This Training

- To provide an overview of test security and administration procedures required by Minnesota Department of Education in order to reduce the number of security and administration problems during testing.



This presentation will cover ACCESS,
Alternate ACCESS, MCA and MTAS
testing except where noted.

Objectives for Test Monitor Training

Test Monitors will...

- Know what is new this year for testing.
- Know what to do with scratch paper & test tickets.
- Understand Test Monitor Directions
- Know how to contact their School Assessment Coordinator during testing.
- Know how to call Katie Johnson (952-496-5049).
- Know testing procedures for common occurrences.

New This Year...

Nothing

POINT OF EMPHASIS!

After Testing: Addressing Student Questions

Targeted instruction on specific items is NOT allowed

Targeted instruction on general concepts only allowed when all testing is complete



POINTS OF EMPHASIS!

Social Media and Bluetooth Headphones

No social media posts related to MCA results.

Example: “My kids rocked the MCAs this year!!!”

Headphones can not have bluetooth capabilities

Exception: Students with bluetooth capable hearing aids ARE allowed to wear them during the test if pre-approved by MDE - contact your School Assessment Coordinator if you have a student that might need this accommodation.

Keep in mind...

- Student directions are embedded within section 1 of each test
- Headphones needed for all tests (including Reading)
- RAEL (formerly New to Country) students MUST take Math & Reading
- Exiting logistics
 - Students can exit anywhere. Tests do not allow students to return to previously completed items when they have exited for more than 20 minutes, including technology issues.
- Proctors need a process for tracking which students tested with which monitors (document all adults present in the room)
- All tech that electronically sends or receives information must be put away.
- Students must be made familiar with the functionality of the testing platform prior to “official” testing day.
 - Preparing for Testing – Student Tutorial 3 components)

Coordination of Schedules

- Discuss coordination of general education and special education schedules – small group and other unique arrangements.
- **Make sure you know who is in your session and who is not. Students can only be in one session!**



MAINTAINING SECURITY DURING TESTING

Testing Materials

Test Monitors will need to pick up and return materials each test day (OR secured in room)

Have a check-in form for collecting testing tickets (MDE will look for this if they audit our school)

Scratch paper

- Graph paper, notebook paper, or blank paper
- Collect and keep secure for each session
- Consider paper folding (teach ahead of time as a strategy)
- Location & Time: (pickup & return – when relevant)
- Teachers/Test monitors **MUST** handle secure materials. Students should not leave the testing site, walk in hallways, or leave the classroom with secure materials.
- At no time are testing materials left unattended (on desk, on tables in lab, etc.)
 - If students write or draw after completing testing, those materials must be collected and shredded

A blue starburst graphic with the word "ATTENTION!" written inside in white capital letters.

ATTENTION!

Test Monitor: Procedures

In order to have standard testing conditions, the only directions teachers can give students are those in the Test Monitor Directions.

- Students must be familiar with the functionality of calculators or other online tools they are using prior to the start of testing. Test Monitors may not provide assistance related to the content of the test or how to correctly answer test items during the assessment.
- Questions on items that appear to be in error. Continue testing, note the subject, student, and item number. **The content of the item itself should never be referenced, copied or emailed within the school or district or in a communication to MDE.**
- Verify that all secure test materials are accounted for.
 - This will not apply for remote testing

Testing Day: During the Test

- For online testing, make sure students are logged in under their name and taking the correct test.
- Do not review, discuss, take pictures, or email test items during any test session.
- Notify your District or School Assessment Coordinator of any testing irregularities as soon as possible.
- **Monitor your students** during all of the testing session.
- Ensure that student answers in paper accommodated test materials are not left unsecured
- Ensure that cell phones, iPads, wearable tech, and any other electronic devices are not accessible during test administration.
- Good practice: Collect all items on a table or somewhere in the room prior to starting. Students should only have a book to read or other paper and pencil activities (must be unrelated to the test subject) to work on when finished testing.

Examples: Not Following the Documented Accommodation in the Student's IEP or 504 Plan and Providing a Prohibited Accommodation

- The Test Monitor does not verify that the test session is set up correctly for a student who should receive accommodated text-to-speech, even though an accommodation for text-to-speech is written in the student's IEP.
- The Test Monitor reads the Reading MCA test aloud to a student, even though this is not allowed.

Proctor Activities Prohibited During Testing

- **Working on a computer, correcting, and planning lessons are examples of what cannot take place.**
- **Posting** visual aids that directly relate to any content.
 - Note, this is especially important if testing in your classroom.
- **Revealing** test items
- **Reading** test items to students.
- **Copying** test items.
- **Helping** a student answer test items.
- **Changing** a student's answers.
- **Defining** terms used in test items.
- **Clarifying or interpreting** a test item. Do not give any indication that there might be a different approach or answer
- Students viewing other student screens – use dividers

What if . . .

- **A student doesn't understand a test question?**
Test Monitors may not paraphrase *Test Monitor Directions*, define or pronounce a word within a test item, discuss a test item or give an opinion regarding a test item. The only directions Test Monitors can give students are those in the *Test Monitor Directions*.

Test Monitor Directions - Student Breaks

- Use your judgment to determine if your class would benefit from a break. If yes, follow procedure.
- All students must take the break. (Some students cannot continue to work, while others take the break.)
- Students are not allowed to visit with each other.
- Lower screen on laptops or flip iPads upside-down, then take the break.
- **MUST** be less than 20 minutes for ALL students.

Test Monitor: Procedures

Restroom breaks during testing:

- Only 1 student at a time
- Must have an escort
- No test materials are taken from the room.

What if . . .

- **A student is caught cheating?** The test MUST be invalidated by the School Assessment Coordinator
- **A student has an injury that prohibits him/her from completing the test by hand?** Contact your School Assessment Coordinator.
- **A student finishes early?** **All students are to remain seated at the testing site until EVERYONE is finished.** Students may either read, work on a paper pencil activity that is unrelated to the test subject, or sit quietly until the test session is over. **Talking, playing cards, passing notes, using the computer/device for non-testing purposes are NOT allowed.**
- **We must work together to create a great environment that allows students to show all they know.**

Test Monitor Directions - Ending Times

- *Point of Emphasis:* If some students finish on Thursday, but others need to finish the test on Friday, no students who had finished on Thursday are to be in the testing room on Friday while the other students are finishing.
- Students must be allowed to work at their own pace and allowed to finish each part of the assessment **without being pressured to finish** regardless of test setting or accommodations.
- Know the building procedure for students who will need to continue working on the test when most students are finished.

Make Up Testing

- Make Up testing continues until the end of the testing window.
 - Math, Reading and MTAS March 7 – May 6
 - Science March 7 – May 13
- New students to the school will need to take the tests if they did not take them in their previous school.

Getting Help ASAP

1. Contact your School Assessment Coordinator.
2. Call Katie Johnson 952-496-5049.
3. If you know for sure you are having a technology related problem call x5100 (from inside the school) or 952-496-5100 (if proctoring remotely).
4. If you do not get an answer and you need immediate help, call Katie for any reason at 952-496-5049.
5. Call Ford Rolfsrud 952-496-5022.

If you are not sure what to do call Katie for anything 952-496-5049!

Conclusion

When testing is over, a Test Monitor or Test Administrator should be able to say “Yes” to:

- Were the test materials secure at all times?
- Did I carefully read and follow all of the *Test Monitor Directions*?
- Did my students arrive at their answers independently?
- Did I account for and return all the secure test materials?
- Did I actively supervise and work to create the best environment for testing?

How to monitor, setup & administer the online test

TMS – Training Management System

- mn.tms.pearson.com
- Type in your @shakopee.k12.mn.us email address
- Click “Continue”
- Click “Test Monitor” at the top of your screen
- Click “MCA Test Monitor” on the left hand side
 - You’ll need to complete all three modules.
- If you complete the Test Security Training module as a group, you will also need to sign a physical Test Security Checklist (6 pages) and hand it in to your School Assessment Coordinator.

Available Modules

Note: Trainings include information and images for typical test administrations and do not substitute for any health and safety guidelines that may be followed in your district.

District Assessment Coordinator

Test Monitor

MTAS Test Administrator

Other Trainings

Technology Staff

Assessment Literacy

Data and Reporting

1 of 3 trainings completed

Categories

Courses

MCA Test Monitor

ACCESS for ELLs Test Administrator - Grades 1-12

ACCESS for ELLs Test Administrator - Kindergarten/Alternate ACCESS

TEST SECURITY TRAINING (ASSURANCE OF TEST SECURITY INCLUDED)

Length: 6 minutes

✓ Completed 1/5/2022

This training details test security policies and procedures and contains the *Assurance of Test Security and Non-Disclosure*. All staff involved in testing must complete this training annually.

[Transcript](#)

Launch

ACTIVE MONITORING FOR STATEWIDE TESTS

Length: 3 minutes

This training provides information on how to actively monitor test sessions. All Test Monitors and Test Administrators are required to complete this training annually.

[Transcript](#)

Launch

ADMINISTERING THE MCA

Length: 10 minutes

This training provides information on administering the MCA. All Test Monitors administering an online and/or paper MCA are required to complete this training annually.

[Transcript](#)

Launch

If you complete the “Test Security Training (Assurance of Test Security Included)” as part of a group, you will also need to sign a physical copy of the 6 page Test Security Checklist for 2022 and hand it in to your School Assessment Coordinator

- Select Other Trainings from the top
- Select “District-Assigned Trainings”
- Complete “Managing MCA Test Sessions in PearsonAccess Next”

The screenshot displays the MCA Test Monitor interface. At the top, there are navigation tabs: District Assessment Coordinator, Test Monitor, MTAS Test Administrator, Other Trainings (highlighted with a blue arrow), and Technology Staff. Below these are Assessment Literacy and Data and Reporting. The main content area is titled 'Categories' and features a 'District-Assigned Trainings' button. Under this category, there are two training modules: 'Test Security Training for Staff Not Completing Courses' and 'MANAGING MCA TEST SESSIONS IN PEARSONACCESS NEXT'. The latter is circled in black and has a 'Coming Soon' button. The first module has a 'Launch' button.

Complete the three modules from MCA Test Monitor and the circled module from this slide before or after group training

What's left.....

1. Develop a plan for how students will complete the 3 (4 if the grade takes the Science MCA) testing tutorials (Refer to checklist for additional information).
 - Navigation
 - Tools
 - Item Types
 - Science MCA-IV New Items Tutorial (grades 5,8 and HS)
2. Practice item samplers with students – preferably on the device they will use for testing.
3. Test students
 - Setup test session
 - Print tickets
 - Students sign-in using a Username and Password provided on the Student Authorization ticket

Reminder: Getting Help ASAP

1. Contact your School Assessment Coordinator.
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