

District Test Security Procedures for Shakopee Public Schools for school year 2021-2022

ASSESSMENT STAFF

The following staff member is the District Assessment Coordinator for the school district for the current testing year:

Jeff Snider

(List all contacts assigned as District Assessment Coordinators, if applicable.)

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator	School(s)
Jeff Snider	Hayfield Elementary School 0203-01-003 Hayfield Secondary School 0203-01-001

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring testing within in the district by the District Assessment Coordinator (or other designated staff) is as follows:

District and School Assessment Coordinators (or any of their designated, trained staff) will conduct random, unannounced visits to testing rooms to observe adherence to state and district policies and procedures by Test Monitors and other staff. Similar visits will be conducted for other aspects of test administration, like inventorying and organizing secure test materials, distributing test materials on the day of testing, and preparing technology for online testing. Feedback is given immediately following the visit.

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information following the monitoring:

District and Assessment Coordinator

TESTING CALENDAR

The following staff members are responsible for setting the annual district testing calendar and updating all required information:

District Assessment Coordinator

The following staff members ensure that the testing calendar is posted to the district website:

District Assessment Coordinator and Technology Director

The following staff members are responsible for verifying and updating test administration dates on the website:

District Assessment Coordinator and Technology Director

TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Member	Method(s) for Verifying Training Completed
School Assessment Coordinators	Reports in TMS, Group Training Sign-ins (including Assurance of Test Security and Non-Disclosure), Test Security Training Checklists
District Assessment Coordinator and Assistant	TMS, Group Training Sign-ins (including Assurance of Test Security and Non-Disclosure)
EL Teacher/Federal Programs Coordinator	TMS, WIDA.us, Group Training Sign-ins (including Assurance of Test Security and Non-Disclosure)
Special Education Coordinator	TMS, Group Training Sign-ins (including Assurance of Test Security and Non-Disclosure)

(This may include using reports in service provider systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
Test Monitor	<u>Required:</u> Test Security Training (Assurance of Test Security Included), Active Monitoring for Statewide Tests, Preparing for Testing <u>Optional:</u> Managing MCA Test Sessions in PearsonAccessNext
MTAS Test Administrator	Test Security Training (Assurance of Test Security Included), MTAS Administration Overview (for teachers with less than three years administering MTAS), MTAS Administration and Scoring Practice
MTAS Score Entry	Test Security Training (Assurance of Test Security Included), Entering MTAS Data in PearsonAccessNext
Data Entry	Test Security Training (Assurance of Test Security Included), Handling Secure Paper Test Materials
Test Monitor for Paper Administrations	Test Security Training (Assurance of Test Security Included), Active Monitoring for Statewide Tests, Understanding MCA Linguistic Supports and Accommodations, Handling Secure Paper Test Materials
ACCESS Test Monitors	Test Security Training (Assurance of Test Security Included), Active Monitoring for Statewide Tests, ACCESS test training as outlined on WIDA.us

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

Method(s) for Providing District Policies and Procedures	Staff Member
District Security Training PowerPoint	District Assessment Coordinator
District Security Procedures – posted on district website	Technology Director

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
District Assessment Coordinator	Test Security Checklist and Assurance of Test Security and Non-Disclosure Test Security Training in the Training Management System

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

The following student resources will be used to prepare students for testing:

Student Resources	Grade
Student tutorials (Navigation, Tools, and Item Types)	All grades
Item samplers	All grades

(Expand as needed to address differences by grade, subject, and student.)

The following staff members will ensure that students are reminded of the importance of test security via the method(s) listed.

Staff Member	Method(s) for Communicating
Classroom teacher Test Monitor	District website, during tutorial review in class, script for student directions

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district's processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

Process for Documentation	Method(s) for Communicating
District Assessment Coordinator obtains written reason and communicates official refusal.	Email, email attachment

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

The district's process for ensuring that students take the correct assessment and receive the general supports, linguistic supports, and/or accommodations required is explained below:

District Assessment Coordinator creates accommodations file and meets with Special Education Directors/Supervisors, and EL teacher to review accommodations file. Everyone above meets with Case Managers, Counselors, and other relevant staff to edit and confirm correct tests and individual accommodations (general supports such as small group are included) within the file.

(Include how information on which test – MCA or MTAS; ACCESS or Alternate ACCESS – and general supports, linguistic supports, and accommodations is communicated with the applicable school staff.)

The district’s procedure for preparing testing rooms is explained below:

Remove or cover any instructional posters or graphics, including strategy techniques or methods, in the testing room or on student desks. Workstations (computer monitors, laptop screens, or student desks) must be adequately spaced apart.

Dividers should be used where appropriate. Security cameras must not have the capability to view testing materials.

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

The district’s procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Procedure	Staff Member
Prior to testing ensure that no content from any screen is visible on the video, and the ability to control remotely (and therefore zoom in or focus on test content) should be turned off or disabled.	School Assessment Coordinator

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

Materials	Staff Members	Collection and Distribution Plan
Pencil or pen (student supplied) Scratch paper (school supplied) Calculators (when allowed - student or school supplied) Headphones (student or school supplied) Hard copy mathematics formula sheets (school supplied) Hard copy translated word lists (school supplied)	Test Monitor School Assessment Coordinator	Materials will be distributed at the beginning of each test session and secure test materials collected at the end of each test session. The Test Monitor will return all secure test materials (including any materials used as scratch paper and student authorizations for online tests) to the District Assessment Coordinator for shredding as appropriate immediately after testing. Test materials will be inventoried to ensure that all materials have been returned. Test materials will be placed in a secure locked location, immediately after each testing session. Student login information and any other online test materials will be securely destroyed at the end of test administration.

(Note if materials will be supplied by the school or students.)

The district’s plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

Plan	Staff Member
Elementary	Homeroom Teacher or Case Manager
Middle	Classroom Teacher or Case Manager
High School	Published Building Room Assignment, Teachers, Administration

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room:

Done through spreadsheet by teacher name and test session name. Paper rosters that include a place to list all monitors and dates.

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed:

Students will be asked to turn off and store all devices out of reach and, at times devices may be collected by the test monitor prior to testing.

If a student accesses a device The Test Monitor, along with the District Assessment Coordinator will investigate to determine what action needs to be taken (including the possibility of invalidating the students test).

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST ADMINISTRATION

The following procedure will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

Procedure for Student Breaks	Plan for Securing Test Content
If a student must leave the room (bathroom break) only one student will be allowed to leave at a time and will be monitored by a trained staff member in rare occasions when multiple students must leave at the same time.	Students should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device, cover with paper) unless an emergency prevents them from doing so. For paper accommodated test materials, students should close their test books.

The district’s procedure for breaks for use of the restroom or other interruptions during testing is as follows:

See above

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Any available trained staff

The staff members listed will answer questions or provide assistance during test administration. Test Monitors and Test Administrators will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
District Assessment Coordinator Assistant Building Administrator Office Manager	Phone

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
Assist student in the case of illness or emergency. Maintain test security. Contact staff for assistance.	District Assessment Coordinator Building Administrator

The procedure for an entire group of students unexpectedly leaving during test administration (e.g., emergency situation, fire drill) is detailed below:

If the entire group must leave because of an emergency (e.g., fire alarm), the Test Monitor should close the door and secure the room when leaving, if possible. Test Monitors and staff must be available to monitor that students do not discuss the test during their time away from the testing location.

If the Test Monitor or Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

The Test Monitor will contact the District Assessment Coordinator or Building Administrator for assistance.

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

Procedure	Allowable Activities (if applicable)
The Test Monitor collects the testing ticket, scratch paper and formula sheet.	Read a paper book (textbooks for the subject being tested are not allowed) Complete activities on paper – not related to the subject being tested Sit quietly

If students need extra time to test, the procedure below will be followed:

The School Assessment Coordinator will be contacted to line up a test monitor to come take over in the testing room or additional sessions to complete testing will be scheduled.

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

Students who have finished will be provided an alternative space where they will be supervised on subsequent testing days/times.

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

Procedure	Staff Member to Contact
<p>If a student points out a test item that appears to have an error or receives an error message the Test Monitor should instruct the student to continue the test and note the test, grade, subject, section number, item number, and the student's MARSS/SSID number.</p> <p>If the technical issue prevents the student from responding to the item, have the student exit the test.</p> <p>The Test Monitor should notify the School Assessment Coordinator or District Assessment Coordinator Assistant during or after the testing session, who will notify the District Assessment Coordinator, for any test items that appear to have an error. The District Assessment Coordinator will contact MDE or Pearson and give the information collected by the Test Monitor</p>	<p>District Assessment Coordinator Building Administrator</p>

Staff report misadministrations and security violations to the staff members listed below, using the process outlined:

Procedure	Staff Member to Contact
<p>If there is a concern that test security may have been breached, the District Assessment Coordinator will notify MDE within 24 hours of the time of the alleged breach. If MDE advises a report should be submitted, then the Test Security Notification in Test WES will be submitted within 48 hours of the breach.</p>	<p>District Assessment Coordinator</p>

(If not reported directly to the District Assessment Coordinator, also include how information will be communicated to him/her.)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

The following is the district's policy for discussing the test administration experience with students after test administration:

Discussing items even after testing is complete is prohibited and a violation of Test security. District staff should not ask students about specific items. If students ask about a specific item following testing, remind them that items are secure and not to be discussed. District staff may, however, provide instruction on the general concept but must not address or solve the specific test item.

(Indicate what may or may not be discussed with students following testing.)

The staff members listed below are responsible for entering student responses from MCA paper accommodated test materials:

District Assessment Coordinator

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering MTAS scores from MTAS Data Collection Forms:

District Assessment Coordinator

(As needed, include any procedures or timelines for score entry that have been established.)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

School	Secure Location(s)
All buildings	District Assessment Coordinator office Note: During testing it is possible the testing tickets and scratch paper may be locked in classrooms.

Listed below are staff members who have access to these locations where secure test materials are stored:

District Assessment Coordinator

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

Staff Member	Procedure
District Assessment Coordinator and Assistant	Materials will be delivered directly to School Assessment Coordinators, inventoried, and placed in a secure locked location.

(This may not be applicable for charter schools or districts where all schools are located in one building.)

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

School Assessment Coordinators, Building Administrator

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

Staff Member Inventorying Materials	Procedure for Discrepancies
District Assessment Coordinator	Any discrepancies will be reported immediately to the District Assessment Coordinator or Building Administrator

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

Staff Member Organizing Materials	Procedure
School Assessment Coordinator	Receive, inventory, distribute

Distribution of Materials to Test Monitors or Test Administrators

The procedure for distributing test materials to the Test Monitors and Test Administrators is listed below:

Test Monitors and Test Administrators will inventory their materials immediately upon receipt. Discrepancies in materials will be reported immediately to either the School Assessment Coordinator or District Assessment Coordinator for the MCA tests, or the Federal Programs Coordinator for the ACCESS test. Test Monitors will sign the Test Monitor Test Materials Security Checklist for the test materials they take to their classroom.

(Separate information by test, mode, and/or role as needed.)

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

District Assessment Coordinator for the MCA tests, or the Federal Programs Coordinator for the ACCESS test.

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

Test materials will be kept in a secure locked location between testing sessions.

(Separate procedures by test, mode, and/or role as needed.)

Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklist used in the district) to the staff members listed below:

School Assessment Coordinator

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the service provider.

Staff Member	Secured Location
School Assessment Coordinator	Secure locked location in their office

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

District Assessment Coordinator and/or Federal Programs Coordinator will pick up and deliver secure testing materials to the district. The District Assessment Coordinator Assistant will prepare materials and schedule pick-up for shipment to the service provider.

The following staff members will securely destroy student testing tickets and any other hard-copy materials provided to student during test at the end of test administration:

District Assessment Coordinator

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

The district’s policy about providing preliminary test results is detailed below:

Decisions on release of preliminary results may vary by building.

The following information is communicated if preliminary results are provided:

Buildings sending the preliminary test results provide email or phone communication to the household emphasizing that these are preliminary results and that the official score reports will be sent home in the fall.

(Indicate what information is provided about appropriate use of preliminary results.)

Final embargoed results will be provided to the following staff members through the following methods:

Staff Members	Methods
Building Administration District Administration/Cabinet	1-1 Cabinet meeting School Improvement planning meeting *All include emphasis of embargoed status or results

(Methods may include student information systems, data warehouses, or service provider systems.)

The following information is communicated to staff about abiding by the embargo:

During the embargo, districts can use the final assessment results for data retreats and to prepare for questions from the media and local stakeholders. This means that districts may share the results with district teachers and staff but final assessment results cannot be shared publicly.

Final assessment summary results will not be discussed in public forums, posted online, or reflected in public meeting minutes (e.g., school board meetings) until the embargo has ended. This includes any summarization, growth, or accountability calculations determined by the district.

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

Individual Student Reports (ISRs) will be provided to families as described below:

All schools will distribute to parents at conferences. Reports for students whose parents do not attend conferences will be mailed home.

(Hard-copy or electronic versions of the ISRS may be provided. Ensure the method for providing takes student data privacy into account.)