

~~2623.01~~ - TEST SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS

It is the intent of the Board that all staff comply with the requirements of the Indiana Department of Education (IDOE) regarding test security of the statewide assessments. The School Corporation will ensure a testing schedule is established within the testing window.

Security and Access of Test Materials

Upon receipt, the Superintendent or his/her designee shall ensure all test materials are stored at a central location under lock and key. Secure test materials should not be delivered to school buildings more than one week (preferably less) in advance of test administration. Teachers and other staff members shall not access secure materials more than ~~24~~ hours in advance of test administration.

The Superintendent or his/her designee shall establish procedures to ensure student assessments are secure when they are not being administered. Such procedures shall also ensure only appropriate staff have access to test administration materials prior to the administration of the test. Further, no staff shall review any secure test questions before, during, or after the assessment administration. **Such procedures shall also provide a method for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. All complaints of inappropriate testing practices or testing irregularities will be investigated according to the *Protocol for Reporting and Investigating Alleged Breaches* as established and published pursuant to 511 IAC 5-5-4.**



Staff Training

All appropriate staff shall receive test administration and ~~Test s~~**Security and Integrity Training-training** prior to testing. Such training shall include knowledge of the *Code of Ethical Practices and Procedures*, security, administration, and handling of assessments while in staff possession.

Staff members providing students with testing accommodations as per a student's Individual Education Plan (IEP), Individual Learning Plan (ILP), Section 504 Plan, **CSEP** and/or nonpublic school Service Plan shall receive focused training on providing such accommodations prior to testing. And steps shall be taken to ensure such staff members are familiar with each student's individual needs pursuant to their IEPs, ILPs, Section 504 Plans, **CSEPs** and/or Service Plans.

The **School** -Corporation shall also provide any other information and professional development necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing, administering, and interpreting assessments.

Monitoring

The School Corporation shall monitor testing to ensure staff are administering assessments with fidelity in administration, security procedures/protocols, and to ensure staff are appropriately

providing students with accommodations included in their IEPs, ILPs, Section 504 Plans, CSEPs and/or Service Plans.

Reports and Investigations

Teachers, administrators, students, parents, and other community members may report concerns about testing practices they consider inappropriate to the **Director of Student Services**. The **Director of Student Services** shall investigate any complaint, allegation, or concern about inappropriate testing practices, and ensure protection of both the rights of individuals and the integrity of the assessment. The investigation will include, but not be limited to, the following:

- A. Reports of potential inappropriate testing practices or testing irregularities shall be immediately made to the IDOE Office of Student Assessment.
- B. The **Director of Student Services** shall work with the IDOE Office of Student Assessment to take appropriate next steps consistent with the IDOE's Protocol for Reporting and Investigating Alleged Assessment Breaches.

Annual Communications

At least annually, the Corporation shall communicate the following to Corporation staff:

- A. The standards for determining ethical and appropriate practices contained in the *Code of Ethical Practices and Procedures* and local standards;
- B. The method of school administration monitoring of staff implementation of test administration and security standards;
- C. All security procedures established for each assessment; and
- D. The procedures for reviewing practices and materials used to prepare students for testing.

Review of Procedures

The Superintendent or his/her designee shall establish an annual process for reviewing the Corporation's practices and materials related to:

- A. Preparing students for assessments;
- B. Administering assessments;
- C. Securing assessments; and
- D. Interpreting results from assessments.

The Corporation's review shall take into consideration the appropriateness of any materials and compliance with test security protocols.



Related Forms:

C275-E1 Testing Security and Integrity Agreement

C275-E2 Testing Irregularity and Report Form

C275-E3 Testing Concerns and Security Violations Report

2019-2020 Indiana Assessments Policy Manual

~~*Indiana Statewide Testing for Educational Progress Plus Program Manual*~~

Protocol for Reporting and Investigating Alleged Assessment Breaches

511 IAC 5-5-4

Adopted 6/16/14

Revised [Date] It is the intent of the Board that all staff comply with the requirements of the Indiana Department of Education (IDOE) regarding test security of the statewide assessments (ISTEP+).

The Director of Student Services is designated as the Corporation Test Coordinator (CTC). The CTC shall:

- A. inventory and track all assessment materials;
- B. control the secure storage, distribution, administration and collection of tests;
- C. ensure no tests are copied;
- D. following all procedures located in the testing manuals and those outlined by the IDOE;
- E. ensure that all appropriate staff has knowledge of the Indiana Ethical Testing Practices and Procedures and understand the procedures to secure, administer, and handle assessment materials while in their possession.

Upon receipt of assessment materials, the CTC shall provide for storage under lock and key at a central location. Assessment materials shall not be available to unauthorized parties. Teachers and other school staff members shall not have access to secure materials (except for the Examiner's Manual) more than twenty-four (24) hours in advance of test administration.

The CTC is responsible for the secure distribution of assessment materials to each school building. Secure test materials shall not be delivered to school buildings more than one (1) week in advance of the designated test window. Each building principal is designated as the Building Test Coordinator (BTC). The BTC is responsible for security of assessment materials during the time the materials are in his/her school.

The BTC responsibilities include, but are not limited to, the following:

- A. establishing a testing schedule within the testing window;
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- ~~¶~~ B. ~~¶~~ prohibiting the review of any secure test questions before, during, or after an administration session; ~~¶~~
- ~~¶~~ ~~¶~~
- ~~¶~~ C. ~~¶~~ establishing a process to ensure that all student assessment materials are secure when not being administered; ~~¶~~
- ~~¶~~ ~~¶~~
- ~~¶~~ D. ~~¶~~ establishing procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually; ~~¶~~
- ~~¶~~ ~~¶~~
- ~~¶~~ E. ~~¶~~ informing appropriate staff of Indiana Ethical Testing Practices and Procedures; ~~¶~~
- ~~¶~~ ~~¶~~
- ~~¶~~ F. ~~¶~~ arranging for the secure transport of the assessment materials to the CTC at the conclusion of the testing window following procedures outlined in the Examiner's Manual. ~~¶~~

~~Each person designated as an examiner is responsible for assuring that all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets by serial number. All answer documents, and other assessment materials until returned to the BTC at the conclusion of the administration session. ¶~~

~~Each examiner, monitor, and other school personnel or adult volunteer authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices. ¶~~

~~No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral. ¶~~

~~Except for accommodations made in accordance with the rules adopted by the Indiana Department of Education, only materials specifically designed by the IDOE shall be provided to students or permitted in the assessment room during an administration session. ¶~~

~~The CTC shall establish procedures for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. The investigation will include, but not be limited to, the following:~~

- ~~A. a formal process by which all complaints are documented and can be tracked to resolution~~
- ~~B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint~~
- ~~C. if any evidence of an inappropriate testing practice or testing irregularity exists, a report to the IDOE Office of Student assessment must be sent within the next seven (7) calendar days~~
- ~~D. protection of the integrity of any ongoing assessments~~
- ~~E. a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted~~
- ~~F. the final report must clearly indicate any recommendations or findings that would impact the reliability or validity of student scores and detail actions that the School Corporation recommends the State take~~

~~Before the opening of the test window for any standardized test, the IDOE requires that training of any person associated with testing has occurred. This includes, but is not limited to, the CTC, the BTC, test examiners, proctors, and any other person associated with the testing process.~~

~~Indiana Statewide Testing for Educational Progress Plus Program Manual~~

~~Adopted 11/10/12~~

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