Test Security Procedures
St. Anthony-New Brighton School District - ISD 282
2017-18 School Year

District Security Procedures for State Test Materials
MANAGING SECURE TEST MATERIALS
Receipt of Test Materials

A. Materials are shipped to district or school as determined by D.A.C.

B. Materials will be delivered to the S.A.C. at Wilshire Park, SAMS, & SAVHS immediately upon their arrival.

C. D.A.C. will be immediately informed that materials have arrived and will secure all materials.

D. The applicable *Assessment Manual* and *Procedures Manual* will be read and any clarifying questions asked of the MDE assessment contact (contacts are listed in the front of the *Procedures Manual*).

E. Those who have access to the secured area, inventory materials and complete security checklists are recorded by the D.A.C. Those who have access to secure online testing systems and student login information are also created and recorded by D.A.C.

F. Every person with access will sign a *Non-Disclosure Agreement* before handling materials or accessing online systems. *Non-Disclosure Agreements* are kept on file at the district for 12 months. A *Non-Disclosure Agreement* must be signed each school year. Most all Non-Disclosures will be done online.

G. Test Monitors will inventory written test materials immediately using the Security Checklists. Security Checklists are kept at the district for 12 months following testing.

H. Test materials will be kept in each school's safe or S.A.C.'s office, a secure locked location , until the time of distribution.

Distribution of Materials to School(s)

A. *Assessment Manuals* and *Test Monitor Directions* will be distributed in advance of sending the secured test materials.

B. *Non-Disclosure Agreements* will be signed by any persons who will be handling test materials or visible during online testing. *Non-Disclosure Agreements* are kept on file at the district for 12 months. A *Non-Disclosure Agreement* must be signed each school year.

C. The process for distributing materials to the school(s) will be completed by the S.A.C.

D. S.A.C. will deliver the secure test materials.

E. Immediately upon arrival of test materials, the S.A.C. will use the Security Checklists to inventory and prepare materials for distribution to classrooms. Any discrepancies will be reported immediately to S.A.C. or D.A.C. Security Checklists are kept at the district for 12 months following testing.

F. The school(s) will keep the test materials secure in the school safe or S.A.C.'s office, a secure locked location, until the time of testing. Any student logins for online testing systems must be kept in a secure

location until the time of testing.

G. A record of person(s) having access to the secure area, inventorying materials and completing security checklists will be kept by S.A.C.

Distribution of Materials to Test Monitors or Test Administrators

A. S.A.C. will be responsible for training the Test Monitors and Test Administrators prior to the test administration.

B. Training for Test Monitors and Test Administrators must be documented and kept on file at the district.

C. S.A.C. makes arrangements for the logistics of test administration, which include ensuring appropriate student-to-Test Monitor and Test Administrator ratios, scheduling computer labs and preparing MTAS materials.

D. S.A.C. will ensure that guidelines referenced in Chapter 8 of the *Procedures Manual* are followed in terms of what help a Test Monitor can give, covering materials in the classroom and setup of computer labs and testing rooms.

E. S.A.C. will oversee distribution of all test materials to the Test Monitors or Test Administrators. The procedure for the distribution of all test materials (including online test materials) to the Test Monitors and Test Administrators will be the morning of testing.

F. S.A.C. will ensure that *Non-Disclosure Agreements* are signed by all Test Monitors and Test Administrators. *Non-Disclosure Agreements* are kept on file at the district for 12 months. A *Non-Disclosure Agreement* must be signed each school year.

G. Test Monitors who are in charge of administering an assessment receive *Test Monitor Directions* in advance of test date(s). Test Monitors are responsible for reviewing and complying with all information in the *Test Monitor Directions*.

H. Test Monitors will administer the assessment strictly according to the requirements of the *Test Monitor Directions*.

I. Test Monitors and Test Administrators will inventory their materials immediately upon receiving their tests. Discrepancies in materials will be reported immediately to S.A.C.

J. Test Monitors will sign the Test Monitor Test Materials Security Checklist for the test materials they take to their classroom. Any discrepancies will be reported immediately to S.A.C. Test Monitor Test Materials Security Checklists are kept at the district for 12 months following testing.

K. If students are taking the tests on multiple days, your building's plan for keeping test materials (including online test materials) secure between test sessions is to keep in school safe.

L. All accommodations must be documented in the student's IEP or 504 plan prior to test administration and communicated to S.A.C. to document on answer documents and/or in online testing systems.

M. All accommodations for English learners must be identified and documented prior to test administration and communicated to S.A.C. to document on answer documents and/or in online testing systems.

N. All test materials are secure and cannot be reproduced in any form.

O. S.A.C. will ensure all online testing monitors and spaces are secure.

Return of Materials from Test Monitor and Test Administrator

A. The Test Monitor and Test Administrator will return all test materials (including any

materials used as scratch paper and student authorizations for online tests) as directed by S.A.C. immediately after testing.

B. Test Monitor Test Materials Security Checklists will be signed by the Test Monitor indicating that all materials have been returned. The Test Monitor Test Materials Security Checklists will be returned to S.A.C.

C. Test materials will be inventoried immediately at the time they are returned to S.A.C. to ensure that all materials have been returned.

D. Test materials will be placed in the school safe, a secure locked location, immediately upon their receipt from the Test Monitors and Test Administrators.

E. Test materials will be recorded and returned to state by S.A.C.

F. Student logins and any other online test materials must be securely destroyed at the end of test administration.

G. S.A.C. will prepare the materials for their return according to return instructions in the applicable *Assessment Manual*.

Return of Materials to Service Provider

A. All test materials will be inventoried a final time by S.A.C.

B. All student responses for applicable online assessments and all student scores for MTAS and the Minnesota Alternate Assessment: Writing will be entered according to procedures in the applicable *Assessment Manual* by test monitor.

C. S.A.C. will follow instructions provided in the applicable *Assessment Manual* for the return shipping of test materials.

D. Test materials will be kept in the school safe, a secure locked location, until picked up for return to the service provider.

GENERAL SECURITY PROCEDURES

Chain of Custody for Test Materials

1. S.A.C. ensures that test materials (including online test materials) are inventoried upon arrival and kept in the school safe or S.A.C.'s office, a secure locked location, until distributed to test monitors.

2. Test materials will be organized for each Test Monitor and Test Administrator, including Test Monitor Test Materials Security Checklists and student logins for online testing systems.

3. Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the Test Monitor Test Materials Security Checklist are accounted for prior to handing out the test materials to the students.

4. The Test Monitor is responsible for the test materials during the test administration until their return to S.A.C.

5. When the test materials are returned to S.A.C., they will again be inventoried and kept In the school safe, a secure locked location, until shipped back to the service provider. Student logins and any other online test materials must be securely destroyed at the end of test administration.

Test Monitor Training

Training should include the following actions:

Read and sign *Non-Disclosure Agreements*.

Review of Test Monitor responsibilities, printed *Test Monitor Directions* and any special instructions for a particular test given.

Review any accommodations to be given to students in the Test Monitor's test administration.

Review of policies and procedures for situations that may arise during testing, including situations related to online tests.

Review procedures to follow if a discrepancy in the test material occurs.

Determine process to contact S.A.C. if a problem arises during the testing without leaving students unattended.

Determine process for inventorying material upon receipt and return and completing the Test Monitor Test Materials Security Checklist.

Determine process for when and how test materials are returned to S.A.C.

Breaches in Test Security

If there is a concern that test security may have been breached, the District Assessment Coordinator will notify MDE by fax within 24 hours of the time of the alleged breach and submit the *Test Security Notification Form* with any documentation. The *Test Security Notification Form* is available in Appendix A of the *Procedures Manual*.