

## DISTRICT TEST SECURITY PROCEDURE TEMPLATE

### District Test Security Procedures for [district] for school year [add current school year]

*This template may be modified or adjusted as needed, including separating procedures by school, test, and/or adding rows or columns as needed. However, all requirements specified in the District Test Security Procedure Requirements in the current year's version of the Procedures Manual must be included. If other district policies and procedures are referenced, they should be included with this procedure. Roles (e.g., DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.*

*The District Test Security Procedure Requirements includes references to Procedures Manual chapters for more information on the procedures included here.*

#### ASSESSMENT STAFF

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

*(List all contacts designated 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)

*(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:

*(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:

## TESTING CALENDAR

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

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

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

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## 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

*(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

*(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

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 POLICIES AND PROCEDURES FOR TESTING – PREPARATION**

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

Student Resources	Grade

*(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 keeping test content secure and acting with honesty and integrity via the method(s) listed.

Staff Member	Method(s) for Communicating

*(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

*(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:

*(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:

*(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

*(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

*(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

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:

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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:

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**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:

<b>Procedure for Student Breaks</b>	<b>Plan for Securing Test Content</b>

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

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

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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:

<b>Staff Member to Contact</b>	<b>Communication Method</b>

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:

<b>Procedure</b>	<b>Staff Member to Contact</b>

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

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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:

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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)

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

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:

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

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

Procedure	Staff Member to Contact

*(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:

*(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 test materials:

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

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

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*(As needed, include any procedures or timelines for data 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:

<b>School</b>	<b>Secure Location(s)</b>

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

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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:

<b>Staff Member</b>	<b>Procedure</b>

*(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:

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

<b>Staff Member Inventorying Materials</b>	<b>Procedure for Discrepancies</b>

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

**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:

*(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:

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

*(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:

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



The staff members listed below will prepare the materials for their return to the district (if applicable) or 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 POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS***

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

The following information is communicated if preliminary results are provided:

*(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:

<b>Staff Members</b>	<b>Methods</b>

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

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

*(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:

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