

Mississinewa Community School Corporation

Local Test Security Policy 2021-2022

This policy details requirements for test security at MCSC for the 2021-2022 school year. All staff are expected to be familiar with this policy.

Ethical Practices and Procedures

1. All testing materials will be delivered to schools no more than one week in advance of test administration.
2. When test materials are received from Cambium, the CTC will deliver them to the appropriate school and the STC for that school will lock them in the secure storage area.
3. If there are any discrepancies Cambium will be notified immediately by the CTC.
4. Duplicates will be made of the packing lists and placed in the Local Testing Binders.
5. When testing is complete, the STC will gather the materials for return, checking off each serial number from the packing list as they are boxed.
6. The CTC will count the number of items on the packing list and then count the number of items being returned to make sure the numbers match, then seal the boxes and arrange for pick-up.
7. Teachers and other school staff members are not allowed access to secure materials (except for the Test Administrator's Manual) more than 4 hours in advance of the test administration.
8. It is the policy of MCSC that security of assessment materials before, during, and after testing will be maintained as follows:
 - (i) *All test materials will be stored at a central location under lock and key with limited access ensuring that only appropriate staff will have access before, during and after test administration;*
 - (ii) *Test materials will be organized for distribution and separated into individual classroom sets by the STC or her designee.*
 - (iii) *Teacher will acknowledge receipt of testing materials with a dated and timed signature and inventory will be monitored daily by the STC.*
 - (iv) *Teacher will be responsible for supervising testing materials and it may not be left unattended by teacher.*
 - (v) *At completion of testing session, teachers will collect testing materials and return them to STC. The teacher will report any missing or damaged materials and sign an input form. STC will monitor procedure and report any irregularities or missing items to CTC.*
 - (vi) *Teacher will be responsible for supervising testing materials and it may not be left unattended by teacher.*
 - (vii) *Under no circumstances may any staff review any secure test questions before, during, or after assessment administration.*

Test Preparation Materials Review

MCSC will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students:

1. TAM's will be made available to TA's for review 4 weeks before testing begins if possible.
2. Released Items repository will be made available to teachers, students, and parents prior to testing.
3. Teachers will be advised not to use inappropriate materials as per "Code of Ethical Practices and Procedures" 4.b-c

Training Requirements

MCSC assures that all appropriate staff have knowledge of the *Code of Ethical Practices and Procedures* and understand how to secure, administer, and handle the assessments while in their possession.

1. The CTC and STCs will ensure that all appropriate staff receive test security training. STCs will ensure attendance is documented for each test security training.

(i) All staff will complete test security training by IDOE mandated deadline and new staff will be added as appropriate.

(ii) Training will primarily include online training with an electronic signature while refresher training will be conducted in person.

(iii) Attendance logs will be kept online and in the local Assessment Binders.

2. The CTC and STCs will ensure that all appropriate staff receive test administration training prior to testing. The CTC and STCs will ensure attendance is documented at each test administration training.

(i) Utilize TDS User Guide for returning TA's to review procedures

(ii) Utilize TDS User Guide recorded training for new TA's

(iii) Log sheets will be used to record attendance and stored in the local Assessment Binder

(iv) Teachers will be trained to use the Released Items Repository for practice and instruction

3. The CTC and STCs will ensure that all staff members who will provide students with testing accommodations receive focused test accommodations training prior to testing. The CTC and STCs will also ensure that all staff members who will provide students with testing accommodations are familiar with each student's individual accommodation needs, as per the student's IEP, ILP, Section 504 plan, CSEP, and/or service plan prior to testing. The CTC and STCs will ensure attendance is documented at each testing accommodations training.

(i) "Accessibility and Accommodations Guidance" will be made available to appropriate TA's

(ii) TA's with students who have accommodations will be given a list of those students

(iii) TA's who have students with accommodations will receive appropriate training

(iv) Log sheets will be used to record attendance and stored in the local Assessment Binder

Monitoring

1. The CTC and STCs will define and clearly communicate to all appropriate staff **at least once annually** how staff implementation of test administration and test security standards and procedures will be monitored by the CTC, STC, and/or school administrators or designees.

(i) Monitoring procedures will be explained during the Security Training and review

2. The CTC and STCs will monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and that staff are appropriately providing students with accommodations included in their IEPs, ILPs, Section 504 plans, CSEPs, or Service Plans.

(i) Monitoring will be achieved using IDOE prescribed check sheets

(ii) Monitors will consult with accommodation lists printed from TIDE

Test Schedule

The CTC and STCs will ensure that a test schedule is developed for each assessment at each school.

(i) The Schedules will be created by the building principal and STC

(ii) The Schedules will be made known to staff, students and parents at least four weeks in advance when possible.

(iii) Each schedule will include assessment name, testing dates and times, grade levels, content areas, and testing locations.

Addressing Test Security Concerns

1. MCSC will provide channels of communication that allow teachers, administrators, students, parents/guardians, and other community members to voice their concerns about testing practices they consider inappropriate.

(i) Staff security training will include references to the "Testing Concerns and Security Violations Report" Appendix C of the Indiana Assessment Policy Manual. This report will also be made available to parents/guardians and community members via the Mississinewa Community Schools website and the local Assessment Binder.

(ii) Reports concerning complaints, allegations, or concerns about inappropriate testing practices will be investigated by STC and CTC. Witnesses, names, and telephone numbers will be documented along with any other evidence. Actual test content will not be communicated.

(iii) If necessary, as directed by IDOE, the CTC will launch an investigation as per Protocol for Reporting and Investigating Alleged Breaches as established and published pursuant to 511 IAC 5-5-4 (see Appendix A).