

**Test Security Procedures**  
**for**  
**TrekNorth Junior and Senior High School**  
**2011-12**

## 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 the District Assessment Coordinator.

B. Materials will be delivered to the main office immediately upon their arrival.

C. District Assessment Coordinator 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 Executive Director, Operations Manager, Business Manager, and District Assessment Coordinator. Those who have access to secure online testing systems and student login information are District Assessment Coordinator and Technology Coordinator.

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.

G. District Assessment Coordinator will inventory 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 District Assessment Coordinator'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. *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 District Assessment Coordinator.

D. District Assessment Coordinator will deliver the secure test materials.

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

F. The school(s) will keep the test materials secure in the District Assessment Coordinator's office or administrative 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 the District Assessment Coordinator.

### **Distribution of Materials to Test Monitors or Test Administrators**

A. District Assessment Coordinator 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. District Assessment Coordinator 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. District Assessment Coordinator will ensure that guidelines referenced in Chapter 8 of this *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. District Assessment Coordinator 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 is that they are responsible for picking up their box of tests and supplies at the District Assessment Coordinator's office on the day of the test.

F. District Assessment Coordinator 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 the District Assessment Coordinator .

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 the District Assessment Coordinator. 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 includes returning the box of tests and supplies the secure, locked location, the District Assessment Coordinator's office.

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

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

### **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) to the District Assessment Coordinator 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 the District Assessment Coordinator.

C. Test materials will be inventoried immediately at the time they are returned to the District Assessment Coordinator's office to ensure that all materials have been returned.

D. Test materials will be placed in the District Assessment Coordinator's office, a secure locked location, immediately upon their receipt from the Test Monitors and Test Administrators.

E. Test materials will be sent to District Assessment Coordinator for final district inventory.

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

G. The District Assessment Coordinator 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 the District Assessment Coordinator.

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 the District Assessment Coordinator.

C. The District Assessment Coordinator will follow instructions provided in the applicable *Assessment Manual* for the return shipping of test materials.

D. Test materials will be kept in the District Assessment Coordinator's office or the administrative offices, a secure locked location, until picked up for return to the service provider.

## **GENERAL SECURITY PROCEDURES**

### **Chain of Custody for Test Materials**

1. The District Assessment Coordinator ensures that test materials (including online test materials) are inventoried upon arrival and kept in the District Assessment Coordinator's office, a secure locked location, until distributed to the 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 the District Assessment Coordinator.

5. When the test materials are returned to the District Assessment Coordinator, they will again be inventoried and kept in the District Assessment Coordinator's office, 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 the District Assessment Coordinator 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 the District AssessmentCoordinator.

### **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 this *Procedures Manual*.