

DISTRICT TEST SECURITY PROCEDURE

District Test Security Procedures for Park Rapids Area Schools for school year 2022-23

ASSESSMENT STAFF

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

Sherill Miller

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator	School(s)
None. School contacts are Mark Frank, Steph Mercil, Jeff Johnson	Middle School. Elementary, High School

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring test administration activities in the district is as follows:

DAC (Sherill Miller) or Administrators will make random visits to testing rooms. They will take notes on procedures in the room are being followed. Verbal feedback will be given to the test monitors from Sherill Miller.

The following staff members will monitor test administrations in the district and provide information following the monitoring:

Sherill Miller/Mike LeMier/Jeff Johnson

TESTING CALENDAR

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

Sherill Miller along with staff from each grade level.

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

Sherill Miller

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

Sherill Miller

TRAINING AND COMMUNICATION

The following staff members will complete the *Test Security Training* and *Assurance of Test Security and Non-Disclosure* on paper:

Administrators, Secretaries and Custodians
--

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
Test Monitors, Support staff, ELL staff and MTAS Monitors	Will complete Pearson Trainings, WIDA trainings and in person trainings by grade level with Sherill Miller

The following staff members will ensure annual completion of trainings, including the *Test Security Training*, *Assurances of Test Security and Non-Disclosure*, and any other required trainings via the following method(s):

Staff Member	Method(s) for Tracking Training
Sherill Miller	Spreadsheet in Pearson Access Next, Sign in Sheets and Paper Disclosures

The following staff members will provide information on the MDE test security tipline and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
Sherill Miller	During Trainings

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:

Method(s) for Providing District Policies and Procedures	Staff Member
Hard copies during Grade Level Trainings	Sherill Miller

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
Item Samplers and Student Tutorials in Pearson Access Next	Will be used by all grade levels in classrooms prior to testing

The following staff members will ensure that students are reminded of the importance of test security via the method(s) listed.

Staff Member	Method(s) for Communicating
All Testing Monitors	Verbally
Sherill Miller	District website

The district procedure for preparing testing rooms is explained below:

Each test monitor is responsible for preparing your testing room as explained in trainings. It is their responsibility to make sure that student spacing, and seating maintains test security. All instructional materials must be covered or removed from walls and student desks.

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:
<p>Test tickets, scratch paper, formula sheets, headphones, reading material for after the test and pencils</p>	<p>Sherill Miller will provide test tickets and formula sheets to test monitors.</p> <p>Test Monitors will provide blank scratch paper.</p> <p>Students will bring their own headphones, pencils and reading material for when finished with the test.</p>	<p>Sherill Miller will collect testing tickets, formula sheets and scratch paper following testing</p>

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
<p>At Century School: All students will test with their homeroom teachers who will verify them on their student roster. Special Ed staff will collect their students as necessary. Documentation will be made of all students and who they are testing with.</p> <p>At PR High School: Students will test in the Auditorium. They will be called to test over the intercom</p>	<p>Chris Wagner, Vicki Schroeder and Sherill Miller</p>

The following method will be used to track which students test with which Test Monitor, including tracking which other adults will be present in the room:

<p>A student roster will be given to each test monitor.</p> <p>Each student must be verified as testing with them.</p> <p>It must be documented if a student leaves to test with another monitor (as if with sped).</p> <p>All adults who are present in the room must be documented on the student roster.</p> <p>The student roster must be returned to Sherill Miller.</p> <p>The student roster must be kept on file for 2 years with Sherill Miller.</p>

The procedure for ensuring students do not use or access cell phones or other prohibited devices is listed below; actions that will be taken if the procedure is not followed are also listed:

NO PHONES, WEARABLE DEVICES OR OTHER ELECTRONICS ARE ALLOWED DURING TESTING. Test monitors must ask for and collect devices before testing starts. If a device is not turned in and goes off, it must be collected and determined that it was not used in testing or the test must be invalidated. Contact Sherill Miller.

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:

Procedure for Student Breaks	Plan for Securing Test Content
Test monitors may determine if bathroom breaks or stretch breaks will be taken as a class or if students are sent one at a time.	For all breaks test content must be covered or turned off. Students must be supervised if more than one student is on break at a time

The staff members listed will answer questions or provide assistance during test administration. Test Monitors will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
Sherill Miller	Phone/Text 218-237-6407 or email smiller@parkrapids.k12.mn.us Sherill Miller will also be available as close as possible during testing

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors should contact the staff members listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
Text or phone call to Sherill Miller who will arrange for help as needed.	Sherill Miller

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

Safety comes FIRST! If possible, close chromebooks or turn off monitors. Immediately lock and leave the room.

If the Test Monitor becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

Contact Sherill Miller

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)
<p>Student who remain in the testing room</p> <p>Students may quietly leave to go to a pre-determined destination (like a sped room)</p> <p>HS students may return to their scheduled class</p>	<p>May quietly read. No electronic devices may be used.</p>

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

Students may have as much time as they need to finish testing. If a student needs more time to finish than the regular class scheduled time- contact Sherill Miller to schedule make-up testing

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:

Sherill Miller will monitor which students have finished testing on a previous day and will make sure they are not in the testing room. Each Grade level will decide where the student who have finished the previous day will go. If necessary, one classroom will be used for those students who have finished.

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
Document the problem	Contact Sherill Miller

Staff report misadministration and security breaches to the staff members listed below, using the process outlined:

Procedure	Staff Member to Contact
Any misadministration or security breaches need to be reported to Sherill Miller or MDE as soon as possible. It can be verbally or via email.	Sherill Miller

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:

Testing content may not be discussed at any time.

The staff members listed below are responsible for entering student responses from MCA paper accommodated test materials:

Sherill Miller will do data entry as soon as possible after test materials have been returned to her. They will be kept secure in her locked file cabinet.

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

Sherill Miller will do data entry as soon as possible after test materials have been returned to her. They will be kept secure in her locked file cabinet.

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:

School	Secure Location(s)
Century Elementary School	Locked filing cabinet in Sherill Miller’s office in the media center at Century School
Century Middle School	
Park Rapids Area High School	Locked filing cabinet in Sherill Miller’s office in the media center at the High School

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

Only Sherill Miller has keys to where the materials are stored.

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:

Staff Member	Procedure
Sherill Miller	Materials are delivered to the District Office where Kim Splett secures the boxes and calls Sherill Miller. Sherill Miller takes them to her high school office, inventories them, and locks them until they are distributed to each schools test monitors.

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

Sherill Miller

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

Staff Member Inventorying Materials	Procedure for Discrepancies
Sherill Miller	Contact Pearson or DRC

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
Sherill Miller	She will inventory and distribute them to test monitors personally.

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:

Sherill Miller will distribute materials personally to test monitors.

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

Sherill Miller

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

Test Monitors will collect testing tickets and scratch paper and securely lock them until the next test session.

Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Monitor Test Materials Security Checklists* (or other checklist used in the district) to the staff members listed below:

Sherill Miller

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
Sherill Miller	Sherill Miller's office

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

Sherill Miller

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:

Sherill Miller

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

Preliminary test results will be shared with Administration, Students, Parents and necessary Staff.

The following information is communicated if preliminary results are provided:

These results are preliminary and may change.

Data Privacy

Only those who have a legitimate educational interest in the assessment results should have access to preliminary assessment results or embargoed final assessment and accountability results in any form, including summary results. This includes classroom teachers, school/district staff, and school board members, or other school officials.

Schools should limit the number of individuals who have access to preliminary results or final embargoed assessment results, and must collect and retain data privacy and nondisclosure agreements for all school officials who have access to assessment results in any form.

Important Reminders

If preliminary or embargoed assessment data will be shared, it cannot be discussed in public forums, posted online, or reflected in public meeting minutes until the embargo has ended on Aug. 29. Be sure to remind building principals and any other staff that have access to preliminary data of this policy regarding sharing preliminary or embargoed data.

Individually-identifying student results should not be shared publicly at any point as required under FERPA regulations. Student-level results should only be shared with those who have a legitimate educational interest or others who are permitted by the Minnesota Government Data Practices Act or FERPA to access private educational data.

Final embargoed results will be provided to the following staff members through the following methods:

Staff Members	Methods
Administration	Through MDE secure reports

Final public results will be shared with district staff as described below:

Principals will discuss final results with staff in staffing meetings in the fall.

Sherill Miller will have the final results uploaded into Synergy in student records Staff will be able to access Student Test History in Synergy for their students.

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

Preliminary student assessment results can be shared with students, families, and staff for instructional purposes. Similarly, summary-level data may also be used for instructional and planning purposes. However, for other purposes, like teacher evaluation, the final assessment results provided by MDE must be used. • Preliminary student assessment results should not be discussed in public forums, reflected in public meeting minutes (e.g., school board meetings), or shared with the general public or media until the final assessment results have been released publicly. **This includes any summarization, growth, or accountability calculations determined by the district.**

Individual Student Reports (ISRs) will be provided to families as described below:

ISR's will be mailed to parents/guardians as listed in synergy for grade 4. They will be mailed as soon as they have been delivered to the schools and can be processed in the end of September. ISR's for grades 5-12 will be uploaded into ParentVue for parents to access. A district email will be sent to parents on where to securely locate results. ISR's will be kept by Sherill Miller in a locked location in her office until mailed or destroyed.