BLUFFVIEW MONTESSORI SCHOOL
POLICY 614
SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I.   PURPOSE

The purpose of this policy is to set forth Bluffview Montessori School's testing plan and procedure.

II.   GENERAL STATEMENT OF POLICY

The policy of Bluffview Montessori School is to implement procedures for testing, test security, documentation, and record keeping.

III.   DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A.   <u>Head of School</u>

    1.   Responsibilities before testing.

        a.   Designate a Bluffview Montessori School assessment coordinator and Bluffview Montessori School technology coordinator.

            (1)The Assistant Head of School (AHOS) is the District Assessment Coordinator (DAC).

        b.   The Head of School, has been authorized to be the identified official with authority (IOWA) by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems. The AHOS is the IOWA proxy.

        c.   Annually review and recertify staff who have access to MDE secure systems.

        d.   Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

e.   Establish a culture of academic integrity.

f.   Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.

g.   Ensure student information is current and accurate.

h.   Ensure that a current Bluffview Montessori School test security procedure is in place and that all relevant staff have been provided Bluffview Montessori School training on test administration and test security.

i.   Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

j.   Confirm the Bluffview Montessori School DAC has current information and training specific to test security and the administration of statewide assessments.

k.   Confirm the Bluffview Montessori School DAC completes Pre-test Editing in the Test Web Edit System (WES).

l.   Post on the Bluffview Montessori School website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2.   Responsibilities after testing.

a.   Confirm the Bluffview Montessori School DAC and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.

b.   Verify with Bluffview Montessori SchoolDAC that all test security issues have been reported to MDE and are being addressed.

c.   Confirm the MARSS coordinator has updated all student records for Post-test Editing.

d. Confirm Bluffview Montessori School DAC has finalized Bluffview Montessori School's assessment information prior to the close of Post-test Editing in Test WES.

e. Confirm Bluffview Montessori School DAC, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.

f. Discuss assessment results with Bluffview Montessori School DAC and school administrators/leaders.

B. <u>Bluffview Montessori School DAC</u>

1. Responsibilities before testing.

a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.

b. Read and complete the *Assurance of Test Security and Non-Disclosure*.

c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.

   (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.

d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.

e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.

f. Establish Bluffview Montessori School testing schedule within the testing windows specified by the MDE and service providers.

g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and

distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.

h. Train school test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.

   (1) Provide training on proper test administration and test security (Pearson's Training Management System).

   (2) Verify staff complete any and all test-specific training.

i. Maintain security of test content, test materials, and record of all staff involved.

   (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

   (2) Organize secure test materials for online administrations and keep them secure.

   (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

j. Confirm that all students have appropriate test materials.

2. Responsibilities on testing day(s).

a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.

b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

    c.   Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.

    d.   Address invalidations and test or accountability codes.

  3.   Responsibilities after testing.

    a.   Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

    b.   Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

    c.   Return secure test materials as outlined in applicable manuals and resources.

    d.   Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.

    e.   Review student assessment data and resolve any issues.

    f.   Distribute Individual Student Reports no later than fall parent/teacher conferences.

    g.   Enter Graduation Requirements Records in the GRR system.

C.   <u>Head of School</u>

  1.   Responsibilities before testing.

    a.   Designate a Bluffview DAC (AHOS) and technology coordinator for the building (AHOS, IT intern).

    b.   Be knowledgeable about proper test administration and test security as outlined in manuals and directions.

    c.   Read and complete the *Assurance of Test Security and Non-Disclosure*.

d.   Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.

e.   Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.

f.   Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.

g.   Verify that all test monitors and test administrators receive proper training for test administration.

h.   Ensure students taking specified tests have the opportunity to become familiar with test format, item types, and tools prior to test administration.

i.   Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2.   Responsibilities on testing day(s).

      a.   Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.

      b.   Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3.   Responsibilities after testing.

      a.   Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.

      b.   Ensure requirements for embargoed final assessment results are followed.

D.   <u>School Assessment Coordinator (Same as District Assessment Coordinator or DAC)</u>

1.   Responsibilities before testing.

      a.   Implement test administration and test security policies and procedures.

b.   Read and complete the *Assurance of Test Security and +Non-Disclosure*.

c.   Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.

d.   Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.

e.   Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

f.   Train staff, including all state-provided training materials, policies and procedures, and test-specific training.

g.   Maintain security of test content and test materials.

(1)   Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

(2)   Organize secure test materials for online administrations and keep them secure.

(3)   Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from

students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

(4) Identify the need for additional test materials.

(5) Provide MTAS student data collection forms if necessary.

(6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.

(7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that Bluffview Montessori School procedures are followed.

b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding the same.

c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.

d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.

e. Report testing irregularities using the *Test Administration Report*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

f. Report security breaches as soon as possible.

3. Responsibilities after testing.

    a. Ensure that all paper test materials are kept locked and secure and security checklists completed.

    b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

    c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

    d. Return secure test materials as outlined in applicable manuals and resources.

    e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.

    f. Ensure requirements for embargoed final assessment results are followed.

E. <u>Technology Coordinator</u>

1. Ensure that Bluffview Montessori School is prepared for online test administration and provide technical support to Bluffview Montessori School staff.

2. Acquire all necessary user identifications and passwords.

3. Read and complete the *Assurance of Test Security and Non-Disclosure*.

4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

5. Attend Bluffview Montessori School training and any service provider technology training.

6. Review, use, and be familiar with all service provider technical documentation.

7. Prepare computers and devices for online testing.

8. Confirm site readiness.

9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. <u>Test Monitor</u>

1. Responsibilities before testing.

   a. Read and complete the *Assurance of Test Security and Non-Disclosure*.

   b. Attend trainings related to test administration and security.

   c. Complete required training course(s) for tests administering.

   d. Be knowledgeable about how to contact the school DAC during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.

   e. Be knowledgeable regarding student accommodations.

   f. Remove or cover any instructional posters or visual materials in the testing room.

2. Responsibilities on testing day(s).

   a. Before test.

      (1) Receive and maintain security of test materials.

      (2) Verify that all test materials are received.

      (3) Ensure proper number of computers/devices or paper accommodated test materials are present.

      (4) Verify student testing tickets and appropriate allowable materials.

      (5) Assign numbered test books to individual students.

      (6) Complete information as directed.

      (7) Record extra test materials.

   b. During test.

(1)   Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.

(2)   Follow all directions and scripts exactly.

(3)   Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.

(4)   Stay in the testing room and remain attentive during the entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]

(5)   Be knowledgeable about responding to emergency or unusual circumstances and technology issues.

(6)   Do not review, discuss, capture, email, post, or share test content in any format.

(7)   Ensure all students have been provided the opportunity to independently demonstrate their knowledge.

(8)   Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(9)   Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

(10)   Document students who require a scribe or translated directions or any unusual circumstances and report to school DAC.

(11)   Report any possible security breaches as soon as possible.

c.   After the test.

(1) Follow directions and scripts exactly.

(2) Collect all materials and keep secure after each session. Upon completion, return to the school DAC.

(3) Immediately report any missing test materials to the school DAC.

G. MTAS Test Administrator

1. Before testing.

a. Read and complete the *Assurance of Test Security and Non-Disclosure*.

b. Attend trainings related to test administration and security.

c. Complete required training course(s) for tests administering.

d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.

e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. Responsibility on testing day(s).

a. Before the test.

(1) Maintain security of materials.

(2) Confirm appropriate MTAS materials are available and prepared for each student.

b. During the test.

(1) Administer each task to each student and record the score.

(2) Be knowledgeable about how to contact the Bluffview Montessori School DAC, if necessary. Know how to respond to emergency and unusual circumstances.

> > (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
>
> > (4) Document and report and unusual circumstances to Bluffview Montessori School DAC.
>
> c. After the test.
>
> > (1) Keep materials secure.
>
> > (2) Return all materials.
>
> > (3) Return objects and manipulatives to the classroom.
>
> > (4) Enter MTAS scores online or return data collection forms to Bluffview Montessori School DAC.

H. <u>MARSS Coordinator</u>

> 1. Responsibilities before testing.
>
> > a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
>
> > b. Ensure English language and special education designations are current and correct for students testing based on those designations.
>
> > c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
>
> 2. Responsibilities after testing.
>
> > a. Ensure accurate enrollment of students in schools during the accountability windows.
>
> > b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
>
> > c. Work with Bluffview Montessori School DAC to edit discrepancies during the Post-test Edit window in Test WES.

I. <u>Any Person with Access to Test Materials</u>

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV.   **TEST SECURITY**

A.   Test Security Procedures will be adopted by Bluffview Montessori School administration.

[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual.]

B.   Students will be informed of the following:

1.   The importance of test security;

2.   Expectation that students will keep test content secure;

3.   Expectation that students will act with honesty and integrity during test administration;

4.   Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

        If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), Bluffview Montessori School must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5.   Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C.   Staff will be informed of the following:

1.   Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

2.   Other contact information and options for reporting security concerns.

V.   **REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

A.   Bluffview Montessori School shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1.   Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.

2.   Bluffview Montessori School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

3.   School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

4.   Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

5.   Bluffview Montessori School test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.

6.   ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

7.   Documentation of Bluffview Montessori School staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.

8.   *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.

9.   *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.

10. A record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References: Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

DEPARTMENT OF EDUCATION

ASSURANCE OF TEST SECURITY AND NON-DISCLOSURE

Effective for school year: _____

The Minnesota Department of Education (MDE) is required by state statute to implement statewide testing programs. Test security must be maintained to provide an equal opportunity to all students to demonstrate their academic achievement and to ensure the validity of test scores and the integrity of state assessments. Failure to maintain test security jeopardizes district and state accountability requirements and the accuracy of student, school, district, and state data. Test scores are included in important decisions about students' future success, and it is essential that they reflect the truth about what students know and can do. This form must be signed prior to access to any secure test content or restricted material(s).

All test content and restricted material(s), whether in draft or final form, are considered secure, and only authorized persons are permitted to have access to them. Authorized persons:
- Are administrators, educators, staff, or other persons designated by the district who have a role in storing, distributing, coordinating, or administering tests.
- Have received appropriate training to fulfill their assigned roles.
- Have signed this agreement.

Responsibilities of authorized persons who may potentially interact with secure test content and data are outlined in the *Procedures Manual of the Minnesota Assessments* (hereafter *Procedures Manual*). By signing this form, you agree to the following assurances:
- As required for my role in the administration of the statewide testing program, I am responsible for understanding relevant information contained in the current year's *Procedures Manual* and directions for test administration. I will abide by policies and procedures detailed in the manuals for statewide test administration.
- As required for my role, I am or will be trained in the administration policies and procedures for statewide tests before participating in any part of statewide test administration.
- As required for my role, I will instruct staff on state and district procedures for maintaining test security and will not allow unauthorized persons to distribute, coordinate, or administer tests, or have access to secure test content and materials.
- As required for my role, I will follow the procedures in the *Procedures Manual* to investigate and notify the appropriate school and district staff or the MDE immediately upon learning of potential misconduct or irregularities, whether intentional or unintentional.
- I understand that MDE has the responsibility to oversee the administration of the statewide tests, and I will cooperate fully with MDE representatives conducting site visits.
- I understand that test data and documents that contain student-level information are considered confidential and secure. I will follow all applicable federal and state data privacy laws related to student educational data, including data within reports and data accessible in electronic systems provided by MDE or its service provider(s).
- I understand my responsibility to enforce proper testing procedures and to ensure the security and confidential integrity of the test(s). I will apply and follow procedures designed to keep test content secure and to ensure the validity of test results, including, but not limited to:
  - Recognizing the rights of students and families to accurate test results that reflect students' individual, unassisted achievement.
  - Protecting the confidentiality of statewide assessments and ensuring the validity of students' results by

safeguarding secure test content, keeping test materials in a secure area, and adhering to chain of custody requirements.

- Never retaining secure test materials in my custody beyond the allowed times to process, distribute, coordinate, administer, and return them, as appropriate for my role.
- Ensuring that no part of the paper or online tests are outlined, summarized, paraphrased, discussed, released, distributed to unauthorized personnel, printed, reproduced, copied, photographed, recorded, or retained in original or duplicated format, without the explicit permission of MDE or as authorized in the *Procedures Manual*.
- Never permitting or engaging in the unauthorized use of a student's MARSS or Secure Student Identification Number (SSID) to log in to the online testing system or access an online test.
- Never engaging in, or allowing others to engage in, unauthorized viewing, discussion, or analysis of test items before, during, or after testing.
- Actively monitoring students during test administration for prohibited behavior.
- Never leaving students unattended during test administration or under the supervision of unauthorized staff or volunteers.
- Never providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include, but are not limited to, providing clues or hints; providing reminders of content or testing strategies, prompting students to correct or check/recheck specific responses; permitting access to curricular materials (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.); or using voice inflection, facial gestures, pointing, gesturing, tapping, or other actions to indicate a response or accuracy of a student's response.
- Never formally or informally scoring secure tests or individual test items except as required by the test-specific manuals and directions. Prohibited actions include, but are not limited to, creating an answer key; reviewing or scoring a student's item response or responses unless items are designed to be scored by the test administrator using a rubric or script; retaining, reviewing, or scoring student scratch paper or accommodated test materials; or tracking student performance on test items.
- Never altering or engaging in other prohibited involvement with student responses.
- Never inducing or encouraging others to violate the procedures outlined above or to engage in any conduct that jeopardizes test security or the validity of test scores.

By accepting the terms of this agreement, you name yourself as an employee of the School District (District) or as an authorized person selected by the District and affirm that you are authorized by the District during the current academic school year to have access to secure test materials or student data related to statewide test administrations and hereby agree to be bound by the terms of this agreement.

Failure to follow procedures can lead to the invalidation of students' tests. Consequences for violating the terms of this agreement may result in a complaint filed with the local School Board, the Professional Educator Licensing and Standards Board, or the Board of School Administrators for evaluation and investigation. The findings of the appropriate Board may result in disciplinary action up to and including termination and/or loss of license.

_____	_____
Signature	Date
_____	_____
Name (printed)	Work Telephone

_____   _____
School Name   Email Address

_____
District Name

m1 DEPARTMENT OF EDUCATION

TEST ADMINISTRATION REPORT (TAR)

District Name/Number:_____

School Name/Number:_____

Date:_____ Form Completed By:_____

Role:_____ Signature:_____

Test:_____

Subject (if applicable):   ☐ Mathematics   ☐ Reading   ☐ Science

The *Test Administration Report* is used to record the occurrence of a variety of special circumstances, including, but not limited to, test misadministrations and reasons for invalidations. This report may be used to help answer questions from district staff, parents, and the media about what occurred during testing when student results are available. It may also be requested by MDE for audits or monitoring conducted by MDE. Refer to Chapter 3 of the *Procedures Manual* for additional information about circumstances and incidents to document on this form.

Provide the student information and description of the circumstance or incident below. If an adult was involved (e.g., translator), include the adult's name, signature, and role in test administration. Attach additional sheets to this form as needed.

Districts are not required to return the *Test Administration Report*. However, districts must maintain records for two years after the end of the academic school year in which testing took place for audits or monitoring conducted by MDE or to answer questions when reports are received. If completed by the School Assessment Coordinator, a copy of the report should be forwarded to the District Assessment Coordinator.

Name of Student	Gr.	MARSS (13 digits)	Description and Name and Signature

TEST SECURITY PROCEDURES
Bluffview Montessori School, Winona, Minnesota
20__-20__

I.   PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

A.   <u>Roles and Responsibilities</u>

1.   _____ will be responsible for ensuring completion of *Assurance of Test Security and Non-Disclosure* each year by all staff involved with test administration.

2.   _____ will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing (especially if the assurance was completed in the fall).

3.   _____ will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security and be documented and kept on file at Bluffview Montessori School.

    a)   Review of Test Security Training. Test Monitor responsibilities, *Test Monitor and Student Directions*, and any special instructions for a particular test given.

    b)   Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.

    c)   Discuss what active monitoring of the test session involves and Bluffview Montessori School's expectations for Test Monitors.

    d)   Review of Bluffview Montessori School policies and procedures for situations that may arise during test administration in order to maintain test security, including:

        (1)   Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.

        (2)   What the process is for contacting others for assistance if a problem arises during the testing so active monitoring can continue.

(3)   Who Test Monitors should contact in case of emergency.

(4)   Ensuring students get to the correct rooms for test administration.

(5)   Ensuring students do not use cell phones or other electronic devices.

(6)   Breaks for use of the restroom or other interruptions during testing:

      (a)   What to do if a student reports an error or technical issue with a test item.

      (b)   What to do if an individual student or the Test Monitor becomes ill or needs to leave during testing.

      (c)   What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill).

      (d)   What individual students will do when finished testing.

(7)   Remind staff that all test materials are secure and cannot be reproduced or shared in any form.

4.   _____ will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).

5.   _____ will ensure that all guidelines referenced in applicable procedures manuals are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.

6.   _____ is responsible for tracking devices/computers used by students.

7.   _____ is responsible for conducting on-site monitoring of test administrations within Bluffview Montessori School.

8.   _____ is responsible for determining the process for how all secure test materials for online and paper administrations will be kept secure before, during, and after testing, including when and how all secure test materials are returned between testing sessions and once testing is completed.

      a)   _____ is responsible for reminding staff of the Bluffview Montessori School process for communicating potential security

breaches within the school and to the Bluffview Montessori School Assessment Coordinator, as well as providing information on the MDE tip line as an additional option for reporting security concerns.

II.   BREACHES IN TEST SECURITY

Any concern that test security may have been breached must be reported to the Bluffview Montessori School Assessment Coordinator who will notify MDE within 24 hours of the time notice of the alleged breach was received and submit the *Test Security Notification* in Test WES within 48 hours of notice of the alleged breach.

III.   CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

A.   <u>Receipt and Organization of Secure Test Materials</u>

1.   Persons with access to the secured area, inventory materials, and complete security checklists are _____. Persons with access to secure online testing systems, student testing tickets, and student scratch paper are _____.

2.   Paper test materials are shipped to Bluffview Montessori School or school as determined by _____. If delivered to Bluffview Montessori School, the process for distributing secure test materials to the school(s) will be completed by _____.

3.   _____ will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.

4.   _____ will inventory materials immediately using the securing checklists. Any discrepancies will be reported immediately to _____. Security checklists are maintained by Bluffview Montessori School for two years following the end of the school year that the tests are administered.

5.   _____ organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor/Test Materials Security Checklists*, student testing tickets, and scratch paper.

6.   Test materials for online and paper administrations will be kept in _____, a secure locked location, until the time of distribution.

7.   If students are taking the tests on multiple days, the building plan for keeping test materials (including student login information and any

materials used as scratch paper) secure between test sessions includes
_____.

B.   Distribution of Materials to Test Monitors or Test Administrators and Test
      Administration

      1.   The procedure for the distribution of all test materials for online
            administrations to the Test Monitors and Test Administrators will be
            _____. Discrepancies in materials will be reported
            immediately to _____.

      2.   The procedure for the distribution of any paper test materials to the Test
            Monitors and Test Administrators will be _____.
            Discrepancies in materials will be reported immediately to _____.

      3.   Upon the receipt of materials, the Test Monitor will ensure that all test
            materials listed on the *Test Monitor Test Materials Security Checklist* and
            any other materials provided (e.g., student testing tickets, scratch paper)
            are accounted for prior to handing out the test materials to the students.
            Any discrepancies will be reported immediately to

            _____.

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

C.   Return of Materials

      1.   The Test Monitor and Test Administrator will return all test materials
            (including student testing tickets and any material used as scratch paper)
            to _____ immediately after testing. If Test Monitors
            and Test Administrators will keep test materials in between testing
            sessions, they must keep them in _____, a locked secure
            location.

      2.   If not kept by Test Monitors and Test Administrators, _____
            will keep all test materials secure until distributed for the next test session.

      3.   Student testing tickets and any materials used as scratch paper will be
            securely destroyed at the end of test administration by _____ no
            more than 48 hours after the close of the testing window.

      4.   *Test Monitor Test Materials Security Checklists* for paper test materials
            will be signed by the Test Monitor indicating that all materials have been
            returned once testing is completed. The *Test Monitor Test Materials
            Security Checklists* will be returned to _____.

5. When the test materials are returned to _____, they will again be inventoried and kept in _____, a secure locked location, until returned to the Bluffview Montessori School office (if applicable) or shipped back to the service provider.

6. _____ will prepare the materials for their return to the Bluffview Montessori School office (if applicable) or for shipment to the service provider according to return instructions in the applicable assessment manual.

7. _____ will follow instructions provided in the applicable assessment manual for the return shipping of test materials.

m1 DEPARTMENT OF EDUCATION

TEST MONITOR TEST MATERIALS SECURITY CHECKLIST

Test(s):_____

(FOR TEST MONITOR and DISTRICT ASSESSMENT COORDINATOR USE ONLY – Do Not Return to Service Provider.)

Test Monitor:_____

School Name:_____ Grade:_____

Use this form to assign secure test materials to students. All secure test materials distributed must be collected before students leave the testing room. Return ALL used and unused secure test materials to your District or School Assessment Coordinator as soon as possible after the completion of testing.

STUDENT NAME	Security Barcode	Subject/ Test	Type of Material (e.g., script, braille test book)	Date Returned	Notes

Report any missing secure test materials and the circumstances surrounding missing items to the District or School Assessment Coordinator immediately.

I certify that I have accounted for all secure materials and have thoroughly documented any missing materials. I understand that if there is any discrepancy, this form may be used as a reference for investigation.

_____ _____   _____ _____
Test Monitor (Signature)   Date   Assessment Coordinator (Signature)   Date

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