



## **Southwest Dubois County School Corporation**

### **Test Security Policy**

**2020-2021**

This policy details requirements for test security at Southwest Dubois County School Corporation for the current school year. All staff are expected to be familiar with this policy. It will be posted online and all school staff will review it annually during the all staff training.

#### **Ethical Practices and Procedures**

1. All testing materials will be delivered to schools no more than one week in advance of test administration.
2. 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.
3. It is the policy of Southwest Dubois County School Corporation that security of assessment materials before, during, and after testing will be maintained as follows:
  - a. School Test Coordinators (STCs) will inventory and track materials upon receipt in a locked central location with controlled and limited access.
  - b. STCs will utilize a Secure Materials Log for each assessment.
  - c. Test Administrators will Sign-out and Sign-In materials (print name, signature, date, time and list materials signed out and quantity). STCs will verify materials signed-out and signed-in.
4. Southwest Dubois County School Corporation will ensure that school staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results of the assessment.

#### **Test Preparation Materials Review**

Southwest Dubois County School Corporation will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students:

1. CTCs will annually review proper practices related to preparing students for assessments during the all staff training prior to October 30.
2. CTCs will annually review with STCs the proper test preparation materials that can be utilized by school staff and that do not violate test security protocols.
3. STCs will review proper practices related to preparing students for assessments during the refresher training for TAs prior to each assessment.

#### **Training Requirements**

Southwest Dubois County School 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 staff receive test security training prior to October 30th**. STCs will ensure attendance is documented for each test security training. A presentation will be shared annually with all staff and posted in the Shared Google Drive: SWDCS Assessments. STCs will utilize a shared Google sheet to Log Attendance, document staff receiving the Local Test Security Policy, and check off who has signed the Indiana Test Security and Integrity Agreement. All signed Test Security Agreements will be collected, scanned and saved in the shared drive.
2. The STCs will ensure that all appropriate staff receive **test administration training prior to testing**. The STCs will ensure attendance is documented for each test administration training. Training will be held offered both virtually and in-person for all TAs. Staff will be sent a link to watch the video provided from the IDOE. STCs will utilize a shared Google sheet to Log Attendance.
3. The STCs will ensure that **all staff members who will provide students with testing accommodations receive focused test accommodations training prior to testing**. The 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 STCs will ensure attendance is documented at each testing accommodations training. Staff will be sent a link to watch the video provided from the IDOE. STCs will utilize a shared Google sheet to Log Attendance.

## 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.
  - a. Each STC will create a monitoring schedule and log monitoring on a google form or paper form. The CTC will review the monitoring schedule and logs during and after testing events.
  - b. For each instance of room monitoring, the monitor must observe for ALL of the following items:
    - i. Balanced test administrator/student ratio
    - ii. Room was free from distractions
    - iii. Unacceptable reference materials removed from walls
    - iv. Cell phones or unallowable devices were not present
    - v. Desks were clear of any materials not related to testing
    - vi. Verify accommodations are being appropriately administered, as applicable based on local test schedule. If no accommodations are being administered in the room being monitored, write "N/A" in that column.
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.

### **Test Schedule**

The STCs will ensure that a test schedule is developed for each assessment at their school. The STCs create, maintain, update, adjust, and communicate testing and make-up testing schedules.

Each testing schedule must include the assessment name, testing dates and time, grade levels, content areas and testing room locations.

### **Addressing Test Security Concerns**

1. Southwest Dubois County School Corporation 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.

- a. Teachers, students, parents/guardians and other community members should voice their concerns about testing practices to their building STC.
  - i. Holland Elementary School: Kelly Murphy
  - ii. Huntingburg Elementary School: Jeremy Marshall
  - iii. Southridge Middle School: Greg Gogel
  - iv. Southridge High School: Amanda Pulley
- b. STCs will complete the Testing Concerns and Security Violations Report form located in Appendix C of the Indiana Assessments Policy Manual.
- c. STC will share form and communicate concerns to the CTC.
- d. CTC will submit the form to IDOE.

2. Southwest Dubois County School Corporation has established the following procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring the protection of both the rights of individuals and the integrity of the assessment:

- a. CTC/STCs and/or staff are required to report any allegations of test security violations to IDOE immediately;
- b. They must reference the Testing Concerns and Security Violations Report form in Appendix C of the Indiana Assessments Policy Manual;
- c. The STC will submit concerns to the CTC
- d. The CTC will follow the Protocol for Reporting and Investigating Alleged Breaches in Appendix A of the Indiana Assessments Policy Manual.