

District Test Security Procedures for Bugonaygeshig for school year 2018-2019.

The District Test Security Procedure Requirements *includes references to Procedures Manual chapters for more information on the procedures included here.*

ASSESSMENT STAFF

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

Doris Adera

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

School Assessment Coordinator	School(s)
Doris Adera	Bugonaygeshig

DISTRICT MONITORING OF TEST ADMINISTRATION

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

School will adhere to test security procedures posted on our school website and email to individual proctors.

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

Doris Adera, DAC.

Victoria Wind, K-6 Principal

Micheal Underwood, MS/HS Principal

Classroom teachers & proctors.

TESTING CALENDAR

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

Doris Adera

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

Doris Adera, DAC.

Brian Barta, I/Tech

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

Doris Adera, DAC.

Brian Barta, I/Tech

TRAINING AND COMMUNICATION

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

All grades 3-8, 10 & 11 classroom teachers both general and special education.

All para-professionals, grades 3-11

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

Role	Additional Trainings
MTAS administrator & proctor	MTAS

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
Doris Adera	Service provider systems – Pearson Inc

If training is conducted in each building, the following staff members will provide training documentation to the District Assessment Coordinator:

All training provided by DAC

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
Doris Adera	MDE online tool

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
School website Email Onsite training or school PD Hardcopy print outs in mailbox	Doris Adera

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
Service provider programs –Pearson Time in computer room with classroom teachers	3 to 8, 10, 11

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
Classroom teachers	Overview on smartboard. Access Service provider –Pearsons’ programs School website and newspaper. Large posters on bulletin boards around school.

The district procedure for preparing testing rooms is explained below:

Online administration in computer rooms. Computer room has no posters on walls nor bulletin boards. Adequate spacing.
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The district’s procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Procedure	Staff Member
There are no classrooms with security cameras	

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:
Authorization tickets. Scratch paper if any. Cell phones	Proctors and classroom teachers.	Collect cellphones at beginning of tests; return at end of testing. Collect and shred all authorization tickets and scratch paper.

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
Classroom teachers walk students to computer room and walk them back to their classes.	Classroom teachers and paras

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:

Service provider system - Pearson

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:

Proctors and classroom teachers will collect students' cell phones prior to testing, and return to students at end of testing. This is done on each testing session.
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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
<p>Unless it's an emergency, there are no breaks allowed during testing.</p> <p>On scheduled breaks, service providers' pausing/suspension feature will be used.</p>	<p>Proctor will resume students at pre-determined test day & time.</p>

The district's procedure for breaks for use of the restroom or other interruptions during testing is as follows:

<p>Proctor will pause student for emergency bathroom use. Proctor will suspend all students on proctor console for all interruptions.</p>

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

<p>Para-professionals</p>

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
<p>Doris Adera</p>	<p>Phone call to ext. 2164</p> <p>Email to doadera@bugschool.k12.mn.us</p> <p>Inter-com, if emergency.</p>

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
<p>If medical, procedure as in structured in CPR/first our school's PD trainings.</p> <p>If behavioral issues, call dean of students &or principal.</p>	Proctors and classroom teachers

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

Classroom teacher and proctor will suspend all students from the proctor console.

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

Classroom teacher, Para-professional or substitute teacher will continue administering the test.

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>Elem students will remain in test venue and might engage in coloring to keep busy. MS/HS kids will return to their regular classroom.</p>	<p>Coloring images unrelated to the subject being tested.</p>

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

Make up days are built into school testing calendar.

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
<p>Proctor take antedoctal notes and hand to DAC</p>	<p>DAC</p>

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

Procedure	Staff Member to Contact
Call or email DAC asap	Doris Adera, DAC

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:

Specific test items will not be discussed. However, students can give feedback on testing time, venue, environment, breaks, etc to facilitate improvement

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

N/A

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

Ronda Wookey

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)
Bugonaygeshig	High school, room 133

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

Doris Adera, Brian Barta, Jay Malchow, Chad Brown, Michael Underwood

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
Doris Adera	Had to proctor

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

Doris Adera

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
Doris Adera	Use service provider forms and online reporting features

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
Doris Adera	Use service provider forms and online features

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:

Bugonaygeshig administers online tests online, except MTAS. For MTAS follow above outlined procedures

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

Doris Adera. Otherwise Bugonaygeshig administers online tests.
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If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

Proctor suspends all students from proctor console
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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:

Not applicable. We administer online tests online

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
Doris Adera	High school, room 133

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

Ronda Wookey and Doris Adera. This affects only MTAS.

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:

Classroom teachers and proctors

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

Does not apply.

The following information is communicated if preliminary results are provided:

Not applicable

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

Staff Members	Methods

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

Once released by MDE, it will be shared during PD and via email and or hardcopy.