

DISTRICT TEST SECURITY PROCEDURES - Sejong Academy

District Test Security Procedures for Sejong Academy for school year 2022-2023

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: Brad Tipka

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

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring testing within in the district by the District Assessment Coordinator (or other designated staff) is as follows: The DAC and Lower and Upper School Directors will be circulating during testing sessions

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information following the monitoring: Brad Tipka, Yun Kyung Cho, Lisa Thompson, Sean Pajak. We will continually visit classrooms during testing and share any information directly with monitors or the full team if it is a systemic issue.

TESTING CALENDAR

The following staff members are responsible for determining the annual district testing calendar and updating all required information: Brad Tipka, Yun Kyung Cho, Lisa Thompson

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

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

TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following method(s): Brad Tipka by checking Pearson to make sure all staff involved in testing have completed the trainings online.

Staff Member Method(s) for Verifying Training Completed

(This may include using reports in service provider systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)

The following staff member roles are required to complete the following additional trainings, as required by the district: District Assessment Coordinator, Test Monitor

Role Additional Trainings

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

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 prior to testing: Brad Tipka. Training provided online.

Method(s) for Providing District Policies and Procedures

Staff Member

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated: Brad Tipka, Yun Kyung Cho, Lisa Thompson.

Staff Member Method(s) for Providing Information

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources Grade

(Expand as needed to address differences by grade, subject, and student.)

The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

-MCA Practice Tests

-Study Island

-Consistent grade level materials

Staff Member Method(s) for Communicating

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district's processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows: Families will receive an opt out option letter.

Process for Documentation Method(s) for Communicating

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

The district's process for ensuring that students take the correct assessment and receive the general supports, linguistic supports, and/or accommodations required is explained below: Letter will be sent home to families prior to testing

(Include how information on which test – MCA or MTAS; ACCESS or Alternate ACCESS – and general supports, linguistic supports, and accommodations is communicated with the applicable school staff.)

The district's procedure for preparing testing rooms is explained below: The desks will be spread out to make sure students have ample room to take the test. All instructional materials will be covered or removed from the walls of the testing room.

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

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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: We do not have security cameras in testing rooms.

Procedure Staff Member

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows: Scratch paper.

Materials Staff Members Collection and Distribution Plan

(Note if materials will be supplied by the school or students.)

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: Sejong Academy staff will monitor the hallways as we do on all mornings.

Plan Staff Member

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room: Test monitors will take attendance and monitor the students in their classroom.

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed: Students will not be allowed to use cell phones during the test. If a student uses a phone while taking the test, the DAC will report it to MDE as a test event worthy of investigation.

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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

The district's procedure for breaks for use of the restroom or other interruptions during testing is as follows: Students will log out for full class breaks and must not talk during any group breaks. We will have hallway monitors to monitor the hallways and bathroom breaks.

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

The staff members listed will answer questions or provide assistance during test administration. Test Monitors and Test Administrators will use the following method to contact others for assistance: Call on cell phones, email or walkie talkie as a last resort.

Staff Member to Contact Communication Method

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

Procedure Staff Member to Contact

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

If the Test Monitor or Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows: The testing administrator will sign out and have a new staff member sign in to continue the testing session.

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed: The students will remain in the classroom be allowed to read silently. Once a majority of students have completed the test, they will be removed to alternate location for an alternate activity.

Procedure Allowable Activities (if applicable)

If students need extra time to test, the procedure below will be followed: They can stay in the testing room as long as the school day continues. Extended time sessions will be the next day in make-up test session rooms.

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: Students will have a room to go to when they finish testing.

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: Brad Tipka, Yun Kyung Cho, Lisa Thompson and Sean Pajak.

Procedure Staff Member to Contact

Staff report misadministrations and security violations to the staff members listed below, using the process outlined: Use the MDE misadministration report form.

Procedure Staff Member to Contact

(If not reported directly to the District Assessment Coordinator, also include how information will be communicated to him/her.)

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: Students must not discuss any content from the MCA exams.

(Indicate what may or may not be discussed with students following testing.)

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

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering MTAS data from MTAS Data Collection Forms: N/A or the Special Education coordinator.

(As needed, include any procedures or timelines for data entry that have been established.)

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: Teachers desks or file cabinets.

School Secure Location(s)

Listed below are staff members who have access to these locations where secure test materials are stored: Teachers and the District Assessment Coordinators.

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: Brad Tipka

Staff Member Procedure

(This may not be applicable for charter schools or districts where all schools are located in one building.)

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

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

Staff Member Inventorying Materials

Procedure for Discrepancies

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The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed: N/A

Staff Member Organizing Materials Procedure

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: N/A

(Separate information by test, mode, and/or role as needed.)

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

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

(Separate procedures by test, mode, and/or role as needed.)

Return of Materials

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

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. Brad Tipka. Brad's office and locking file cabinet.

Staff Member

Secured Location

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

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: Brad Tipka

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

The following information is communicated if preliminary results are provided: Results are provided once the testing session is complete.

(Indicate what information is provided about appropriate use of preliminary results.)

Final embargoed results will be provided to the following staff members through the following methods: Email to admin staff only until official results are released.

Staff Members Methods

(Methods may include student information systems, data warehouses, or service provider systems.)

The following information is communicated to staff about abiding by the embargo: These results are not public at this time and are only for instructional and planning purposes.

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

Individual Student Reports (ISRs) will be provided to families as described below: Distributed at the Fall conferences or mailed after the Fall conferences if they don't attend.

(Hard-copy or electronic versions of the ISRS may be provided. Ensure the method for providing takes student data privacy into account.)