

DISTRICT TEST SECURITY PROCEDURE

District Test Security Procedures for Rock Ridge Public School for school year 2020-21

ASSESSMENT STAFF

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

Tara Fierke

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

School Assessment Coordinator	School(s)
Gina Burress Charles Pillsbury Brianna Pellinen Lisa Perkovich Dan Johnson	District-wide Eveleth-Gilbert High School Franklin Elementary (Eveleth) Virginia High School Roosevelt Elementary (Virginia)

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:

During testing days, District Assessment Coordinator or designated trained staff will randomly visit testing classrooms to ensure adherence to state and district security procedures by test monitors and other trained staff
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The following staff members will monitor test administrations in the district and provide information following the monitoring:

Tara Fierke/ Gina Burress/ Lisa Perkovich/ Dan Johnson/ Charles Pillsbury/ Brianna Pellinen

TESTING CALENDAR

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

Tara Fierke/ Gina Burress/ Lisa Perkovich/ Dan Johnson/ Charles Pillsbury/ Brianna Pellinen

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

Tara Fierke/ Gina Burress/ Stacie Lamma

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

Tara Fierke/ Gina Burress/ Lisa Perkovich/ Dan Johnson/ Charles Pillsbury/ Brianne Pellinen

TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Members	Method(s) for Verifying Training Completed
Tara Fierke/ Gina Burress/ Lisa Perkovich/ Dan Johnson/ Charles Pillsbury/ Brianne Pellinen	Sign in sheet for staff District Wide training and Pearson online reports

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

Role	Additional Trainings
Teachers/ Test Monitors/ SpEd Teachers/ DAC and School Assessment Coordinators	District-wide training/ MCA Pearson online training modules/MTAS Pearson online modules

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:

Method(s) for Providing District Policies and Procedures	Staff Member
Required district-wide training for all staff participating in testing	Tara Fierke/ Gina Burress

The following staff member 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:

Staff Member	Method(s) for Providing Information
Tara Fierke/ Gina Burress	District-wide training

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
Testing Directions Student Tutorials Online samplers Online calculators and formula sheets WIDA Website for Access testers	Grades 3-8,10,11 All grades for ELL

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
Test Monitors	Will read test security procedures before the start of each test

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:

Process for Documentation	Method(s) for Communicating
Parent refusal and student refusal	Email to Tara Fierke and Gina Burress

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:

Tests, student grades and appropriate tests are entered into Pearson Access Next by Tara Fierke and Gina Burress and communicated via email to Teachers/ SpEd Case Managers

The district's procedure for preparing testing rooms is explained below:

All materials that contain reading, math or science verbiage will be removed or covered in the classroom. Desks will be clear of all materials except what is allowed during testing (scratch paper, pencil). Students who are seated at tables or computer labs will be spread out by 6 feet. Desks will be arranged so that students cannot easily see another students test. SAC will verify that rooms are in compliance before testing day.
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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
N/A	N/A

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
Test tickets/ accommodated test booklet if applicable, scratch paper These are supplied by the school	SAC/ Test Monitors	Tara Fierke will distribute Eveleth and Gilbert campus test materials to SAC's at specific sites. Gina Burress will distribute Virginia campus test materials to SAC's at specific sites. Test monitors will receive materials from the SAC

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
Students will report to their regularly scheduled classroom	All staff will ensure students are in the correct class

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:

Attendance will be taken for prior to the start of the test

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 can choose to leave their cell phones at home, leave them in their locker, or shut the phone down and leave with the test monitor. If a student disrupts the testing atmosphere by accessing their phone, the test monitor will confiscate the phone and make a note of the incident on the testing information form. The form is given to Tara Fierke or Gina Burress at the end of the testing session. Tara Fierke will investigate and decide the next action needed.

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
A five minute warning will be given. Instructions read from script	Students will exit out of test, shut the computer screen off, or turn their iPads over

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

One student will be allowed to leave the testing room at a time

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

Office staff will be able to monitor the hallway

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:

Staff Member to Contact	Communication Method
Tara Fierke/Gina Burress	Cell phone

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:

Procedure	Staff Member to Contact
Student or monitor will either cover screen/close booklet/turn iPad over or exit the test. Test monitor will contact office staff to escort the student out	Office staff/ Tara Fierke/ Gina Burress

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

Test monitor will shut and lock the door and continue to actively monitor the students to ensure students do not discuss test material while away from the test

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:

Tara Fierke (EG campus) or Gina Burress (Virginia campus) will be contacted

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)
Students will remain in the room	Students may read or sit quietly

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

Another test monitor will be called in if the current test monitor needs to leave, otherwise the student can exit the test and finish at a different time.

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:

The building principal will direct students who have completed the test where to report

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
The test monitor will write down the number of problem and will complete the form	Tara Fierke/ Gina Burress

Staff report misadministrations and security violations to the staff members listed below, using the process outlined:

Procedure	Staff Member to Contact
Via email	Tara Fierke/Gina Burress

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:

No conversations about the test are allowed

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

Tara Fierke/ Gina Burress; paper testers must complete a week before testing window closes to allow time for score entry

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

Tara Fierke/ Gina Burress

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)
Franklin Elementary (Eveleth) Nelle Sheen/ EG Junior High (Gilbert) EG High School (Eveleth) Roosevelt (Virginia) Virginia High School	Dean’s Office Principal’s Office Principal’s Office Office of Gina Burress Office of Gina Burress

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

Stacy Butala, Brianne Pellinen (Franklin); Tara Fierke, Denise Berry (SN/JH); Charles Pillsbury, Laura Tassoni (EGHS); Dan Johnson (Roosevelt); Gina Burress, Lisa Perkovich (VHS)

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
Stacy Butala, Brianne Pellinen (Franklin); Tara Fierke, Denise Berry (SN/JH); Charles Pillsbury, Laura Tassoni (EGHS); Sheena Stefonich (Roosevelt); Gina Burress, Lisa Perkovich (VHS)	Test monitors will pick up materials from the SAC

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

Stacy Butala, Brianne Pellinen (Franklin); Tara Fierke, Denise Berry (SN/JH); Charles Pillsbury, Laura Tassoni (EGHS); Sheena Stefonich (Roosevelt); Gina Burress, Lisa Perkovich (VHS)

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
Tara Fierke/ Gina Burress	Discrepancy sheet/ contact Pearson or MDE as needed

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
Tara Fierke/ Gina Burress	Separate and distribute to testing monitors on testing day

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:

<p>iPad testing, tickets will be picked up by test monitor</p> <p>Paper booklet testing/MTAS materials: test monitors will pick up and sign out booklet</p>

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

Tara Fierke or Gina Burress

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

<p>Testing materials can be stored in test monitors room in a locked cabinet or desk</p> <p>If test monitors do not have access to a locked secure area, testing materials need to be returned to the SAC</p>

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:

Tara Fierke/ Gina Burress

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
Tara Fierke Gina Burress	Gilbert Campus School Office Virginia School Rm 162

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

Tara Fierke/ Gina Burress

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:

Tara Fierke/ Gina Burress

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

Can be shared with teachers and students for instructional purposes only. May not be shared for teacher evaluation or discussed in public forums or shared with the general public

The following information is communicated if preliminary results are provided:

Preliminary results can be shared with students, staff, and families for instructional purposes only. Preliminary results cannot be discussed in public forum or shared with the media. If shared, staff is to be aware that preliminary scores are subject to change pending reviews of student responses, test administration situations and post test editing

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

Staff Members	Methods
Dr. Schmidt (Superintendent), principals, counselors/ teachers	Shared documents/ PowerSchool

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

During the district-wide training the DAC will share Appendix B from the Procedures manual "What Does it Mean to Abide by the Embargo". This will also be passed out to any staff member who receives preliminary results and does not attend the training.

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

Hard copies are handed out at parent/teacher Fall conferences; families who do not attend will receive results via US postal service