**BENTON-STEARNS EDUCATION CENTER**

**TEST SECURITY PROCEDURE REQUIREMENTS**

**2023-24**

***ASSESSMENT STAFF***

District Assessment Coordinator: Cynthia Pedersen

School Assessment Coordinator: Jean Wirz, Stephanie Shaver

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

Test Monitors:

|  |  |  |
| --- | --- | --- |
| Voyagers | Pioneers | Grafton |
| Aileen Zhang | Char Roy | Karla Kaiser |
| Chris Raden | Holly Spicer |  |
| Jon Vollen | Nicole Moulzolf |  |
|  | Joe Freberg |  |
|  |  |  |

The plan for monitoring test administration activities in the district is as follows: All activities occur on the Benton Stearns Education Center sites. The SAC will be on site and available during all test administrations. The DAC will be on the Voyagers site and available for consultation for any site.

***TESTING CALENDAR***

The DAC will develop the testing calendar and post it to the district webpage prior to the start of the school year. The DAC will maintain the calendar to update any possible changes throughout the year.

***TRAINING AND COMMUNICATION***

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 online training in Pearson Access Next. Your training can be tracked online via Pearson Access Next.

The DAC (and test monitors) will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns.  Staff will record any concerns by completing the Test Administration Report (TAR). The DAC will provide the TAR upon request. District policies and procedures will be distributed by the DAC to test monitor staff via a testing committee meeting prior to testing sessions or via email communication.

***DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION***

**Student Resources**

MCA test training for students in Pearson Access Next:

<http://minnesota.pearsonaccessnext.com/tutorial/>

All students testing online in all grades will participate in the following tutorials:

Navigation

Tools available

Item types

Students will also be exposed to the online directions and item samplers provided by Pearson Access Next

Staff Responsible for student training:

 Chris Raden

 Nicole Moulzolf

 Karla Kaiser

Students will be reminded by training staff of the importance of test security during the training times. It can also be found in the Test Security and Procedures document on the district webpage. <https://www.bentonstearns.k12.mn.us/parent-resources>

**Site preparation**

Classrooms used for testing will be reviewed by the DAC and the building assessment coordinator for materials not allowed in testing areas. Bulletin boards will be covered with paper if necessary. Tech Check will have all iPads and student laptops updated and ready for testing.

Materials allowed for testing will be gathered by the test monitors and will be distributed on the day of testing as follows: staff will pick up student login tickets from the SAC the morning of testing. The tickets will be kept securely stored and returned to the SAC at the end of testing sessions.

On the day of testing, students will be directed to the assigned rooms by their homeroom teachers. The teachers and paraprofessionals will be provided documentation of the locations of testing and the student groupings for testing the Monday prior to each subject test.

The test monitors will document attendance in the front cover of their test materials folder.

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:** |
| **MTAS testing materials****Pencils and scratch paper****Student testing tickets** | Cynthia PedersenStephanie ShaverJean Wirz | Materials will be stored in the locked closet/file cabinet in DAC office or SAC offices (depending on location). Grafton will store materials in the locked supervisor office. Students taking the MTAS will be tested individually in a separate work space.The students in the ASD programs will be tested in a small classroom. SAC will transport materials to and from the classroom.Testing tickets, pencils and scratch paper will be distributed to test monitors the morning of testing, along with student rosters. |

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**  |
| Teaching staff will announce the testing locations in homeroom the morning of testing. The teachers and paraprofessionals will be informed of the locations on the Monday at the start of the testing week. The paraprofessionals will assist students getting to the appropriate rooms.Paraprofessionals will assist testing staff during the break, and by monitoring the hallways during testing. | Assessment AdministratorsTeachersParaprofessionals |

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:

|  |
| --- |
| The test monitors will be provided a roster of students they will have in their testing group. The roster will be given with the student testing tickets. Paraprofessionals will be provided with a testing schedule, student groups and location of testing on the Monday of the testing week. |

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:

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| --- |
| Students will be required to give their cell phones and personal devices to their homeroom teachers or to the main office staff (dependent on building protocols) the morning of testing. Students will be informed of the plan prior to testing. |

#### 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** |
| Students will end their test session and be dismissed from the testing location. Students will go to the cafeteria for a snack, to stretch, use the restroom and get a drink of water. The break will last for 20 minutes. | After students log out the test monitor will check for log off and lock the classroom. The classroom will remain locked until the break is done, and the students return.  |

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

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| --- |
| Paraprofessionals will be stationed in the hallway for students leaving the testing room. Students wanting a bathroom break will be allowed to leave the room one at a time. The paraprofessionals will supervise their activity while out of the testing room. The student will return to the testing room as soon as done. |

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

|  |
| --- |
| Voyagers Paraprofessionals |
| Pioneers Paraprofessionals |
| Grafton Staff |

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** |
| Cynthia Pedersen | Text via cell phone |
| Stephanie Shaver | Text via cell phone |
| Jean Wirz | Text via 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 should contact the staff members listed for assistance or in case of emergency:

|  |  |
| --- | --- |
| **Procedure** | **Staff Member to Contact** |
| The test monitor will get the attention of the paraprofessional in the hall. The para can then remove the student if necessary. | The teacher should alert the DAC, Cynthia Pedersen, of any potential problems during testing. If a student is removed for behavior, the paraprofessional will access the DAC and/ or licensed teaching staff for assistance. |

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

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| --- |
| Dependent on the type of emergency and if possible:The test monitor should lock the testing location during evacuation of the group. The DAC will lock the assessments online.Students will be returned to the testing location, given their testing tickets, log in and resume testing once the situation is managed. |

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

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| If ill and needing to leave quickly, the monitor should get the attention of the paraprofessional monitoring the halls. The para and/or teacher should then text the DAC to get coverage for the room. |

If students complete testing early, the procedure is outlined below:

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| --- | --- |
| **Procedure** | **Allowable Activities (if applicable)** |
| Students will be dismissed from the room. They are to quietly take a short break for bathroom and/or water. They will be directed to a non-testing room by the paraprofessionals monitoring the hallways. |  |

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

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| --- |
| After the scheduled testing is done on day two, any students that need additional time will tell the monitor in their testing session. Any students needing extra time will be allowed to take a short break and then directed to the conference room. Their devices and any materials will be gathered by the test monitor and brought to the conference room.  |

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** |
| Record in the correct documentation sheet (test monitors folder), the issue, the student, and the device number in the test monitor folder. If it is an issue with a test question, record the test (grade 6 MCA) the question number, the student’s name, the device number. Do not photograph or record the questions on the test. | Report to DAC |

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

|  |  |
| --- | --- |
| **Procedure** | **Staff Member to Contact** |
| Text the DAC:The student may need to be removed from the room and the test invalidated. | Cynthia Pedersen |

(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:

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| --- |
| No BSV staff are to ask students about the content of the MCA assessment. The staff may only ask how the student’s experience was with the testing.  |

(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 accommodated test materials:

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| --- |
| DAC: Cynthia PedersenSAC: Stephanie Shaver and Jean Wirz |

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

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

|  |
| --- |
| DAC: Cynthia PedersenSAC: Stephanie Shaver and Jean Wirz |

(As needed, include any procedures or timelines for score 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:

|  |  |
| --- | --- |
| **School** | **Secure Location(s)** |
| Benton Stearns Voyagers | Cynthia’s locked office in the locked storage area that is located within the locked main office.(Triple locked) |

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

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| --- |
| Cynthia Pedersen |

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:

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| --- | --- |
| **Staff Member**  | **Procedure** |
| **Laurie Nelson** | **She will secure the materials until Cynthia Pedersen can pick them up. Once picked up the materials will be stored in the office storage area in Pedersen’s office.** |

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

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| --- |
| Cynthia Pedersen |

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** |
| **Cynthia Pedersen** | **Call MDE and Pearson asap** |

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** |
| **Cynthia Pedersen** | **The DAC and/or SAC is responsible for giving all the MTAS tests in the building, and for any scripted or paper/pencil accommodated tests.** **Testing tickets will be distributed to the testing monitors on the first day of testing along with the student rosters. The monitors will be required to turn in the tickets at the end of testing for shredding. The monitors will be instructed to secure the tickets while the tickets are in their possession.** |

**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:

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| --- |
| DAC will distribute a folder to test monitors containing:Printed transcript of student directionsStudent RosterStudent testing ticketsTracking sheet for any anomalies during testing Tracking for device number used for testing. |

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

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| --- |
| Cynthia Pedersen |

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

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| --- |
| Test monitors will secure their testing devices, student testing tickets, and any materials distributed by the DAC. Material must be secured in a locked area such as a file cabinet. If the monitor is unable to secure the materials, they will return them daily after testing to the DAC. |

**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:

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| --- |
|  |

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** |
| Cynthia Pedersen | Locked office closet |

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

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| --- |
| Cynthia Pedersen |

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:

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| --- |
| Cynthia Pedersen |

***DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS***

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

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| Primary results will be shared with student’s case managers, math, reading and science teachers. |

The following information is communicated if preliminary results are provided:

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| --- |
| The proficiency level on each test. |

*(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:

|  |  |
| --- | --- |
| **Staff Members** | **Methods** |
| All BSV licensed staff | Distributed at mid-trimester 1 |

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

 The licensed staff will be provided the results once they are provided to the DAC no later than mid-trimester 1. Parents are mailed the results in September upon receipt from MDE.