



2018-2019  
MTCS District Test Security Procedures  
General Training Information

## General Training Information

Staff involved in state testing, as proctors, supervising staff, and related roles, will be receive the following training:

- Completion of the Minnesota Department of Education (MDE) Non-Disclosure Statement each year.
- Review of test security requirements for before, during, and after test administration.
- Review of Minnesota Assessments Test Security Training for District and Schools, Test Monitor responsibilities, Test Monitor and Student Directions and any special instructions for a particular test given including any annual training such as the Online Test Monitor Certification Course or MTAS Training for Test Administrators.
- Review any accommodations to be given to students and procedures for administering the accommodations in the Test Monitor's test administration training.
- Discuss what active monitoring of the test session involves and the district's expectations for Test Monitors.
  
- Review of district/building policies and procedures for situations that may arise during test administration, including:
  - Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.
  - Who Test Monitors should contact in case of emergency.
  - Ensuring students get to the correct rooms for test administration.
  - Ensuring students do not use cell phone or other electronic devices.
  - Breaks for use of the restroom or other interruptions during testing
  - What to do if an individual student or the Test Monitor become ill or needs to leave during testing.
  - What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill).
  - What individual students will do when they are finished testing.
- Review procedures to follow if a student reports an error with a test item.
- Determine process to contact the District Assessment Coordinator (DAC) or School Assessment Coordinator (SAC) if a problem arises during the testing without leaving students unattended.
- Determine process for inventorying test materials upon receipt and return and completing the Test Monitor Test Materials Security Checklist.
- Determine process for when and how test materials (including paper accommodations, MTAS test materials, student login information, and scratch paper) are returned between testing sessions and once testing is completed.
- Determine process for ensuring that all student responses from paper accommodated test materials and all student scores for MTAS will be entered according to procedures in the applicable Assessment Manual.
- Remind staff that all test materials are secure and cannot be reproduced in any form.



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### **Breaches in Test Security**

If there is a concern that security may have been breached, the DAC will notify the Minnesota Department of Education (MDE) within 24 hours of the time of the alleged breach and submit the Test Security Notification with any documentation in Test WES within 48 hours.

### **Preparation for Test Administration**

1. The District Assessment Coordinator (DAC) will be responsible for training the School Assessment Coordinators (SAC) prior to their training the Test Monitors.
2. The DAC and/or SAC will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators will include training on test administration policies and procedures and test security and this training will be documented and kept on file at MTCS.
3. The MTCS DAC and SACs will ensure that all guidelines referenced in Chapter 8 of the Procedures Manual for the Minnesota Assessments are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.
4. The MTCS SACs will make arrangements for the logistics of test administration, which includes ensuring appropriate student-to-Test Monitor and Test Administration ratios and scheduling computer labs.
5. All accommodations must be documented in the student's IEP or 504 plan prior to test administration and communicated to the MTCS DAC in order for the DAC to enter them into Pretest Editing in Test WES for MCA.
6. All accommodations for English Learners must be identified and documented prior to test administration and communicated to the MTCS DAC and MTCS ELL Coordinator in order for the DAC to enter them into Pretest Editing in Test WES for MCA or to order test materials for ACCESS and Alternate ACCESS for ELLs.
7. All test assignment decisions (e.g., MCA to MTAS, ACCESS to Alternative ACCESS) must be identified prior to test administration and communicated to both the MTCS DAC. For MCA and MTAS, the MTCS DAC will enter changes into Pretest Editing in Test WES.

### **Chain of Custody for Secure Test Materials**

#### **Receipt and Organization of Secure Test Materials**

1. Test materials are shipped to district or school as determined by the MTCS DAC. If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by the MTCS DAC.
2. The MTCS DAC and SAC will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.



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3. The MTCS DAC and SAC ensures that test materials (including paper accommodated and MTAS test materials) are inventoried upon arrival and kept in each MTCS Schools, which is a secure, locked location, until distributed to the appropriate classrooms on test day at the MTCS Schools or at other testing sites
4. Those who have access to the secured area, inventory materials and complete security checklists the MTCS SACs and the MTCS Schools administrators and clerical staff. Those who have access to secure online testing systems, student login information, and student scratch paper are the MTCS SACs, the MTCS administrators and test monitors.
5. The MTCS DAC and SAC ensures every person with access to test materials will sign a Non-Disclosure Agreement before handling materials or accessing online systems.
6. The MTCS DAC and/or SAC will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately the DAC who in turn will immediately report to Pearson and MDE. Security checklists will be kept at the district for 12 months following testing. They will be kept in the MTCS DAC's locked file cabinet.
7. The MTCS DAC, MTCS SACs, and MTCS Tech Support Specialists will ensure that student log-in information for online tests are created and kept in the MTCS records storage room, a secure locked location, until time of testing.
8. The MTCS SACs organize test materials for each Test Monitor and Test Administrator, including Test Monitor Test Materials Security Checklists, student login information, and scratch paper.
9. Test materials will be kept in the MTCS school storage room, a secure locked location, until the time of distribution.
10. If students are taking tests on multiple days, your building's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes checking and re-checking turned in materials versus running inventory list and placing secure test items in the MTCS school storage room.

**Distribution of Materials to Test Monitors or Test Administrators and Test Administration**

1. All accommodations will be communicated to the Test Monitors administering the assessments by the MTCS SACs. Any additional training require to administer accommodations will be provided by the MTCS SACs.
2. All test assignment changes (e.g., MCA to MTAS) will be communicated to the Test Monitors administering the assessments by the MTCS SACs.
3. Test Monitors who are in charge of administering an assessment receive Test Monitor and Student Directions in advance of test dates from the MTCS SACs. Test Monitors are responsible for reviewing and complying with all information in the Test Monitor and Student Directions.
4. The procedure for the distribution of all test materials (including online test materials) to the Test Monitors and Test Administrators will be for the MTCS SACs to hand-deliver these materials after verifying count and type. Discrepancies in materials will be reported to the MTCS DAC.
5. Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the Test Monitor Test Materials Security Checklist and any other materials provided (i.e. student login information, scratch paper) are



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accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to the MTCS DAC.

6. The test Monitor is responsible for the test materials during the test administration until their return to the MTCS SAC.

### **Return of Materials**

1. The Test Monitor and the Test Administrator will return all test materials (including student login information and any materials used as scratch paper) to the MTCS SAC immediately after testing. The MTCS SAC will place these items in a secure and locked location.

2. The MTCS SACs will keep all test materials (including student login information and any materials used as scratch paper) secure until distributed to the Test Monitor or Test Administrator for the next test session.

3. Test Monitor Test Materials Security Checklists will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The Test Monitor Test Materials Security Checklists will be returned to the MTCS SAC.

4. Student login information and any materials used as scratch paper will be securely destroyed at the end of the test administration by the MTCS SAC, no more than 48 hours after the close of the testing window.

5. When the test materials are returned to the MTCS SAC, they will again be inventoried and kept in the MTCS school storage room, a secure locked location, until shipped back to the service provider.

6. The MTCS DAC will prepare the materials for shipment to the service provider according to return instructions in the applicable Assessment Manual.

7. The MTCS DAC will follow instructions provided in the applicable Assessment Manual for the return shipping of materials.