



2022-2023

MTS District Test Security Procedures  
General Training Information

### General Training Information

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

- Completion of the Minnesota Department of Education (MDE) Assurance of Test Security and 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.
- Security training is set up for each building before testing. The DAC will go to all buildings to give the training.

### District Testing Security Procedure Requirements

- District Assessment Coordinator: Shannon Kne
  - Site Assessment Coordinators:
    - MTS Elementary: Natalie Hunter
    - Banaadir Elementary: Kelly Nyberg
    - Banaadir Academy: Sam Carley
    - MTS Secondary: Kelsey Bennett
    - P.E.A.S.E: Michael Durchslag
    - MN Virtual: Jacilyn Doyle
    - MN Connections: Mallorie Damchik
- Person responsible for the following:
  - Testing Calendar: DAC –Kelsey Bennett
- Training for all staff and documenting all training has been completed: Both DAC for the district and SACs for their individual schools
- Providing all staff with the MDE test- Security tip line and MDE contact information for reporting security concerns: DAC through the Test Security Training she will give to each site.
- District Policies and Procedures for Testing: How will they be communicated to district staff prior to testing?
  - Preparing Students for Testing:
    - DAC will train all teaching staff on which resources will be used to prepare our students
    - Teachers are required to show students the following during class:
      - Student Tutorials: Navigation Tutorial, Tools Tutorial, Item Types Tutorial
        - <http://minnesota.pearsonaccessnext.com/tutorial/>
      - Item Samplers



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- <http://minnesota.pearsonaccessnext.com/item-samplers/>
- Reminding students of the importance of keeping test content secure and acting with honesty and integrity: SAC and Testing Staff
- Preparing Rooms for Test Administration:
  - DAC will go over the removing or covering materials on walls and desks during the Security Training along with talking about security cameras in testing rooms.
    - SAC will enforce that this is done and will do walkthroughs to ensure it has been done before testing begins.
  - Allowed/Prohibited Materials: DAC will review with staff during training of what allowable materials are during the security training.
    - SACs will be asked to follow through with this and remind staff of what needs to be removed from walls
  - Testing Locations: All schools with 1 to 1 Chromebooks will test in their classrooms at a specific date and time (Can be found on the Testing Calendar).
    - Students with Accommodations will test with their Special Education Teacher
    - Students with 504 plans will test with who best fits their needs and who has been trained.
- Tracking Students and Test Monitor
  - DAC will create testing sessions for each Test Monitor
  - Computer Tracking Sheet: Each Test Monitor will keep track of who they are testing on a computer tracking sheet which can be found on our Data and Resource website for the district. It will include who is testing, Which computer they are on, what time they start/end, and anyone else who comes into the test room and the reason why.
- Cell Phone Policy: No cells will be allowed out during the testing session even if the student has finished his/her test.
  - Elementary Schools: No cell phones will be allowed in testing room
  - Secondary Schools: The proctor or SAC will collect until the end of testing
  - Online Schools: Students show the phones to the proctor before testing begins and turns it off. All phones are kept in their school bags.
- District's Plan for the Following Situations:
  - Breaks: If a student needs a quick break, they are allowed to be in the room only away from the computer. Break is no longer than 10 min.
  - Restroom:
    - No student will be allowed to use the restroom in any building without an escort to and from the restroom. Test Monitor will contact the hall monitor through a google chat or text message to let them know they need assistance. The student may go once the hall monitor responds or is at the door to escort the student.
  - Unexpected Situation:



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- Illness: The test monitor will text the SAC to come remove the student
- Behavioral Issue: If a student needs to be removed because of behavior the test monitor will text the SAC
- Early Dismissal: Will ask student to finish the section they are in and have them finish during a make-up date
- Emergency Situations:
  - Fire Drill: Cover/close the screens of the Chromebook or desktops. All students exit the building without talking
  - Tornado: Cover/close the screens of the Chromebook or desktops. All students exit to their designated area within the building without talking
  - Lock Down: Cover/close the screens of the Chromebook or desktops. All students exit to their designated area within the building without talking or continue working depending on the situation
- Test Administrator/Test Monitor Need to Leave:
  - Illness: If a test monitor falls ill they will contact the SAC for a replacement. All staff will have had security training, so they should not be any disruption of any kind
  - Family Emergency: If a test monitor needs to leave for an emergency they will need to contact the SAC for a replacement.
- Students Complete Testing Early/Need More Time:
  - Students who complete testing early will do the following while staying in the testing room: Submit their test, move away from the computer, and can do the following: read a paper book, work on activities on paper that are not related to the domain or subjects being tested. Student can read a book during a reading session, but it may not be a textbook for any subject being tested
  - Extra time needed: Students will be allowed to have more time to finish testing if needed. They will need to finish testing with the SAC or continue on a make-up day.
  - Students who have finished testing on a previous day: These students will be taken to another room until their class has completed testing. The SAC for each building will determine a new location for each student.
- Determining the points of contact and the processes for the following situations:
  - Contacting others for assistance if a problem or question arise: Test monitor needs to collect the grade, subject, item number, section number, MARSS number, and information on how the online test was accessed (i.e., device or operating system), by text, phone, email, or use Google hangouts to contact the SAC. The SAC will then contact the DAC.
  - Students Reports an error or technical issues with a test item: Test monitor must write down the error message and number along with the grade, subject, item number, section number, MARSS number.
    - Test Administrations and/or Test Monitors should Contact the following in order: (SAC, Director, DAC)
  - Misadministration and Security violations:
    - Who to contact: 1<sup>st</sup> point of contact will be your SAC. If unavailable, contact your director, and then the DAC. Either one will then need to notify the DAC as soon as possible.



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- If you are not comfortable with contacting your SAC and/or director you should contact the DAC
- Determine what staff may/may not discuss with students about the test administration experience: Test content should not be discussed in the classroom with students, with other staff or as part of a team meeting.
- Process for entering in the responses in MCA paper test or MTAS scores online for testing: The DAC will enter in all scores for MCA paper and MTAS.
- Chain of Custody for Secure Test Materials for both online and paper administrations:
  - Before Testing: DAC will check in all materials to make sure they are all accounted for. Everything will be locked in a cabinet in the DACs office until the beginning of testing at each site.
  - During Testing: DAC will give necessary secure test materials to the SACs before testing to keep locked up in a cabinet until testing begins. DAC will walk through all items with SAC to make sure everything is accounted for.
  - After Testing: The DAC will meet up with the SAC to again check off to make sure all materials are being returned to the DAC for shipment back to Pearson.
  - Who will have access to secure test materials: DAC and SACs
  - Receive, Secure, and Distribute Materials to schools:
    - The DAC will receive, secure, and distribute materials until needed. The DAC will then give them to the SACs for each building where they will keep the materials in a locked cabinet until testing begins.
  - Inventory and Organize secure test materials
    - The DAC will do all inventory and organize all secure items. Will be done again when given to the SAC and when collected at the end of testing by the SAC.
  - Locations of where all materials will be stored in each school prior to, during, and after testing at each location: Prior to testing all materials will be stored in the DAC office in a locked cabinet located at MTS Elementary School.
    - MTS Elementary: During Testing: Principal's office      After Testing: DAC will collect and put in a cabinet in her office.
    - Banaadir Academy: During Testing: SACs office      After Testing: DAC will collect and put in a cabinet in her office.
    - Banaadir Elementary: During Testing: Director's office      After Testing: DAC will collect and put in a cabinet in her office.
    - MTS Secondary: During Testing: SACs office      After Testing: DAC will collect and put in a cabinet in her office.
    - P.E.A.S.E.: During Testing: SACs office      After Testing: DAC will collect and put in a cabinet in her office.
    - MN Virtual: During Testing: During Testing: SAC has a locking file cabinet for those who test within the metro area. Those who are farther out of state are locked up in the hotel safe until testing.      After Testing: Then brought back to the cities when finished



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- MN Connections: During Testing: In a locked back closet in an office After Testing: DAC will collect and put in a cabinet in her office.
- Distribution of Test Materials:
  - How will it be handled: DAC will give to SAC and SAC will give to those who are testing specific students when testing begins
- Process for securing test materials between test sessions: All secure materials will be returned to the SAC after each session to be locked up until the next session begins.
- Who will be responsible for collecting, inventorying, and returning secure test materials, as well as securely disposing of materials as required:
  - Each SAC in each building will be the responsible person for collecting, inventorying, and returning secure materials to the DAC
  - All SACs are responsible for disposing of testing tickets and formula sheets within 48 hours following the testing session.
- Plan for providing access to test results:
  - Will preliminary results be provided to students, families, and/or staff and what will be communicated about preliminary results
    - Preliminary results will be provided with students and families with the understanding that they are preliminary and could change in the end
  - Embargoed Final Results
    - Results will be shared with: Superintendent of the district and all directors for each building
  - How final results will be shared within the district:
    - Load to data warehouse or student information system: Viewpoint
    - What does it mean to abide by the embargo: is the release of information with the condition that it cannot be published or disseminated before a certain date.
    - Individual Student Report (ISR):
      - Will be provided to families during our fall conferences at each building
      - For those families who do not attend conferences each ISR will be mailed no later than the end of the following week following conferences.