



## DISTRICT TEST SECURITY PROCEDURE

### District Test Security Procedures for Holdingford ISD 738 for school year 2023-2024

#### ASSESSMENT STAFF

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

Hannah Carlson - HS Counselor / DAC & Jennifer Sandstrom - Learning and Mobile Tech / DAC

*(List all contacts assigned as District Assessment Coordinators, if applicable.)*

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

School Assessment Coordinator	School(s)
Hannah Carlson Jennifer Sandstrom	Holdingford Secondary Holdingford Elementary

*(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)*

#### 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:

Hannah Carlson & Jennifer Sandstrom, Co-DAC, will ensure assessment procedures are being followed during all state testing, including, ACT, ACCESS, MTAS and MCA. The DAC will visit testing sites at least once during testing, and share the results of the visits with administrators.

*(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:

Hannah Carlson & Jennifer Sandstrom

### TESTING CALENDAR

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

Hannah Carlson & Jennifer Sandstrom

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

Hannah Carlson & Jennifer Sandstrom

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

Hannah Carlson & Jennifer Sandstrom

### TRAINING AND COMMUNICATION

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

Staff Member	Method(s) for Verifying Training Completed
Hannah Carlson & Jennifer Sandstrom	An online and paper spreadsheet is kept indicating the trainings completed as well as security and non-disclosure for every staff member.

*(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:

Role	Additional Trainings
MTAS/ACCESS Case Managers	MTAS/ACCESS Test Administration (Pearson)

*(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:

<b>Method(s) for Providing District Policies and Procedures</b>	<b>Staff Member</b>
In person trainings.	Hannah Carlson & Jennifer Sandstrom

The following staff members will provide information on the MDE test security tipline and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

<b>Staff Member</b>	<b>Method(s) for Providing Information</b>
Hannah Carlson & Jennifer Sandstrom	Online via the tip line and by phone.

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

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

<b>Student Resources</b>	<b>Grade</b>
Testing directions, Math, Reading, Science	3-11
Student tutorials, Math, Reading, Science	3-11
Navigation tutorials, Math, Reading, Science	3-11
Tools tutorials, Math, Reading, Science	3-11
Items tutorials, Math, Reading, Science	3-11
Item samplers, Math, Reading, Science	3-11

*(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 test security via the method(s) listed.

<b>Staff Member</b>	<b>Method(s) for Communicating</b>
Hannah Carlson & Jennifer Sandstrom	The importance of test security will be expressed in staff meetings, trainings, and in the information posted to our school's website.

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

The district procedure for preparing testing rooms is explained below:

Test monitors will remove or cover all instructional posters, graphics, and aids on the walls. Students will be seated with adequate space among them so that they are not able to easily see the screens of students around them. All test sessions will be actively monitored by trained staff members.
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*(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)*

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
Classrooms used for testing do not have security cameras. In the case of testing in the LMC/ Commons, the cameras would be set to "off line" or covered with paper, if applicable.	Hannah Carlson & Jennifer Sandstrom

*(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:

Materials:	Staff Members:	Collection and Distribution Plan:
<b>Scratch paper</b>	Site Coordinator	Site Coordinator will deliver to and collect from test monitors.
<b>Headphones</b>	Students will supply their own. Site coordinator will supply, as needed	Site Coordinator will deliver to and collect from test monitors.
<b>Accommodated Test Materials</b>	Special Education Teacher	Site Coordinator will deliver to and collect from special education teachers.

*(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:

Plan	Staff Member
Students will be testing in their classrooms, during class time. Teachers will let students know where to report for small group or accommodated testing.	Hannah Carlson & Jennifer Sandstrom Special Education Staff: Gena Larson, Katie Novitzki

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other adults will be present in the room:

Students will test in their classrooms, with their classroom teachers. Class rosters will be used to ensure students are in attendance. Adults in addition to the test monitor will sign in on a sign in sheet/class roster.
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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 in middle and high school will turn their phones in to the test monitor upon entering the classroom. District wide: Test monitors will check to make sure cell phones and wearable technology are not in the students' possession. All devices will be kept with the test monitor until the end of the testing session.

### ***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:

<b>Procedure for Student Breaks</b>	<b>Plan for Securing Test Content</b>
Students will be offered a break every 30- 50 minutes.	Screens will be closed or covered with a sheet of paper during the break(s).

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

Only one student per classroom is allowed to use the restroom at one time. Screens will be closed or covered by a piece of paper during the interruption or break.

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

Office staff and paraprofessionals will help monitor the hallways during test sessions.

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:

<b>Staff Member to Contact</b>	<b>Communication Method</b>
Hannah Carlson & Jennifer Sandstrom	Test monitors are able to text or email to notify additional staff members or DAC for assistance.

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:

<b>Procedure</b>	<b>Staff Member to Contact</b>
The test monitor should contact Kevin Beehler, Jason Bruns, Jim Stang (depending on situation) via phone.	Kevin Beehler, Secondary Principal, Jason Bruns, Dean of Students Jim Stang, Elementary Principal

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

The test monitor will evacuate the room and secure the door behind him/her. The test monitor will stay with the students to keep them from talking about the test. The test monitor will inform the DAC of the disruption.

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 ill test monitor will call the DAC and wait for her to take over as administrator or monitor.

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 testing classroom.	Students are allowed to read a paper book or quietly work on other activities not related to the subject being tested.

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

Students who require additional time to test will be allowed to continue testing in a separate classroom, LMC or Commons.

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 in grades 7-11 will report to the LMC if they have completed their tests. Students testing will remain in the classroom. Elementary students will be sent to a separate classroom.

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
If a student reports an error or technical issue with a test item the student will alert the test monitor. The test monitor will record the student's name, test name, item number, and any error codes on the screen. The test monitor will alert the DAC and/or technology coordinator, depending on the issue. Staff will follow the protocol for reporting the	Hannah Carlson & Jennifer Sandstrom, DAC  Lance Feia, Technology

Procedure	Staff Member to Contact
technical issue as outlined in Pearson and by MDE.	

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

Procedure	Staff Member to Contact
Staff will document the necessary information about the misadministration and/or the violation and report to the DAC. The DAC will then decide using the Pearson manual whether or not the information will invalidate the assessment.	Hannah Carlson & Jennifer Sandstrom Co-DAC

*(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:

After testing has concluded, staff can talk to students about their experience in taking the test, but MAY NOT ask specific questions about test content.
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*(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:

Hannah Carlson & Jennifer Sandstrom Co-DAC
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*(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:

Hannah Carlson & Jennifer Sandstrom Co-DAC
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*(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:

<b>School</b>	<b>Secure Location(s)</b>
Holdingford Elementary School Holdingford High School	Elementary principal's office – locked High School principal's office - locked

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

Hannah Carlson, Jim Stang, Jennifer Sandstrom
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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:

<b>Staff Member</b>	<b>Procedure</b>
<b>Hannah Carlson &amp; Jennifer Sandstrom Co-DAC</b>	<b>All materials are hand delivered to the test administrators by the DAC.</b>

*(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:

Hannah Carlson & Jennifer Sandstrom Co-DAC
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The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

<b>Staff Member Inventorying Materials</b>	<b>Procedure for Discrepancies</b>
<b>Hannah Carlson &amp; Jennifer Sandstrom Co-DAC</b>	<b>The DAC will follow the protocols set in the procedures manual and contact Pearson.</b>

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

<b>Staff Member Organizing Materials</b>	<b>Procedure</b>
<b>Hannah Carlson &amp; Jennifer Sandstrom, DAC</b>	<b>Contents of boxes will be compared with packing slip(s). Materials will be kept in locked offices until they are hand delivered to test administrators.</b>



## 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:

The protocol for MCA and MTAS: All materials will remain locked in the elementary/high school offices until the day of testing. The DAC will deliver testing materials to the test administrators. The test administrators will receive their testing materials in their testing locations.

*(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:

Hannah Carlson & Jennifer Sandstrom, DAC

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

After each testing session, test monitors should bring all materials back to the secure location (elementary or high school office) for the DAC to check in and store for the next testing session. Testing Tickets for online administration will be kept by the Test Administrators (teachers) in a locked location in their respective classrooms

*(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:

Hannah Carlson & Jennifer Sandstrom

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
Hannah Carlson & Jennifer Sandstrom	Elementary and high school offices - locked

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

Hannah Carlson & Jennifer Sandstrom

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:

Hannah Carlson & Jennifer Sandstrom

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

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

After all testing is complete, preliminary ISR's will be shared with students. Teachers will not be allowed to share any preliminary MCA test scores with students until all testing has been completed.

The following information is communicated if preliminary results are provided:

A cover letter and official test scores are provided online via Skyward (SIS). We do not send home preliminary scores.

*(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:

<b>Staff Members</b>	<b>Methods</b>
Teachers, Administrators, School Board	A spreadsheet with data from Pearson will be used to show overall grade-level results.

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

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

Staff will be instructed in a faculty meeting as well as reminded via email about data not being shared out as a whole until after the embargo is lifted. Administration will be privy to embargoed data in July, but instructed not to share with the school board, community or parents until the official release in the fall.

*(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:

Families will be notified when ISRs are uploaded and available to view online via Skyward Family Access.

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

