

# ***POLICY***

10000-54

---

## **STUDENTS – TEST SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS**

Adoption Date: March 10, 2020; August 18, 2020  
Legal Ref: *Indiana Assessments Policy Manual; Protocol for Reporting and Investigating Alleged Assessment Breaches; 511 IAC 5-5-4*  
Cross Ref:

It is the intent of the Board that all staff comply with the requirements of the Indiana Department of Education (IDOE) regarding test security of the statewide assessments. Westfield Washington Schools will ensure a testing schedule is established within the testing window.

### **Testing Schedule**

The School Corporation will ensure a testing schedule is established within the testing window. The schedule should include the assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations.

### **Security and Access of Test Materials**

Upon receipt, the Superintendent or his/her designee shall ensure all test materials are stored at a central location under lock and key. Secure test materials should not be delivered to school buildings more than one week (preferably less) in advance of test administration. Teachers and other staff members shall not access secure materials more than 4 hours in advance of test administration.

The Superintendent or his/her designee shall establish procedures to ensure student assessments are secure when they are not being administered. Such procedures shall also ensure only appropriate staff have access to test administration materials prior to the administration of the test. Further, no staff shall review any secure test questions before, during, or after the assessment administration. Such procedures shall also provide a method for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. All complaints of inappropriate testing practices or testing irregularities will be investigated according to the *Protocol for Reporting and Investigating Alleged Breaches* as established and published pursuant to 511 IAC 5-5-4.

### **Staff Training**

All appropriate staff shall receive test administration and Test Security and Integrity Training prior to testing. Such training shall include knowledge of the *Code of Ethical Practices and Procedures*, security, administration, and handling of assessments while in staff possession. Test Security and Integrity Training must be completed by every staff member no later than September 30<sup>th</sup> of each school year. Prior to the beginning of each testing window, test

administrators and Proctors shall complete test administration training, test accommodation training, and a refresher test security training.

Staff members providing students with testing accommodations as per a student's Individual Education Plan (IEP), Individual Learning Plan (ILP), Section 504 Plan and/or nonpublic school Service Plan shall receive focused training on providing such accommodations prior to testing. And steps shall be taken to ensure such staff members are familiar with each student's individual needs pursuant to their IEPs, ILPs, Section 504 Plans and/or Service Plans.

WWS shall also provide any other information and professional development necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing, administering, and interpreting assessments.

### **Monitoring**

WWS shall monitor testing to ensure staff are administering assessments with fidelity in administration, security procedures/protocols, and to ensure staff are appropriately providing students with accommodations included in their IEPs, ILPs, Section 504 Plans and/or Service Plans.

### **Reports and Investigations**

Teachers, administrators, students, parents, and other community members may report concerns about testing practices they consider inappropriate to the Director of Student Services. The Director of Student Services shall investigate any complaint, allegation, or concern about inappropriate testing practices, and ensure protection of both the rights of individuals and the integrity of the assessment. The investigation will include, but not be limited to, the following:

- A. Reports of potential inappropriate testing practices or testing irregularities shall be immediately made to the IDOE Office of Student Assessment.
- B. The Director of Student Services shall work with the IDOE Office of Student Assessment to take appropriate next steps consistent with the IDOE's Protocol for Reporting and Investigating Alleged Assessment Breaches.

### **Annual Communications**

At least annually, WWS shall communicate the following to WWS staff:

- A. The standards for determining ethical and appropriate practices contained in the *Code of Ethical Practices and Procedures* and local standards;
- B. The method of school administration monitoring of staff implementation of test administration and security standards;
- C. All security procedures established for each assessment; and
- D. The procedures for reviewing practices and materials used to prepare students for testing.

### **Review of Procedures**

The Superintendent or his/her designee shall establish an annual process for reviewing the WWS's practices and materials related to:

- A. Preparing students for assessments;
- B. Administering assessments;
- C. Securing assessments; and
- D. Interpreting results from assessments.

The WWS's review shall take into consideration the appropriateness of any materials and compliance with test security protocols.