

DCCS 2024-25 Test Security Policy

Introduction:

The Indiana Department of Education (IDOE) provides the following draft policy guidance for local corporations/non-public schools. Text in red signifies required information.

This document outlines policy requirements to ensure test security at Decatur County Community Schools for statewide assessments. All staff must be familiar with local test security guidance in addition to state requirements, which must be reviewed at the annual Test Security and Integrity training. Staff will receive this policy via electronic distribution.

This document examines the issues that surround proper test preparation, administration, and reporting. The following general topics are addressed: 1) proper test administration; 2) test materials security; and 3) reporting. This document constitutes the Indiana Ethical Testing Practices and Procedures guidance which will be followed by all schools which comprise Decatur County Community Schools. The following best practices are provided for local consideration, while not formally required:

- Post this policy online or via the school's internal website. Policy must be shared during initial test security and integrity training.
- Develop a way for staff to confirm that they have reviewed local test security policy. (Verification must be provided in the event that IDOE monitors the school/corporation.)
- Review/approve this policy annually along with other school board policies

Regarding the method, IDOE requires schools to implement and document a process for distributing local test security policy with staff.

Ethical Practices & Procedures:

All testing materials will be delivered to schools no more than one week prior to test administration. Staff members may not access secure materials* more than 4 hours prior to operational testing.

It is the policy of Decatur County Community Schools that security of assessment materials before, during, and after testing will be maintained as follows:

- Only the Corporation Test Coordinator (CTC)/Non-Public School Test Coordinator (NPSTC) and School Test Coordinator (STC) and administrators may access secure materials before and after testing. Test Administrators (TAs) will pick up their materials from the CTC/STC and sign the chain of custody form. TAs will return materials to the CTC upon completion of testing.
- All materials and paper assessments will be locked in a secure location of materials within each building at all times when not being administered;

*Test Administrator's Manuals (TAMs) are not considered secure materials.

- CTC/STCs will inventory materials daily. All materials will be counted before and after distribution for testing. STCs and TAs will document the exchange of materials on the chain of custody form for the CTC.
 - The review of any secure test questions before, during, or after testing is strictly prohibited.
- Decatur County Community Schools will ensure that staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results of the assessment.

Test Preparation Materials:

Decatur County Community Schools will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students.

- CTC and/or STC will ensure that TAs annually administer the practice assessments appropriate for their grade level to prepare students for assessments. By utilizing the released practice assessment, Decatur County Community Schools will ensure that test preparation materials used by school staff are appropriate and do not violate test security protocols.
- CTCs will verify completion of practice tests aligned to IDOE's Practice Test Guidance found in the [Indiana Assessment Policy Manual](#).

Training Requirements:

Decatur County Community Schools ensures that all appropriate staff have reviewed the *Code of Ethical Practices and Procedures* and understand how to secure, administer, and handle the assessments while in their possession. This document can be found in the [Indiana Assessment Policy Manual](#).

1. CTCs and STCs must ensure that all appropriate staff receive annual Test Security and Integrity Training by September 30. (With opting into the ILEARN Checkpoints, Decatur County Community Schools will ensure training with all staff before Friday, September 13, 2024. The training will consist of discussion and a presentation of the slides or recording provided by IDOE to CTCs. STCs will ensure attendance is documented via sign-in sheets/meeting time stamps and signing of the Indiana Testing Security & Integrity Agreement [which will be kept on file locally for three years]. TAs and Proctors will complete refresher training prior to each testing window.
2. CTCs and STCs will ensure that all appropriate staff receive test administration training prior to testing. The CTC and STCs will ensure attendance is documented at each test administration training and that agendas, training materials, etc., are kept on file. Vendor TA certification (proctor for College Board) will be completed via the vendor's platform. TAs will share their certificate of completion with the CTC electronically, who will then be able to verify completion online through TIDE, WIDA AMS, etc
3. CTCs and STCs will ensure that all staff members who will provide students with testing accommodations receive focused accessibility and accommodations training prior to

testing. CTCs/STCs will ensure that all staff members who will provide students with testing accommodations are familiar with each student's individual needs per their Individualized Education Program (IEP), Individual Learning Plan (ILP), Section 504 Plan, Choice Special Education Plan (CSEP), and/or Service Plan prior to testing. CTCs/STCs will ensure attendance is documented at this training.

Local Monitoring Expectations:

1. CTCs/STCs will define and clearly communicate test security expectations and monitoring by administrators will occur. Information will be communicated electronically and/or in person with all appropriate staff.
2. CTCs/STCs will monitor testing to ensure staff administer assessments with fidelity in regards to test administration and security protocols and appropriately providing students with accommodations included in their formal plans. The Assessment Monitoring Log will be used, which includes information on the TA/student ratio, TA's performance with actively monitoring the room, testing environment, presence of unallowable devices, and that accommodations being provided are appropriate. If monitoring is not satisfactory, a follow-up meeting is required with the associated staff. Report all test irregularities or testing concerns to the STC, CTC, and IDOE, as appropriate/required.

Test Schedule

CTCs/STCs will ensure that a schedule is developed for each assessment administration at each school. CTCs will create and maintain test schedules to account for makeup testing. The schedule will be provided on paper and electronically. The schedule will include the assessment name, testing date and time, applicable grade levels, content areas, accommodation groups, and testing room locations

Addressing Test Security Concerns

1. Decatur County Community Schools will provide channels of communication that allow teachers, administrators, students, parents/guardians, and other community members to voice their concerns about testing practices they consider inappropriate. Concerned parties may contact the principal via their decaturo.k12.in.us email, the CTC via ahocker@decaturo.k12.in.us , or either individual via phone 812-663-4595. Any concern with "articulable facts" will be reported via IDOE's [Testing Concerns and Security Violations Report Jotform](#).
2. Decatur County Community Schools has established the following procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring the protection of both the rights of individuals and the integrity of the assessment:
 - a. CTCs/STCs and/or staff must report any allegations of test security violations to IDOE immediately.
 - b. The [Testing Concerns and Security Violations Report Jotform](#) will be utilized to report concerns that include "articulable facts."

- c. Concerns may be submitted to the CTC or STC via electronic or verbal communication;
- d. The CTC will provide IDOE with any information and an investigative report when requested.

Instruction: Indiana School Curricula

While assessments meet a variety of educational needs, the program is designed to permit inferences to be made about student progress from previous grades in both skill and knowledge areas critical to the success of Indiana students. These areas are defined in the Indiana Academic Standards in English/language arts, mathematics, science and social studies. Classroom instruction should address these critical learning areas.

Quality instruction leads to better learning, which will be reflected in higher assessment scores. Narrowing the curricula to align to the content of an assessment, however, is weak pedagogical practice that erodes the measurement process.

Responsibility: Fidelity and Integrity

Any licensed educator or administrative personnel by action or inaction who fails to develop, institute, follow and enforce security test administration policies in their school corporation which undermine the integrity and/or inhibit the effectiveness of a standardized test will face disciplinary action under IC 20-28-5-7 and other applicable remedies available under state and federal laws.

Assessment books and supplies are secure materials. It is the responsibility of school officials to adhere to all guidelines for the proper disposal and return of secure materials following assessment administration.

Duplication of assessment materials constitutes a serious breach of test security.

Prior exposure of students to test questions necessitates the invalidation of scores and denies those students the right to participate in testing.

Preparation

Communicating Acceptable Teacher Practices

The following are examples of actions that can take place prior to the opening of a test window for a standardized test.

A teacher MAY:

- Review with all students all standards and concepts taught in previous years.
- Incorporate and review English/language arts and mathematics standards when reviewing other subject areas.
- Review assessment objectives as part of a general review of critical curricula.
- Give students enough practice with various item formats of assessments to ensure that assessments measure students' knowledge and understanding, not their test-taking skills.

The following are examples of actions that **CANNOT** take place after the testing window of a standardized test has opened.

A teacher may NOT:

- Teach test content that has not been previously covered during the time period immediately preceding the assessment (“cramming”).
- Review standards and concepts with only those students to be assessed.
- Review only the Indiana Academic Standards tested by the assessment. Review only those objectives on which students performed poorly on previous assessments. Make minor alterations in test items (such as changing the order of multiple-choice answers), and use such materials for review or instruction.

Formal Training for Staff

Any person associated with testing MUST participate in training before the opening of the test window for any standardized test. This includes, but is not limited to, Corporation Test Coordinators (CTCs), School Test Coordinators, Test Examiners, Proctors, and any other person associated with the testing process. Failure to participate in the training will result in action by the IDOE against the noncompliant school corporation. Following training, all participants must verify attendance and understanding by signing an “affirmation statement.” A version of the affirmation statement for Test Coordinators and a version for Test Examiners, Proctors, and other school personnel are distributed to CTCs.

Test Administrators and Their Role

The assessment is to be administered only by professional educators who hold a valid educator or administrator license. The license must be an instructional, administrative, or school services license. Personnel not properly trained and certified (e.g. teacher’s aides, secretaries, or substitute teachers who do not hold one of the above mentioned licenses) may ONLY serve as proctors, NOT as test administrators. In no case may unlicensed personnel be allowed to supervise the test administration without the guidance of a test administrator.

Test administrators should be thoroughly familiar with the tests to be administered and with the procedures to be followed during testing. This includes:

- Studying the Examiner’s Manuals (paying specific attention to the icons representing reading comprehension and calculator usage):
- Reviewing the Indiana Ethical Testing Practices and Procedures (Chapter 10 of the ILEARN+ Program Manual; and
- Reading all applicable portions of the current ILEARN+ Program Manual.

Ensuring Administrators Readiness

Test Coordinators’ should distribute appropriate manuals in a secure group setting. If this or any other aspect of the Test Coordinator’s role is delegated to other personnel, they should be fully aware of proper test security practices and procedures. At the end of the orientation, Test Examiners may retain the examiner’s manual/directions until the test administration with one exception: the IREAD-3 examiner’s manual/directions must be stored with other secure test documents until the morning of the test administration.

Under no circumstances may a staff member view student test materials prior to administering the assessment. Also, test questions are not to be reviewed by anyone other than the student during the test session. [One exception: Examiners/Proctors of IREAD-3 may review, but not discuss or copy, test content contained in the Test Administration manual (TAM).] Prior to the release of specific items by the state, all assessment materials are considered secure.

Noncompliance can and will result in action by the IDOE under IC 20-28-5-7 and, depending on the situation, additional legal action may be merited.

Test Coordinators should review carefully the changes in test administration procedures noted in the Examiner's Manual. Test examiners are required by law to be familiar with the testing accommodations approved for students with disabilities and for students with Limited English Proficiency. Any deviations from standardized conditions during testing (e.g. sudden illness, school emergencies) must be documented and reported to the Test Coordinator and building principal. It is also important to note that once a student has started a test session, the student must finish the test session during the same school day.

It is **NEVER** appropriate to:

- Coach students by indicating in any way (e.g. facial expressions, gestures, or the use of body language) that an answer choice is correct or incorrect, should be reconsidered, or should be checked.
- Allow students to use any type of mechanical or technical devices (calculators, computers) unless the test directions allow such use, or the device is documented as a necessary and allowable testing accommodation (see Appendix C of the ILEARN+ Program Manual).
- Answer students' factual questions regarding test items or vocabulary.
- Read any parts of the test to students (except as indicated in the test directions, or as documented as an acceptable IEP, Section 504 Plan, LEP Individual Learning Plan, or nonpublic school Service Plan). In no case may reading comprehension questions be read to the student.

Alter students' answers – other than to check and erase stray marks, or to darken answer bubbles after testing.

- Call students' attention to the fact that a similar question is on the assessment.
- Use current, past, or parallel items as test preparation materials – except when those items have been released specifically for test review purposes by the Indiana Department of Education.
- Develop and use elaborate review materials (workbooks, worksheets, etc.)
- Set aside blocks of time to teach only the content and skill proficiencies measured on the assessment.

ENGAGING IN THE ABOVE ACTIVITIES OR OTHER SIMILAR CONDUCT WILL RESULT IN ACTION BY THE IDOE UNDER IC 20-28-5-7.

TEST Administration

Providing Directions:

When reading directions aloud, test examiners must ensure that all students understand what is expected of them on the test and that students have the opportunity to ask questions, as needed. Examiners and proctors **MUST NOT** answer questions about specific test items, but they may repeat initial instructions to students.

Monitoring

Test examiners must monitor the testing session to ensure that all students have the opportunity

to succeed. It is not acceptable for test examiners to leave the room, to read, or to ignore what is happening.

All proctors should be trained to understand the testing procedures and their responsibilities as proctors. Test examiners and proctors must ensure that all students.

- Follow instructions.
- Respond in the appropriate places in answer documents. · Do not exchange answers. · Do not interfere with or distract others.
- Use only permitted materials and devices.

Display of Reference Materials

Please note that guidelines are in effect regarding the display of reference materials during testing at all grades. Testing spaces must be appropriately prepared for the administration of standardized assessments.

The following kinds of materials **MUST** be covered or removed from walls or bulletin boards during testing in all rooms or areas in which students will be assessed:

1. All posted materials such as wall charts, visual aids, posters, graphic organizers, and instructional materials that relate specifically to the content being assessed. This includes, but is not limited to, the following items:

- i. Multiplication tables
- ii. Tables of mathematical facts or formulas
- iii. Fraction equivalents
- iv. Writing aids
- v. Punctuation charts
- vi. Spelling or vocabulary lists
- vii. Phonics charts

2. All reference materials that a reasonable person might conclude offers students in that classroom or space an unfair advantage over other students.

3. All support materials that teachers might remove if they were giving their own unit tests in those subject areas.

The following materials **MAY** be posted:

- Alphabet Chart (containing letters only)
- Number Line (containing numbers only)

You may discuss concerns about the appropriateness of specific displays with your Corporation Test Coordinator or by contacting the Office of Student Assessment.

Proper Testing Materials Security

Overview The purpose of this section is to describe what constitutes unethical practices related to the security of assessment books before, during and after test administration. Currently, assessment books are shipped to each Indiana school corporation, nonpublic school, and charter school about three weeks prior to the start of the assessment window. These books remain in corporation and schools up to one week after the test window ends. This schedule results in assessment books being in the corporation or schools for approximately six or seven weeks. This length of time makes security of the assessment books a critical responsibility.

School corporation, nonpublic school, charter school, and Choice school administrators must develop, implement and assess procedures for the secure storage, administration and delivery of standardized test books back to the IDOE. Failure by a school corporation or its employees to securely store, administer and return all completed test booklets with student responses may be considered as having engaged in unethical conduct, which is actionable under IC 20-28-5-7.

The Corporation Test Coordinator must:

- Inventory and track assessment materials.
- Control the secure storage, distribution, administration, and collection of tests. · Ensure that no tests are copied.
- Follow procedures located in testing manuals and those outlined by the Indiana Department of Education.

The school must:

- Follow security regulations for distribution and return of secure test materials as directed, accounting for all secure test materials before, during, and after testing (i.e., controlling, distribution within the building).
- Follow procedures located in testing manuals and those outlined by the Indiana Department of Education, including procedures referring to testing conditions, timing, and instructions.
- Provide the necessary furniture and lighting to allow students to do their best work on the test. (All school personnel involved in administering the test are responsible for the quality of testing conditions.)
- Turn in an assessment book for each student.
- Report any missing assessment books or other irregularities to the Corporation Test Coordinator.
- Return all used and unused (including damaged, large print and/or Braille) assessment books to the testing company as directed. Assessment books and/or answer books that have been contaminated with blood, vomit, or other bodily fluids should not be returned. Please refer to the Test Coordinator’s Manual for further instruction on how to handle these documents.

Ethical Practices and Procedures

1. All testing materials will be delivered to schools no more than one week in advance of test administration.
2. Teachers and other school staff members are not allowed access to secure materials (except for the Test Administrator’s Manual) more than 4 hours in advance of the test administration.
3. It is the policy of (insert Corporation Name) that security of assessment materials before, during, and after testing will be maintained as follows:4. (Insert Corporation Name) will ensure that school staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results of the assessment.

Test Preparation Materials Review

(Insert Corporation Name) will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students:

Training Requirements

Decatur County Community Schools assures that all appropriate staff have knowledge of the *Code of Ethical Practices and Procedures* and understand how to secure, administer, and handle the assessments while in their possession.

1. The CTC and STCs will ensure that all appropriate staff receive test security training. STCs will ensure attendance is documented for each test security training.
2. The CTC and STCs will ensure that all appropriate staff receive test administration training prior to testing. The CTC and STCs will ensure attendance is documented at each test administration training.
3. The CTC and STCs will ensure that all staff members who will provide students with testing accommodations receive focused test accommodations training prior to testing. The CTC and STCs will also ensure that all staff members who will provide students with testing accommodations are familiar with each student's individual accommodation needs, as per the student's IEP, ILP, Section 504 plan, CSEP, and/or service plan prior to testing. The CTC and STCs will ensure attendance is documented at each testing accommodations training.

Monitoring

1. The CTC and STCs will define and clearly communicate to all appropriate staff **at least once annually** how staff implementation of test administration and test security standards and procedures will be monitored by the CTC, STC, and/or school administrators or designees.
2. The CTC and STCs will monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and that staff are appropriately providing students with accommodations included in their IEPs, ILPs, Section 504 plans, CSEPs, or Service Plans.

Test Schedule

The CTC and STCs will ensure that a test schedule is developed for each assessment at each school.

Addressing Test Security Concerns

1. Decatur County Community Schools will provide channels of communication that allow teachers, administrators, students, parents/guardians, and other community members to voice their concerns about testing practices they consider inappropriate.
2. Decatur County Community Schools has established procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring the protection of both the rights of individuals and the integrity of the assessment:

