

# **Circleville City Schools Testing Security Procedures School Year 2018-19**



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## PURPOSE

Ohio Public School Law 9.44.1, states that the Ohio Testing Program's purpose is to: "ensure that each student who receives a high school diploma is able to demonstrate at least high school levels of achievement in these areas-English language arts, mathematics, science and social studies."

In order to maintain the integrity of the Ohio Testing Program it is essential that all individuals understand the importance of uniform policies, procedures, and protocols for establishing and maintaining testing security. Testing security has always been essential and continues to be vital in the age of high stakes testing and accountability, particularly as the State strives to meet the guidelines set forth in federal and state policy. Knowledge of policies and procedures surrounding testing security empowers school personnel with the tools to make informed decisions and take preventative steps to maintain the soundness of all state-mandated testing.

This publication has been prepared to assist principals, teachers, and other school personnel with the information required to implement a secure, uniform administration of the assessments in Circleville City School District. For specific policies and procedures for each of the assessments in the Next Generation Assessments, please refer to the appropriate Test Administrator's Manual. This publication is an available reference for school personnel that may be kept in the schools. Additional copies may be downloaded from the AIR or ODE website.

## TEST SECURITY

State Board of Education policy specifies that secure tests, including all test materials and test questions, are **not to be reproduced in any manner**. School personnel and proctors are not to disclose the contents of secure tests by discussing specific test questions or information contained within the tests with each other or with students. In addition, excerpts from the tests must not be used at any time during classroom instruction or in resources materials such as study guides. Access to the tests shall be limited to school personnel who have a legitimate need. According to Ohio Public School Law 9.44.1, persons who have access to secure test materials shall not use their access to those materials for personal gain. Additionally, staff took the test security in the Public School Works under Board Policies at the beginning of the year.

Secure state tests, including all filed tests, shall not be copied, filed, or used directly in instructional activities. No person may copy, reproduce, or paraphrase in any manner or for any reason the test materials without the prior written consent of the test publisher (i.e., American Institute of Research). Copying, reproducing, or paraphrasing test materials represents a breach of test security and is a violation of federal copyright laws, Ohio Public School Law, State Board of Education policy, and the Circleville City School District *Testing Code of Ethics*.

## TESTING CODE OF ETHICS

The Circleville City School District *Testing Code of Ethics* addresses appropriate professional practices for central office and school administrators, test coordinators, teachers (test administrators), and proctors in the areas of securing tests, administering tests, scoring, reporting, and interpreting test results.

Ethical practices for administering Federal, State and Local tests include but are not limited to:

1. informing students about the tests and why the tests are important;

2. informing students and parents on how the tests and test results will be used;
3. ensuring that all eligible students take the tests;
4. encouraging students to attempt to respond to all test items and do their very best;
5. preparing students to take the tests; and
6. sharing the results of the tests along with any available interpretation of the scores with students and parents within the allotted timelines.

In addition, the importance of maintain test security at all times must be stressed. Ethical practices ensure validity of the test results.

In order to ensure test security, discussing information related to the content of specific test items or test forms is prohibited and a direct violation of the Testing Code of Ethics. This includes teachers who serve on item or test review committees and teachers, who as test administrators, review items on field tests. It is not permissible to discuss items with anyone, including professional colleagues, parents, and/or students. In abiding by this guideline educators ensure that the integrity of the tests is maintained, which helps minimize the cost of resources used when test security has been compromised.

The Circleville City School District *Testing Code of Ethics* must be reviewed and must be discussed during the training session for the test administrator and proctor. The *Testing Code of Ethics* is a required part of staff member training for the Next Generation Assessments. The sanctions for violations are included in the *Testing Code of Ethics* and are applicable to the administration of all secure state-mandated tests and all field tests.

Ohio Public School Law 9.44.1 states “a teacher who reveals a test question to a student is subject to a one-year suspension of his/her educator license, contract termination or both.” Non-teaching employees are likewise subject to contract termination for revealing test questions.

## **Introduction**

In Ohio, standardized testing is an integral part of the educational experience of all students. When properly administered and interpreted, test results provide an independent, uniform source of reliable and valid information, which enables:

- *students* to know the extent to which they have mastered expected knowledge and skills and how they compare to others;
- *parents* to know if their children are acquiring the knowledge and skills needed to succeed in a highly competitive job market;
- *teachers* to know if their students have mastered grade-leveled knowledge and skills in the curriculum and, if not, what weaknesses need to be addressed;
- *community* leaders and lawmakers to know if students in Circleville City Schools are improving their performance over time and how the students compare with students from other states or the nation; and

- *citizens* to assess the performance of the public schools.

Testing should be conducted in a fair and ethical manner, which includes:

## **Security**

- assuring adequate security of the materials before, during, and after testing and during scoring
- assuring student confidentiality

## **Preparation**

- teaching the tested curriculum and test-preparation skills
- training staff in appropriate testing practices and procedures
- providing an appropriate testing practices and procedures
- providing an appropriate atmosphere

## **Administration**

- developing a local policy for the implementation of fair and ethical testing practices and for and for resolving questions concerning those practices
- assuring that all students who should be tested are tested
- utilizing tests which are developmentally appropriate

## **Scoring, Reporting and Analysis**

- interpreting test results to the appropriate audience
- providing adequate data analyses to guide curriculum implementation and improvement

Because standardized tests provide only one valuable piece of information, such information should be used in conjunction with all other available information known about a student to assist in improving student learning. The administration of tests required by applicable statutes and the use of student data for personnel/problem decisions shall comply with the *Testing Code of Ethics*, which is printed on next pages.

## **Testing Code of Ethics**

- (a) This Rule shall apply to all public school employees who are involved in the federal, state or local testing program.
- (b) The superintendent or district test coordinator shall develop local policies and procedures to ensure maximum test security in coordination with the policies and procedures developed by the test publisher. The principal shall ensure test security within the school building.
  - (1) The principal or principal's designee shall store test materials in a secure, locked area. The principal shall allow test materials to be distributed

immediately prior to the test administration. Before each test administration, the building level test coordinator shall accurately count and distribute test materials. Immediately after each test administration, the building level test coordinator shall collect, count and return all test materials to the secure, locked storage area.

- (2) “Access” to test materials by school personnel mean handling the materials but do not include reviewing tests or analyzing test items. The superintendent or district test coordinator shall designate the personnel who are authorized to have access to test materials.
- (3) Persons who have access to secure test materials shall not use those materials for personal gain.
- (4) No person may copy, reproduce, or paraphrase in any manner or for reason the test materials without the express written consent of the test publisher.
- (5) The superintendent or district test coordinator shall instruct personnel shall instruct personnel who are responsible for the testing program in testing administration procedures. This instruction shall include test administrations that require procedural modifications and shall emphasize the need to follow the directions outlined by the test publisher.
- (6) Any person who learns of any breach of security, loss of materials, failure to account for materials, or any other deviations from required security procedures shall immediately report that information to the principal, building level test coordinator, school system test coordinator, and state level test coordinator.

(c) Preparation for testing.

- (1) The superintendent or district test coordinator shall ensure that school system test coordinators:
  - (A) secure necessary materials:
  - (B) plan and implement training for building level test coordinator test administrators, and proctors;
  - (C) ensure that each building level test coordinator and test administrator is trained in the implementation of procedural modifications used during the test administrations; and

- (D) in conjunction with program administrators, ensure that the need for test modifications is documented and that modifications are limited to the specific need.
- (2) The principal shall ensure that the building level test coordinator:
  - (A) maintain test security and accountability of test materials;
  - (B) identify and train personnel, proctors, and backup personnel for test administrations; and
  - (C) encourage a positive atmosphere for testing.
- (3) Test administrators shall be school personnel who have professional training in education and the state testing program.
- (4) Teachers shall provide instruction that meets or exceeds the standard course of study to meet the needs of the specific students in the class. Teachers may help students improve test-taking skills by:
  - (A) helping students become familiar with test formats using curricular content;
  - (B) teaching students test-taking strategies and providing practice sessions;
  - (C) helping students learn ways of preparing to take tests; and
  - (D) using resource materials such as test questions from test item banks, test practice and linking documents in instruction and test preparation.
- (d) Test administration.
  - (1) The superintendent or district test coordinator shall:
    - (A) assure that each school establishes procedures to ensure that all test administrators comply with test publisher guidelines;
    - (B) inform the local board of education of any breach of this code of ethics; and
    - (C) inform building level administrators of their responsibilities.
  - (2) The principal or building test coordinator shall:
    - (A) assure that school personnel know the content of state and local testing

policies;

(B) implement the school system's testing policies and procedures and establish any needed school policies and procedures to assure that all eligible students are tested fairly;

(C) assign trained proctors to test administrations; and

(D) report all testing irregularities to the school system test coordinator.

(3) Test administrators (teachers) shall:

(A) administer tests according to the directions in the administration manual and any subsequent updates developed by the test publisher;

(B) administer tests to all eligible students;

(C) report all testing irregularities to the building test coordinator; and

(D) provide a positive test-taking climate.

(4) Protectors shall serve as additional monitors to help the test administrator assure that testing occurs fairly.

(e) Scoring (if applicable). The school system test coordinator shall:

(1) ensure that each test is scored according to the procedures and guidelines defined for the test by the test publisher;

(2) maintain quality control during the entire scoring process, which consists of handling and editing documents, scanning answer documents, and producing electronic files and reports. Quality control shall address at a minimum accuracy and scoring consistency.

(3) maintain security of tests and data files at all times, including:

(A) protecting the confidentiality of students at all times when publicizing test results; and

(B) maintaining test security of answer keys and item-specific scoring rubrics.

(f) Analysis and reporting. Educators shall use test scores appropriately. This means that the educator recognizes that a test score is only one piece of information and must be interpreted together with other scores and indicators. Test data help educators understand educational patterns and practices. The superintendent shall ensure that school analyzes and report test data ethically and within the limitations described in this paragraph.



- (1) Educators shall release test scores to students, parents, legal guardians, teachers and the media with interpretive materials as needed.
- (2) Staff development relating to testing must enable personnel to respond knowledgeably to questions related to testing, including the tests, scores, scoring procedures, and other interpretive materials.
- (3) Items and associated materials on a secure test shall not be in the public domain. Only items that are within the public domain may be used for item analysis.
- (4) Educators shall maintain the confidentiality of individual students. Publicizing test scores that contain the names of individual students is unethical.
- (5) Data analysis of test scores for decision-making purposes shall be based upon:
  - (A) disaggregation of data based upon student demographics shall be based upon:
  - (B) examination of grading practices in relation to test scores; and
  - (C) examination of growth trends and goal summary reports for state-mandated tests.
- (g) Unethical testing practices include, but are not limited to, the following practices:
  - (1) encouraging student to be absent the day of testing;
  - (3) using secure test items or modified secure test items for instruction;
  - (4) changing student responses at any time;
  - (5) interpreting, explaining, or paraphrasing the test directions or the test items;
  - (6) reclassifying students solely for the purpose of avoiding state testing;
  - (7) not testing all eligible students;
  - (8) failing to provide needed modifications during testing, if available;
  - (9) modifying scoring programs including answer keys, equating files, and lookup tables;
  - (10) modifying student records solely for the purpose of raising test scores;
  - (11) using a single test score to make individual decisions; and
  - (12) misleading the public concerning the results and interpretations of test data.

- (13) misuse of technology by staff member to help or hinder student ability to take the test.

## **Tracking log Requirements**

School Test Coordinators are required to maintain a log of secure materials. Schools must maintain a tracking log of secure materials for at least three years as directed by Ohio.

Secure Materials:

1. Student Testing Tickets
2. Mathematics Reference Sheets written on by students
3. scratch paper written on by students

Schools will also need a log to account for collection and secure shredding of Mathematics Reference Sheets written on by students and scratch paper written on by students (for grades 5–8 and high school).

- Circleville City School District will use the tracking Form to account for the shredding/disposal of all secure documents previously listed.

Test Administrators are not to have extended access to test materials before or after administration. Test Administrators must document the receipt and return of all secure test materials (used and unused) to the School Test Coordinator immediately after testing.

- Upon completion of a test session, all Test Administrators will complete a Post-Certification Form and return it to their School Test Coordinator (BTC) along with all secure documents.

## **Post-Test Certification Form**

After the completion of test administration and return of all test materials, the School Test Coordinator (BTC) must sign a Post-Test Certification Form. Stating the following:

- That material have been tracked using the tracking log and were returned securely.

## **TEST WINDOW AND TESTING SCHEUDLE**

**Procedures for Safety Threats and Severe Weather**-In the event that there is a building evacuation, lockdown, or school closure that occurs before the start of a unit, follow the protocol outlined below:

- Proceed with testing only if the unit can be completed that day. If the unit cannot be completed, schedule the unit during make-up testing.
- Document the situation, noting the event, date, and time, students affected, and any other specific details regarding the situation.

In the event that there is a building evacuation, lockdown, or school closure that occurs during the unit, follow the protocol outlined below:

- If possible, note the time of the disruption so that the remaining time for the unit can

be calculated.

- If leaving the test environment, lock the door or take necessary steps to ensure the security of the test materials if time permits.
- Upon returning to the testing room, prepare students for the continuation of the unit:
  - Test Administrators must inform students how many minutes remain in the unit.
  - Test Administrators must write on the board the updated start time and stop time of the unit.
  - Students may need to be Resumed in AIR account or assessments handed\ back out.
- Document the situation, noting the event, date, and time, students affected, and any other specific details regarding the situation.
- Refer to Appendix C about reporting a testing irregularity or security breach.

If a Snow Day or a 1 hours delay may happen, building test coordinators will follow the testing schedule with make-up session for the Snow Day where make-ups are noted. 1 hour delay will be addressed if there is enough time allowed in the day to start the session. This will be determined by the building test coordinator,

## **TESTING ENVIRONMENT**

It is important to establish procedures to maintain a quiet testing environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

- Some students may finish testing before others and the expectations for what those students may do must be determined and established in advance of the testing day.  
Students will submit assessment and then get a book to read.
- Unauthorized visitors are prohibited from entering the testing environment.
- The testing sign should be posted on the outside of the room door.
- Prohibited classroom resources should be removed or covered like: Posters, maps, charts, and displays that define, explain, or illustrate terms or concepts, mathematical formulas/theorems (for Mathematics units), graphic organizers, multiplication tables, 100s charts, word lists, definitions. writing formulas, any manipulative not approved through unique accommodation prior to testing, see accommodations list.

It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance.

When choosing testing locations, School Test Coordinators should make sure assessment settings have good lighting and ventilation, comfortable room temperatures, and are as free as possible from noise and interruptions so students can work comfortably and without disruption. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good and working condition. To maintain security in a computer-based testing environment, it is suggested the following ideal configurations for seating students:

- Seat students in every other seat
- Arrange monitors back-to-back
- Seat students back-to-back
- Seat students in a semicircle
- Seat students in widely spaced rows or in every other row.

If an ideal appropriate seating configuration is not possible, physical and visual barriers between computers should be used to prevent students from viewing other monitors. Schools may already have one or more of the following materials available that can be adapted for this purpose like: Cloth or paper “curtains” that isolate each computer, card stock (e.g., manila folders) that can be taped to the sides of monitors, Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between computers, Tri-fold display boards (such as those used for science project exhibits) that can stand freely between computers, cardboard carrels, privacy screens that narrow the viewing angle of a computer monitor so that it is visible only to someone sitting directly in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them. In the event that a laptop or other modular devices are used, they must be monitored and may not be removed from the test setting during test administration. This includes removal for technical purposes. Changes to the setting, including the testing location and conditions within the testing environment can benefit students who are easily distracted in large groups or who concentrate best in small group and individual settings.

Test administrators must contact the district test coordinator prior to the test administration if they have questions related to the testing environment. Failure to cover or remove such displays during a test administration may be considered a violation of Testing Code of Ethics and a potential breach in security.

## **ACTIONS AND BEHAVIORS OF TEST ADMINISTRATORS AND PROCTORS**

The behavior of the test administrators and proctors during testing can have a significant impact on the overall testing environment.

Test administrators and proctors are encouraged to frequently move throughout the room and scan the students’ work area during testing.

While seated the test administrator and proctor should position himself or herself so he or she have an unobstructed view of and easy access to students. Monitoring student progress must be the priority of test administrator and the proctor. To perform this function successfully, and to maintain test security, the test administrator and proctor should grant their full attention to the testing site at all times.

The test administrators and proctors must avoid the following distracting behaviors:

- holding extended conversations with one another
- reading newspapers or novels
- eating
- working on a computer (only to monitor if giving online assessments-not going back and forth with other computer work), tablet or phone, for anything outside of the administration of the Assessment
- carrying out other professional duties
- tending to unrelated professional duties

## **UNIFORMITY OF TEST ADMINISTRATION**

All tests that are part of the Ohio Testing Program require a standardized process of administration. In order for test results to be valid from a standardized test administration, all procedures located in the Ohio Test Administrator's Manual must be followed. It is imperative that the test administrator follows and presents the directions in the test administrator's manual as written.

Thus, the test administrator must study the designated manual prior to the test administration to ensure that uniform test administration procedures are followed throughout Ohio.

It is a violation of the Testing Code of Ethics to omit, rewrite or paraphrase orally or in writing the instructions presented in the Ohio Test Administrator's Manual without the prior written consent of the Ohio Department of Education.

Unethical testing practices include, but are not limited to, interpreting, explaining, or paraphrasing the test directions or multiple-choice test items.

Test administrators may repeat test directions only and are not permitted to provide any specific assistance with answering test questions. For example, test administrators and proctors are not permitted to clarify test directions, read multiple-choice test selections or questions aloud, provide synonyms for unknown words, or rephrase questions.

It is imperative that each student completes his or her own work without assistance in order for the scores to reflect the student's ability. Therefore, the testing team of test administrator and proctor must ensure that the information collected from students accurately represents the students' current level of academic performance.

While most test administrators may have conducted similar testing sessions previously, they are required to receive training prior to administering or proctoring any secure state test. Absences from training must be reported to the principal and will require makeup sessions.

All students must complete the items under the same conditions, unless a student with a current IEP, Section 504 Plan, or limited English proficiency plan has the appropriate documentation in accordance with state policies to receive procedural accommodations. All documented accommodations must be approved for use by the test publisher. The test administrator must ensure that the appropriate students receive the accommodations and follow all appropriate procedures for providing accommodations to students.

## TEST IRREGULARITIES

The list in this section describes testing irregularities (i.e., actions or events that may occur before, during, or after administration that may compromise the validity of the test) regarding the testing environment and testing procedures. These are intended as examples only and are not comprehensive.

### Examples of Testing Irregularities—Testing Environment

- Building evacuation or lockdown (refer to Section 2.9)
- Unauthorized visitors (refer to Section 4.2)
- Failing to follow administration directions exactly as specified in the Test Administrator Manual
- Losing a student's Test Booklet
- Losing a student's Testing Ticket
- Displaying testing aids in the testing environment (e.g., a bulletin board containing relevant instructional materials) during testing
- Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate
- Loss of internet connectivity for computer-based testing
- Providing access to Seal Codes for computer-based testing ahead of time and before reading the appropriate direction in the script

## SECURITY BREACHES

Any action that compromises test security or score validity is prohibited. These may be classified as security breaches or testing irregularities.

It is highly recommended that School Test Coordinators (BTC's) discuss other possible security breaches and testing irregularities during Test Administrator training.

### Test Security Breaches

The following lists describe various security breaches (actions prohibited before, during, and after testing that compromise test security) regarding electronic devices, test supervision, and test materials. These lists are intended as examples only and are not comprehensive. Test Administrators reserve the right to add security breaches to the following lists at their discretion.

#### Examples of Test Security Breaches - *Electronic Devices*

- Using a cell phone or other prohibited handheld electronic device (e.g., smartphone, iPod®) while secure test materials are still distributed or while students are testing.

(Exception: Test Coordinators, Technology Coordinators, Test Administrators, and Proctors are permitted to use cell phones in the testing environment only in cases of emergencies or when timely administration assistance is needed. Cell phones may be used as a stop watch for testing time.)

- Technology Coordinators or test proctors (teaching staff or educational aide) may NOT take photos of paper assessments or AIR screens.
- Using a computer, laptop, or tablet (other than the one being used to administer a computer-based test) while secure test materials are still distributed or while students are testing.

### **Examples of Test Security Breaches - Test Supervision**

- Explaining passages or test items to students.
- Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test.
- Engaging in activities that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing (e.g., grading papers, reading a book, newspaper or magazine).
- Leaving students unattended for any period of time while secure test materials are still distributed or while students are testing.
- Giving students more or less time than is allotted for the unit as outlined in the manual (except for students who have the extended time accommodation specified in an approved IEP, 504 Plan, or, if required by your state, an EL Plan).
- Encouraging students to finish early.
- Allowing students to pass notes, talk, or cause disturbances while test materials are still distributed or while students are testing.
- Providing unauthorized persons with access to secure materials.
- Formally or informally scoring student responses to test items.
- Allowing a student to engage in any activities not listed in Appendix C as appropriate for your state.
- Allowing students to test before or after your state's test administration window.
- Taking any picture of the secure test or the testing session.

### **Examples of Test Security Breaches - Test Materials**

- Leaving test materials unattended or failing to keep test materials secure at all times while secure test materials are still distributed or while students are testing.
- Viewing or permitting students to view secure test content at any time other than during testing.
- Reading or viewing the passages or test items before, during, or after testing.  
(Exception: In special cases where a Test Administrator reads aloud to a student (human reader or human signer), Human Readers should be given the opportunity to review passages and items prior to providing the Human Reader accessibility feature. Reading to a student who meets the requirements and has the Human Reader accommodation listed in his or her IEP or 504 Plan is permitted on the English Language Arts/Literacy assessments or as an accessibility feature for the Mathematics assessment.)
- Copying or reproducing (e.g., taking a picture of) any part of the passages or test items or any secure test materials or online test forms.
- Altering or interfering with a student's responses in any way.
- Making responses available to a student.

- Handling the test materials for a purpose other than test administration (e.g., teacher takes a Test Booklet home to review, Test Administrator reads a student's responses after school).
- Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication.
- Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test

**Reporting Security Breaches and Testing Irregularities** All instances of security breaches and testing irregularities must **be reported to the School Test Coordinator immediately**. The Form to Report a Testing Irregularity or Security Breach must be completed within two school days of the incident. If any situation occurs that could cause any part of the test administration to be compromised, refer to breach form immediately and follow those steps. Occasionally, individuals will contact state department of education offices with allegations of testing irregularities or security breaches. In these cases, the state's designee may contact the School Test Coordinator or LEA Test Coordinator and ask that individual to investigate the allegation and report back to the appropriate state level organization.

## **MAINTAINING THE SECURITY OF TEST MATERIALS AND CONTENT**

School Test Coordinators (BTC's) must develop a building plan reflecting the requirements in this section. An effective building plan will ensure that test materials are accounted for at all times before, during, and after test administration. The plan should include procedures for documenting the distribution and return of test materials between School Test Coordinators (BTC's) and Test Administrators. It should account for return of materials to the vendor. It should also include a process to document shredding or recycling, as appropriate, of secure materials that are not returned to the vendor. Failure to implement and follow a chain-of-custody plan may result in test invalidations. All irregularities or breaches will follow the Ohio Testing Code of Ethics.

### **Before Testing**

- All test materials will be stored in a locked central storage area provided by the LEA Test Coordinator (DTC).
- On the day of testing, all materials will be accounted for and distributed by the LEA Test Coordinator (DTC) to the School Test Coordinator (BTC). The School Test Coordinator (BTC) will then give all test materials to the appropriate Test Administrators.
- The tracking form will be filled out to reflect the distribution of materials moved from locked central storage area to classroom #\_\_\_\_\_ before the testing session begins.

### **During Testing**

- Test Administrators will follow all aspects of the Circleville City School District Security Plan during testing.

### **After Testing**

- The tracking form will be filled out to reflect materials moved from classroom (BTC) or the LEA Test Coordinator (DTC).
- The School Test Coordinator (BTC) or the LEA Test Coordinator (DTC) will ensure that all secure testing materials are destroyed by shredding.

The appropriate Test Administrator, School Test Coordinator (BTC), and/or the LEA Test Coordinator (DTC) will complete the tracking form attached to this Security Plan.



The tracking form will be stored by the LEA Test Coordinator (DTC) for a period of three years to comply with Ohio guidelines for testing.

## **MAKEUP TESTING AND STUDENT ABSENT FROM MAKEUP TESTING**

Any student absent or not present for the test administrator must be given the opportunity to make up the test within the testing window. The building test coordinator will specify how makeup tests are to be handled at the school (e.g., returning makeup test materials) and will schedule/approve dates and times for completing makeup tests in each school based on scheduling determined by the District.

Makeup sessions must fall within the testing window established on the state or local level.

Students that miss a test session will continue to take assessments in the order provided on the district calendar. The missed session will take place on a date when said student is not scheduled for a test. Make up sessions can also occur at the end of the testing calendar, but within the testing window.

## **CONFIDENTIALITY OF STUDENT SCORES**

Maintaining confidentiality of student test scores is an important part of test security in the Ohio Testing Program. Any written material containing the identifiable scores of individual students on tests taken pursuant to these rules shall not be disseminated or otherwise made available to the public. Test scores will be considered confidential information.

## **DUTIES OF THE SUPERINTENDENT OR DESIGNEE AS DISTRICT TEST COORDINATOR**

The local superintendent or designee shall serve as the district test coordinator to assist in the local administration, reporting, and interpretation of tests and other accountability measures. Maintaining test security is a major responsibility of the superintendent.

The superintendent or designee as school system test coordinator shall:

1. ensure that a testing plan for the school system is developed and disseminate to each school prior to the beginning of the school year. A schedule of the state test administration dates for the school year is to be shared with teachers, students, and parents;
2. ensure that all eligible students are assessed;
3. account for all test materials received and secure all test materials in a locked facility;
4. prohibit the reproduction of all or any part of the tests;
5. prohibit their employees from disclosing the content of, or specific items contained in, the tests to persons other than authorized employees of the school system;

6. develop local policies and procedures to ensure maximum test security in coordination with the policies and procedures developed by the test publisher;
7. designated the personnel who are authorized to have access to test materials;
8. conduct audits periodically to ensure that proper test administration sessions are being held;
9. ensure that the security of test materials and the integrity of the Ohio Testing Program are maintained at all times;
10. ensure that test administrators at each school are school district or school personnel who have professional training in education and the Ohio Testing Program;
11. assist the principal at each school in understanding his/her duties and responsibilities related to the state testing program and the implementation of state tests;
12. oversee the planning and implementation of training of school-level test coordinators, test administrators, and proctors;
13. ensure that each school-level test coordinator and test administrator is trained in the implementation of testing accommodations used with students with disabilities and students identified as limited English proficient;
14. assure that each school establishes procedures to ensure that all test administrators comply with the test publisher guidelines;
15. make a determination about the seriousness of reports of breaches of test security, loss of test materials, failure to account for test materials, unauthorized reproduction or retention of test materials or any other deviation from required security procedures;
16. declare a test administration as a misadministration using the appropriate procedures and documentation and ensure that students are administered another secure form of the test;
17. inform the superintendent of any breaches of the *Testing Code of Ethics*.

## **DUTIES OF THE PRINCIPAL OR DESIGNEE AS BUILDING TEST COORDINATOR**

The principal or school designee shall serve as building test coordinator. The building test coordinator shares responsibility in maintaining test security.

The principal/building coordinator shall:

1. maintain test material security and accountability of test materials, store test materials in a secure, locked area;
2. allow test materials to be distributed immediately prior to the test administration;

3. accurately count and distribute test materials required for the test administration at the school before each test administration. Immediately after each test administration, test materials must be collected, counted, and returned to the secure, locked storage area;
4. maintain the confidentiality of individual student scores when reporting test results to the public and the media;
5. encourage a positive atmosphere for the test administrations;
6. adhere to the testing plan and test administration schedules established by the Ohio Department of Education and the district test coordinator;
7. attend training sessions sponsored by the district test coordinator on the policies and procedures for conducting a proper test administration, editing and processing test materials;
8. train all school personnel on the appropriate use of test materials, test security, and the Circleville City School District *Testing Code of Ethics*;
9. emphasize to all school personnel that no person may copy, reproduce, or paraphrase in any manner or for any reason the test materials without the written permission of the Ohio Department of Education.
10. inform personnel that any person who learns of any breach of security, loss of test materials, failure to account for test materials, or any other deviation from required security procedures shall immediately report that information to the principal/building test coordinator;
11. select test administrators who are school system or school personnel who have professional training in education and the Ohio Testing Program;
12. assign trained proctors to test administrations who are responsible adults from school system staff;
13. implement the school system's testing policies and procedures and establish any needed school policies and procedures to assure that all eligible students are tested;
14. report all testing irregularities to the district test coordinator using the appropriate procedures and documentation;
15. return all tests materials to the district test coordinator; as directed, immediately following the completion of the test administration.

## **DUTIES OF THE TEST ADMINISTRATOR**

Only employees of the school system are permitted to administer secure state tests. Contracted tutorial services/agencies are not permitted to administer Circleville City School District tests. Test administrator shall be school personnel who have professional training in education and the state testing program. Retired teachers, if working for the school district as a substitute teacher or member of the staff in any capacity, may administer Circleville City School District.

Test administrator responsibilities, those specifically related to test security are provided below. The test administrator shall:

1. attend a test administrator training session prior to each test administration conducted by the school system or school test coordinator and, if applicable, a training session on the use of accommodations;
2. read and study thoroughly the codified Circleville City School District's Testing Code of Ethics prior to the test administration;
3. maintain test security at all times during the handling of test materials;
4. account for and record the number of secure test materials;
5. administer the test to all eligible students;
6. conduct an unbiased administration of the tests according to the policies, procedures, and directions in the Test Administrator's Manual and any subsequent updates developed by the Ohio Department of Education.
7. follow appropriate procedures when providing accommodations to students with disabilities and students identified as limited English proficient, if applicable;
8. assist students with emergencies (including restroom emergencies) during the test administration;
9. remain in the room throughout the entire test administration unless there is an emergency; if there is an emergency it is most appropriate to send the proctor for assistance;
10. read the directions in the Test Administrator's Manual and any subsequent updates developed by the Ohio Department of Education to the students as written;
11. provide a positive test-taking environment;
12. follow the procedures established by the district test coordinator for returning all used and unused testing materials, blank paper, and supplemental materials;
13. securely review and edit student answer sheets to prepare for machine scoring. Test administrators shall not, at any time, modify, change, alter, erase, or tamper with student responses on the answer sheets/performance test books; and
14. report all testing irregularities to the building test coordinator and/or principal using the appropriate procedures and documentation.