

District Security Procedures for State Test Materials

MANAGING SECURE TEST MATERIALS

Receipt of Test Materials

- A. Materials are shipped to district or school as determined by __ DAC__.
- B. Materials will be delivered to __DAC__ immediately upon their arrival.
- C. __DAC__ will be immediately informed that materials have arrived and will secure all materials.
- D. The applicable *Assessment Manual* and *Procedures Manual* will be read and any clarifying questions asked of the MDE assessment contact (contacts are listed in the front of the *Procedures Manual*).
- E. Those who have access to the secured area, inventory materials and complete security checklists are __ DAC, SAC__. Those who have access to secure online testing systems and student login information are __DAC&SAC__.
- F. Every person with access will sign a *Non-Disclosure Agreement* before handling materials or accessing online systems. *Non-Disclosure Agreements* are kept on file at the district for 12 months. A *Non-Disclosure Agreement* must be signed each school year.
- G. __DAC__ will inventory materials immediately using the Security Checklists. Security Checklists are kept at the district for 12 months following testing.
- H. Test materials will be kept in __Testing Room in HS Guidance Office____, a secure locked location, until the time of distribution.

Distribution of Materials to School(s)

- A. *Assessment Manuals* and *Test Monitor Directions* will be distributed in advance of sending the secured test materials.
- B. *Non-Disclosure Agreements* will be signed by any persons who will be handling test materials. *Non-Disclosure Agreements* are kept on file at the district for 12 months. A *Non-Disclosure Agreement* must be signed each school year.
- C. The process for distributing materials to the school(s) will be completed by _SAC_____.
- D. __SAC__ will deliver the secure test materials.
- E. Immediately upon arrival of test materials, __DAC__ will use the Security Checklists to inventory and prepare materials for distribution to classrooms. Any discrepancies will be reported immediately to __DAC____. Security Checklists are kept at the district for 12 months following testing.
- F. The school(s) will keep the test materials secure in __DAC office in High School____, a secure locked location, until the time of testing. Any student logins for online testing systems must be kept in a secure location until the time of testing.
- G. A record of person(s) having access to the secure area, inventorying materials and completing security checklists will be kept by __DAC_____.

Distribution of Materials to Test Monitors or Test Administrators

- A. __DAC__ will be responsible for training the Test Monitors and Test Administrators prior to the test administration.
- B. Training for Test Monitors and Test Administrators must be documented and kept on file at the district.
- C. __DAC__ makes arrangements for the logistics of test administration, which include ensuring appropriate student-to-Test Monitor and Test Administrator ratios, scheduling computer labs and preparing MTAS materials.
- D. __SAC/DAC__ will ensure that guidelines referenced in Chapter 8 of this *Procedures Manual* are followed in terms of what help a Test Monitor can give, covering materials in the classroom and setup of computer labs and testing rooms.
- E. __SAC__ will oversee distribution of all test materials to the Test Monitors or Test Administrators. The procedure for the distribution of all test materials (including online test

materials) to the Test Monitors and Test Administrators will be __SAC_____.

F. __DAC_____ will ensure that *Non-Disclosure Agreements* are signed by all Test Monitors and Test Administrators. *Non-Disclosure Agreements* are kept on file at the district for 12 months. A *Non-Disclosure Agreement* must be signed each school year.

G. Test Monitors who are in charge of administering an assessment receive *Test Monitor Directions* in advance of test date(s). Test Monitors are responsible for reviewing and complying with all information in the *Test Monitor Directions*.

H. Test Monitors will administer the assessment strictly according to the requirements of the *Test Monitor Directions*.

I. Test Monitors and Test Administrators will inventory their materials immediately upon receiving their tests. Discrepancies in materials will be reported immediately to __SAC_____.

J. Test Monitors will sign the Test Monitor Test Materials Security Checklist for the test materials they take to their classroom. Any discrepancies will be reported immediately to __SAC_____. Test Monitor Test Materials Security Checklists are kept at the district for 12 months following testing.

K. If students are taking the tests on multiple days, your building's plan for keeping test materials (including online test materials) secure between test sessions includes __locking up paper copies and SAC maintaining administration on online assessments_____.

L. All accommodations must be documented in the student's IEP or 504 plan prior to test administration and communicated to __DAC_____ to document on answer documents and/or in online testing systems.

M. All accommodations for English learners must be identified and documented prior to test administration and communicated to __DAC_____ to document on answer documents and/or in online testing systems.

N. All test materials are secure and cannot be reproduced in any form.

Return of Materials from Test Monitor and Test Administrator

A. The Test Monitor and Test Administrator will return all test materials (including any materials used as scratch paper and student authorizations for online tests) to __SAC_____ immediately after testing.

B. Test Monitor Test Materials Security Checklists will be signed by the Test Monitor indicating that all materials have been returned. The Test Monitor Test Materials Security Checklists will be returned to __SAC returns to DAC_____.

C. Test materials will be inventoried immediately at the time they are returned to __SAC_____ to ensure that all materials have been returned.

D. Test materials will be placed in __High school guidance office testing room and CRES SAC office_____, a secure locked location, immediately upon their receipt from the Test Monitors and Test Administrators.

E. Test materials will be sent to __SAC_____ for final district inventory.

F. Student logins and any other online test materials must be securely destroyed at the end of test administration.

G. __SAC_____ will prepare the materials for their return according to return instructions in the applicable *Assessment Manual*.

Return of Materials to Service Provider

A. All test materials will be inventoried a final time by __SAC_____.

B. All student responses for applicable online assessments and all student scores for MTAS and the Minnesota Alternate Assessment: Writing will be entered according to procedures in the applicable *Assessment Manual* by __SAC_____.

C. __SAC_____ will follow instructions provided in the applicable *Assessment Manual* for the return shipping of test materials.

D. Test materials will be kept in __Guidance office testing room_____, a secure locked location, until picked up for return to

the service provider.

GENERAL SECURITY PROCEDURES

Chain of Custody for Test Materials

1. __DAC____ ensures that test materials (including online test materials) are inventoried upon arrival and kept in __testing room____, a secure locked location, until distributed to __test monitors____.
2. Test materials will be organized for each Test Monitor and Test Administrator, including Test Monitor Test Materials Security Checklists and student logins for online testing systems.
3. Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the Test Monitor Test Materials Security Checklist are accounted for prior to handing out the test materials to the students.
4. The Test Monitor is responsible for the test materials during the test administration until their return to __SAC____.
5. When the test materials are returned to __SAC____, they will again be inventoried and kept in __testing room____, a secure locked location, until shipped back to the service provider. Student logins and any other online test materials must be securely destroyed at the end of test administration.

Test Monitor Training

Training should include the following actions:

- Read and sign *Non-Disclosure Agreements*.
- Review of Test Monitor responsibilities, printed *Test Monitor Directions* and any special instructions for a particular test given and follow them explicitly.
- May use bathroom one at a time.
- Test security with phones, keeping materials secure.
- Contact SAC immediately if a discrepancy in the test material occurs.
- Contact __SAC____ if a problem arises during the testing without leaving students unattended, call secretary or phone.
- May post directions completion directions. Students that finish may not return to room that has students testing
- All instructional materials on walls must be covered.
- All adults that enter the testing room must sign the student roster and have a non-disclosure on file with the district.
- Determine process for when and how test materials are returned to __test monitor return assessments to the SAC personally____.

Breaches in Test Security

If there is a concern that test security may have been breached, the District Assessment Coordinator will notify MDE by fax within 24 hours of the time of the alleged breach and submit the *Test Security Notification Form* with any documentation. The *Test Security Notification Form* is available in Appendix A of this *Procedures Manual*.