

FARMINGTON PUBLIC SCHOOLS DISTRICT TEST SECURITY PROCEDURE

ASSESSMENT STAFF

The Farmington Public School District employs a full-time District Assessment Coordinator (DAC). Use the <https://www.farmington.k12.mn.us/learning/assessment> link to find contact information on the current DAC as well as the currently assigned Building Assessment Coordinators (BACs) for each school. Each BAC is encouraged to designate an assistant or assistants to help in cases when their primary job makes it difficult to devote adequate attention to BAC activities.

DISTRICT MONITORING OF TEST ADMINISTRATION

The DAC and BAC for each building is responsible for overseeing testing staff and their monitoring and reporting of any issues including, but not limited to, security breaches, testing misadministrations and invalidations using the district Test Administration (TAR) document. Additionally, each building is subject to one or more random monitoring exercises scheduled and conducted by the DAC or a BAC each testing cycle.

TESTING CALENDAR

The DAC is responsible for setting and adjusting the annual district testing calendars with input from BACs. The DAC is also responsible for posting the testing calendar(s) to the district website: <https://www.farmington.k12.mn.us/cms/One.aspx?portalId=116138&pageId=1063665> .

TRAINING AND COMMUNICATION

All staff members directly involved with state assessment will complete the *Test Security Training and Assurance of Test Security and Non-Disclosure* online or on paper. They will also take any state mandated training sessions associated with their testing roles. The District Assessment Coordinator (DAC) and/or Building Assessment Coordinators (BACs) can assign additional training as needed but attendance and record keeping of these sessions are optional.

The BACs are responsible for ensuring all staff members involved in testing for their school complete required annual training before participating in test administration. This includes *Test Security Training, Assurances of Test Security and Non-Disclosure*, and any other required trainings that are documented through Learning Management System (LMS) reports, certificates of completion, and training attendance lists. The online LMS reports will constitute the official training records for the district as required by the Minnesota Department of Education and can be accessed by the DAC or each building's BAC. BAC's are also responsible for ensuring:

- Staff adequately prepares students for test administration. This includes a reminder to students about the importance of test security, honesty, and integrity.
- Test rooms are properly set up for test administration (e.g., signage, security cameras, and Staff to Student ratios)

All testing issues will be documented in the Test Assessment Report (TAR). Any issues needing escalation will be communicated using the following hierarchy:

1. Report issue to your BAC
2. Report issue to DAC
3. The Minnesota Statewide Test Security Tip Line (<https://public.education.mn.gov/tip/>) can be used anonymously when concerns exist about using normal escalation channels

The Minnesota Statewide Test Security Tip Line as well as District policies and procedures is accessible to all staff online. The DAC is responsible for maintaining this information online and the BACs are responsible for ensuring that participating staff in their building are informed about how to access the information

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

All student resources used to prepare students, testing rooms and materials allowed for testing will be determined and implemented for each building by their administration as they see fit. Each Building Assessment Coordinator (BAC) is responsible for:

- Establishing a procedure to track which staff member monitors each student test (as well as what other staff is present). Typically this is done in the online software through session and custom group names.
- Collecting and processing information related to why students are not testing
- Ensuring students are taking the correct test in the correct locations and/or have the appropriate supports/accommodations
- Informing Test Monitors about:
 - Allowable/prohibited materials for testing. Each test monitor is responsible for ensuring students do not use or access cell phones or other prohibited devices in accordance with MDE testing mandates.
 - Procedures for breaks, restroom, unexpected situations, emergencies, and finishing testing

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DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST ADMINISTRATION

Each building will determine and communicate with their staff how to best handle student breaks in accordance with state requirements (e.g., test content security). Each staff member will answer questions or provide assistance during test administration. If staff is not able to quickly resolve the issue with the resources they've been provided, they should use a phone or electronic device to request assistance from one or more of the below resources:

1. Building Assessment Coordinator (BAC)
2. Technical Support
3. Contact District Assessment Coordinator (DAC)

In addition to the BAC and DAC, another trained test monitor can also be pulled in to assist during unexpected situations or emergencies arising with students during testing (e.g., illness, behavioral issues, early dismissal). Each test monitor is responsible to do their best to keep test materials and online test questions secure during unexpected situations and emergencies (e.g., emergency situation, fire drill) WITHOUT risking the health and safety of the students.

BACs and their building administrations may define and enforce procedures regarding what students are allowed to do when they complete testing early or if students need extra time to test in accordance with MDE policies.

The Test Administration Report (TAR) will be used to document the following occurrences during testing:

1. Student reported errors or technical issues with a test item
2. Staff reported test misadministrations or security breaches. These events are also required to be directly reported to the BAC and DAC within 24 hours.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

All testing staff are required to follow state requirements for discussing the test administration experience with students after test administration as indicated by MDE training.

The staff member assigned to test a student is also responsible for entering student responses from MCA paper accommodated test materials or entering MTAS scores from MTAS Data Collection Forms unless otherwise assigned by the BAC or DAC.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Secure Test Materials Lifecycle

The initial orders of secure materials are delivered directly to the DAC who will reconcile them against the packing lists provided by the state. The DAC will then deliver the materials to either the Building Assessment Coordinator (BAC) or a designated specialist (typically for MTAS or ACCESS for ELL materials). Each BAC or specialist will lock the materials up in a secure location of their choosing until distribution to designated test monitors. Upon receipt, test monitors will also lock the secure materials in a place of their choosing until

testing is completed. At that point they will return the materials back to the BAC or specialist. The BAC or specialist will coordinate with the DAC for the return of secure materials back to the DAC who will conduct the final inventory before shipping them to the proper location designated by testing authorities. The BAC will also ensure their staff is instructed on the building process for destruction of testing tickets and scratch paper.

Subsequent orders of secure materials may be delivered to either the district or directly to the school building. The procedure is exactly the same except the BAC or specialist at the building is responsible for initial reconciliation of secure test materials against the provided packing list(s) delivered directly to them.

Any secure materials discovered to be missing will be added to the Testing Activity Report and reported to the BAC and/or DAC within 24 hours of the discovery. The DAC will determine what, if anything, needs to be communicated to MDE within 48 hours of the discovery per their requirements.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

Preliminary and final public test results are communicated in accordance with state policy at the discretion of the DAC as well as building BACs and their administration.