

## **District Test Security Procedures for AFSA K-12 Charter School**

### **ASSESSMENT STAFF**

District Assessment Coordinator: Liz Burkwald

High School Assessment Coordinator: Erik Bruner-Wiltse

### **DISTRICT MONITORING OF TEST ADMINISTRATION**

The District Assessment Coordinator (DAC) assigns test monitors for test sessions at the K-8 campus. The High School Assessment Coordinator (HSAC) assigns test monitors for test sessions at the High School Campus (grades 9-12.)

### **TESTING CALENDAR**

The DAC is responsible for determining the annual testing dates and publishing the annual testing calendar along with posting it to the website.

### **TRAINING AND COMMUNICATION**

The DAC is responsible for ensuring all testing staff complete the required training for test administration and all staff complete test security training. The DAC has access to the online testing rosters through Pearson, which provides the online training required for testing in MN. The DAC is responsible for updating and providing information, policies, and procedures regarding test administration.

### **DISTRICT POLICIES AND PROCEDURES FOR TESTING**

#### **Preparation:**

- AFSA uses online test practice questions to prepare students for the testing format.
- At the beginning of each test session, Test Monitors remind students of the importance of test security.
- The DAC and HSAC manage accommodations, reasons for excusal from testing, and parent Opt-out forms for their buildings.
- AFSA uses classrooms that have banned materials covered or removed for testing sessions. At the High School, this is typically the computer lab (room 129), and at the K-8 campus, this is typically the cafeteria.
- No security cameras are used in classrooms at AFSA.
- Test Monitors gather test materials and return them to the DAC or HSAC (whichever is in their building)
- On testing days, rosters are provided to teachers and students are called down at the appropriate times for their test sessions. Test rosters are used to document who attends or misses their sessions.
- Electronics and other banned devices are placed in a box upon entering the testing room, and before testing starts that box is taken to the office for students to check their device back out after testing is complete.

**Test Administration:**

- Students are allowed to take bathroom breaks during testing by raising their hand, signing out of the test, and returning immediately after. Staff will document times of breaks on the test roster. One of the test monitors will monitor the student in the hallway during the break.
- Test monitors will answer questions regarding testing logistics, and will send an email to the DAC or HSAC if assistance is needed for any issue.
- Behavior referrals will be logged out of their test and referred to the office by test monitors.
- Illness referrals will be logged out of their test and referred to the nurse's office by test monitors.
- In the event of an emergency, students may need to leave the room suddenly. Computers will be left as-is in this case, and the test monitor will take their device and/or notify the DAC to stop test sessions remotely for those tests. As soon as possible afterwards, test monitors will close testing software to secure test materials.
- When students complete testing, they will leave the room and return to their regular classes.
- Students are allowed as much time as needed to complete testing. They will be added to additional test sessions as needed to provide enough time.
- If students complete testing before all of their sessions are complete, they will not attend further test sessions. They will remain in their regular classes.
- If a student reports an error, the test monitors document and notify the DAC of the situation. The DAC will provide guidance on how to proceed based on the issue at hand.
- Misadministrations and Security violations will be reported to the DAC immediately by a test monitor and the DAC will complete necessary reports and provide guidance to testing staff based on the situation.

**After Testing:**

- Students and staff will not discuss test content from MCAs.
- The DAC and HSAC are responsible for entering responses from paper test materials.
- The DAC will enter scores from the MTAS Data Collection form

**SECURE TEST MATERIALS**

Paper test materials will be kept in a locked cabinet in the office storage room at the K-7 and in a locked cabinet in the HSAC's office at the High School. Office staff and custodians have access to these locations, but only the DAC and HSAC have the keys to the locked cabinets. Staff must check these materials out when needed for testing, and return them directly to the HSAC and DAC when testing sessions finish.

The DAC and HSAC will inventory materials and any discrepancies are reported to the DAC for investigation.

The DAC and HSAC will return secure materials according to state rules and ship them back in secure boxes.

The DAC and HSAC will destroy any hard copy materials and scratch paper/testing tickets at the end of MCA test administration by shredding the materials.

### **TEST RESULTS**

Preliminary results will be provided at parent request regarding individual students, and provided to staff for planning purposes following the MDE Embargo procedures. Anyone receiving preliminary results will be notified of the embargo.

Final results will be provided to all teachers through PowerSchool and a test results spreadsheet for planning and accountability purposes.

Student ISRs will be provided to families in hard copy by mail each fall.