

**Appendix 614a**  
**District Procedures for State Testing**

**Test Security Procedures**  
**For**  
**Dassel-Cokato Public Schools**

2006-07

## **District Procedures for Receiving State Testing Materials**

### **ALL MATERIALS SHIPPED TO DISTRICT**

#### **District Receipt of Testing Materials**

- A. Materials will be delivered to the District Assessment Coordinator (DAC) immediately upon their arrival.
- B. School Assessment Coordinator (SAC) or designated staff will be immediately informed materials have arrived and are secured.
- C. The Coordinator Manual and Procedures Manual will be read and any clarifying questions asked of the MDE contact (found on MDE website).
- D. Those who have access to the secured area, inventorying materials, and completing security checklists are DAC, Middle School Principal, and designated testing assistants and will sign a Non-Disclosure agreement before accessing or handling materials.
- E. DAC and designated testing assistant will inventory materials immediately with a written record.
- F. Testing materials will be kept in middle school conference room which is a locked, secure area, until the time of school distribution.

#### **Distribution of Materials from District Assessment Coordinator (DAC) to School Assessment Coordinator (SAC)**

- A. The process for distributing materials to each school building will follow inventory and will be to ship secure, marked boxes to each school building using the existing district delivery system.
- B. District and School Assessment Coordinator Manuals and Test Monitor Directions will be distributed to the school in advance of sending the secured testing materials.
- C. The Schools will keep the testing materials secure in the principal's office or adjacent, secure area.
- D. Non-disclosure agreements will be signed by any persons who will be handling test materials.
- E. DAC will establish delivery of the secure testing materials.
- F. Once delivered, the SAC will inventory materials and sign a form indicating all materials have arrived in full. The form will then be returned to the DAC.
- G. Materials will be inventoried and prepared for distribution to teachers immediately upon their arrival by the SAC or designated staff. Any discrepancies will be reported immediately to the DAC.
- H. Materials will be kept in a secured area until the morning of the scheduled testing date(s).
- I. A record of person(s) having access to the secure area, inventorying materials and completing security checklists will be kept by SAC or designated testing assistant.

#### **Distribution of Materials from School Assessment Coordinator to Test Monitors**

- A. SAC will be responsible for training the Test Monitors prior to the testing session.
- B. During the two weeks immediately prior to the MCA-II testing window, all Test Monitors and anyone else involved in the testing process will receive training.
- C. SAC should make arrangements that ensure testing sessions allow for no more than a 30-1 student to monitor ratio.
- D. SAC will oversee distribution of all testing materials to the Test Monitors. Test Monitors will pick up testing materials for their setting from the designated location (principal's office or conference room depending upon the building) the morning of the test.
- E. SAC will ensure Non-disclosure agreements are signed by all Test Monitors.
- F. Discrepancies in materials will be reported immediately to the SAC and – if necessary – to the DAC.

- G. Test monitors will sign their name to the inventory sheet for the testing materials they take to their classroom.
- H. Test Monitors will inventory their materials immediately upon receiving their tests.
- I. Test monitors who are in charge of administering an assessment for any part of the tests will have received Test Monitor Directions in advance of the test date(s). Test Monitors are responsible for complying with all information in the monitor directions.
- J. Test Monitors will administer the assessment strictly according to the requirements of the directions. No additional assistance will be given through oral, written, or other means. Classroom bulletin boards that relate directly to learning skills or strategies covered in the Standards will be covered up during the testing times.
- K. If students are taking the tests on multiple days, your building's plan for keeping documents secure between testing sessions includes returning all testing materials in the assigned plastic tub to the SAC upon completion of that day's testing session. Test books and answer documents will be inventoried upon their return by the SAC or designated testing assistant(s).
- L. Any accommodations used during the testing time will be established through the appropriate means listed in the Procedures Manual. All accommodations must be listed in the students' IEP prior to the testing date(s).
- M. All testing materials are secure testing documents and will not be reproduced in any form.

**Return of Materials from Test Monitor to School Assessment Coordinator**

- A. The Test Monitor will return all testing documents and the classroom security checklist to the SAC or designated staff immediately after testing.
- B. Classroom testing materials will be inventoried immediately at the time they are returned to the SAC or designated staff to ensure all materials have been returned.
- C. The Test Monitor will initial the inventory sheet indicating all materials have been returned.
- D. Testing materials will be placed in the secured area of the principal's office or adjacent, secured site immediately upon their receipt from the Test Monitors.
- E. Testing materials will be kept boxed; they will not be bound inside the boxes. The DAC will complete the final district inventory and prepare the materials for their return according to return instructions.
- F. When all Test Monitors have returned their testing materials, the SAC and designated staff will call the DAC to give notice that the testing materials are ready to be returned.
- G. Test materials will be kept in the secured area until school delivery personnel arrives to pick up materials.

**Return of Materials from School Assessment Coordinators to District Assessment Coordinator**

- A. When schools report that their testing materials are ready to be returned, the DAC will retrieve these materials using regular school delivery system.
- B. The SAC will sign a form indicating that these materials have been secured and that these inventories are correct. This form will accompany the return of the testing materials to the DAC.

**Return of Materials from District Assessment Coordinator to Test Vendor**

- A. All testing materials will be inventoried a final time by the DAC or designated staff.
- B. The DAC will follow instructions provided in the SAC/DAC manual for the return of testing materials.
- C. Test materials will be kept in the secured area until FedEx arrives to pick up materials.

## **GENERAL PROCEDURES**

### **Chain of Custody for Testing Materials**

1. The DAC ensures testing materials are inventoried upon arrival and kept in a secure locked location (middle school conference room) until distributed to each SAC.
2. The SAC will ensure that the testing materials are inventoried upon arrival and kept in a secure area (principal's office or adjacent secured area) until delivered to the Test Monitor.
3. The test materials will be divided into groups for each Test Monitor with a classroom security list on top listing the numerical range for the testing materials.
4. Upon receipt, the Test Monitor ensures that all the testing materials listed on the checklist are accounted for prior to handing out the test materials to the students.
5. The Test Monitor is responsible for the test materials during the testing session until their return to the SAC, or until given to another monitor.
6. When the testing materials are returned to the SAC, they will again be inventoried and the SAC is responsible for those testing materials until shipped to the testing vendor or returned to the DAC.
7. Responsible parties will complete Tracking Forms for test booklets, security checklist forms, and non-disclosure forms.

### **Test Monitor Training**

Training should include:

- Nondisclosure agreements read and signed.
- Review of Test Monitor responsibilities, printed Monitor Directions and any special instructions for a particular test given.
- Review any accommodations to be given to students in the monitor's testing session.
- Review of procedures for use of restroom during testing – only one student at a time with an adult – other students may not be left unattended.
- Review procedures to follow if a discrepancy in the testing material occurs.
- Process to contact the SAC if a problem arises during the testing – without leaving students unattended.
- Test Monitor responsible to double check that they have the tests listed on the classroom security checklist and the same number of tests is returned to the SAC.
- Test Monitors will check materials assigned to and received by each student. Checklist will be completed as materials are distributed and as materials are gathered to return to SAC.
- Tests will be returned to the SAC following each day's testing session. If a time lapse occurs between testing segments (due to lunch or other planned delay) tests will be returned to the designated room for that time.

### **Breaches in test security**

- A. The SAC will complete all necessary inventorying by the day of testing and will record any irregularities immediately.
- B. If there is a concern that test security may have been breached, the DAC will notify MDE within 24 hours of the time of the alleged breach and submit the Test Security Form with any documentation.