

# **Prairie Heights Community School Corp**

## **Test Security Policy**

### **2024-2025**

This policy details requirements for test security at Prairie Heights Community School Corp for the 2024-2025 school year. All staff are expected to be familiar with this policy.

This policy will be reviewed at “all staff” training sessions in the fall, and staff will signify their familiarity with it by signing off at the end of the training.

This policy will be posted on the school’s website and shared as a Google doc file with all staff.

#### **Ethical Practices and Procedures**

It is the policy of Prairie Heights Community School Corp that security of assessment materials before, during, and after testing will be maintained as follows:

Room 703 in the Middle School and the Office Records Room in the High School are the designated PHCSC Test Materials offices. There are a limited number of keys to these rooms. All secure test materials will remain in these rooms from the time of delivery (or creation if they are locally printed) until the time of return or destruction with the following exceptions:

1. Secure materials will be delivered to the STC the morning of a test administration. The removal of these materials from the Test Materials office will be logged on the room’s sign-out sheet.
2. Secure materials will be delivered to the Test Administrators (by the STC) no more than 2 hours before the test begins and will be collected within 2 hours of the end of the test. Sign-out and sign-in sheets will be utilized for these transactions.
3. Secure materials will be returned to the Test Materials room by the end of the day. The return of these materials will be logged on the room’s sign-in sheet.

All transfers of secure materials will be logged with sign in/out sheets that contain the name of the person receiving the materials, a description of the materials, and the date and time of the transfer.

Whenever materials are checked out to Test Administrators, the STC will remind the TA of the importance of not allowing any viewing of test questions by anyone besides the students who are taking the test.

Prairie Heights Community School Corp will ensure that school staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results of the assessment.

### **Test Preparation Materials Review**

Prairie Heights Community School Corp ensure all test preparation materials are reviewed and approved prior to use with students. In each building, the STC will work with building administration to gather test preparation materials from teachers.

Each semester, all teachers in a building that is testing during that semester will fill out the "Test Preparation Materials" form. These will be collected by the STC and reviewed the STC and building administration. Any forms with the third choice checked will require that the STC and/or administration interview the teacher to ensure that the materials are appropriate and do not violate any test security protocols.

### **Training Requirements**

Prairie Heights Community School Corp assures that all appropriate staff have knowledge of the Code of Ethical Practices and Procedures and understand how to secure, administer, and handle the assessments while in their possession.

All staff will receive in-person test security training consisting of the DOE Test Security Video and a review of important highlights from the video and the Local Policy:

- Staff will sign in at the in-person session
- Staff will complete the Testing Security Agreement

Signed security agreement sheets will be checked against employee rosters in the superintendent's office to ensure that everyone has completed this training.

Each building will submit (to the CTC) a list of staff members who will be Test Administrators and Proctors at least three weeks prior to the first test in the window. Each staff member on the list who will test students with accommodations will be notated as such.

All staff who will be Test Administrators or Proctors will receive in-person training refreshers on test security (with emphasis on security issues unique to the particular test) at least two weeks prior to the first test in the window. Attendance will be documented by staff sign-in signatures.

All staff who will be Test Administrators or Proctors will receive in-person training on test administration, as well as training on the specific test's required procedures. Attendance will be documented by staff sign-in signatures.

Test Administrators will receive additional in-person training on the software they will be using, ticket handling, etc. These trainings will take place at least two weeks prior to the first test in the window. Attendance will be documented by staff sign-in signatures.

All Test Administrators or Proctors who will test students with accommodations will receive specific in-person training to also ensure that all staff members who will provide students with testing accommodations are familiar with each student's individual accommodation needs, as per the student's IEP, ILP, Section 504 plan, CSEP, and/or service plan prior to testing. The DOE Accommodations video will be utilized, as well as the Power Point. This will take place at least two weeks prior to the first test of the window. Attendance will be documented by staff sign-in signatures.

## **Monitoring**

The CTC and STCs will define and clearly communicate to all appropriate staff at least once annually how staff implementation of test administration and test security standards and procedures will be monitored by the CTC, STC, and/or school administrators or designees.

Each year the district will update its Testing Monitoring sheet. This sheet will include location, date, time, Text Administrator, Proctor(s), accommodation details and space for notes. At every training session, staff will be shown the Testing Monitoring sheet and the monitoring policy will be discussed, including the possibility of DOE visitation.

The STCs and CTC will use the Testing Monitoring sheet for test administration monitoring. An attempt will be made to monitor every session at least once, and additional visits will be made if time is available.

The STCs and CTC will monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and that staff are appropriately providing students with accommodations included in their IEPs, ILPs, Section 504 plans, CSEPs, or Service Plans.

## **Test Schedule**

The CTC and STCs will ensure that a test schedule is developed for each assessment at each school.

Each STC will establish a testing schedule. A final schedule detailed with:

Assessment Name

Content Area(s)

Dates and Times and Locations of testing

Student Rosters

will be available as a shared Google document one week prior to the opening of the test window. Text Administrators will have access to this schedule at that time and will be asked to verify the proper scheduling of students with accommodations.

## **Addressing Test Security Concerns**

Prairie Heights Community School Corp will provide channels of communication that allow teachers, administrators, students, parents/guardians, and other community members to voice their concerns about testing practices they consider inappropriate. Training sessions will always review the importance of investigating any events or activity that could be considered a breach of security, a testing irregularity or violation of protocol or procedure.

Prairie Heights Community School Corp has established the following procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring the protection of both the rights of individuals and the integrity of the assessment:

Concerns need to be sent to either the CTC or the STC (preferably both) via email so there is a written and timestamped record of the concern. The CTC and STC will confer to evaluate the concern and whether it needs to be reported. If warranted, the Testing Concerns & Security Violations Report form will be immediately filled out and faxed to the DOE. A copy will also be given to the person who originally reported the event.

Subsequent information will be included in replies to the original email, and additional staff members may be added to the original email thread as needed. This will provide a log of the progression of the report.