



# Kansas Assessment Fact Sheet: Appropriate Testing Practices 2011-2012

## Test Security

- **Do not** review tests or analyze test items before, during or after the assessment is administered.
- **Do not** discuss any specific test items on the test with students before, during or after the administration of the assessment.
- **Do not** construct answer keys so that an assessment may be scored locally.
- **Do not** reproduce or rewrite test materials.
- Testing materials may not be taken out of the building.
- Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to Dr. Cherie Randall, Assessment Coordinator, Kansas State Department of Education, 785.296.3996.

### District test coordinator's responsibilities:

- Oversee test security for the entire district and order the materials necessary for test administration for each building in the district; and
- Destroy (burn or shred) all test materials upon completion of testing.

### Building level person's responsibilities:

- The building test coordinator is responsible for test security at the building level and must follow procedures outlined by District Test Coordinator.
- Store test materials (booklets, tickets) in a secure, locked area before and between each session(s) and after testing.
- Count test materials (read aloud scripts, paper pencil accommodation, Braille, etc.) upon arrival, between each session, and after testing;
- Distribute test materials to teachers immediately before the testing session (\*see Read Aloud Accommodation) and collect upon completion of the testing session;
- Instruct teachers not to open test booklets prior to administration (\*see Read Aloud Accommodation); and

### Classroom teacher's responsibilities:

- Follow test procedures outlined in the Examiner's Manual and ethical practices for testing.
- Follow procedures outlined by District/Building Test Coordinator.
- Collect and destroy (shred) student notes, scratch paper, and drawings, etc. upon completion of each test part and the entire test.

**\*Read-Aloud Accommodation** – The reader providing the read-aloud accommodation may have access to the test materials for a very limited time before the test. Refer to test security training materials. The testing materials may not be taken out of the building.

## Acceptable Test Preparation Practices

- Provide students with the opportunity to learn the content and vocabulary by integrating state curriculum standards, benchmarks and indicators with instruction.
- Integrate teaching of test taking skills with regular classroom instruction and assessment.
- Assure students have had prior experience with the testing format being used.

- Use formative assessments (whiteboards, observations, questioning, pre-tests, classroom/local assessments) to inform instruction.

## Unacceptable Test Preparation Practices

- Do **not** use actual or altered test questions (clone, parallel) for practice or instruction.
- Do **not** conduct comprehensive reviews or drills the day of the test or between testing sessions.

## Test Administration: Ethics and Security

### Before

- Download/distribute and read the Examiner's Manual prior to test administration and follow the instructions during administration.
- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material which may give assistance or advantage during testing.

### During

- Actively monitor the testing session. Moving around the room encourages students to focus on their own work.
- Teachers may not require students to show work or use scratch paper. Scratch paper may not be graded.
- Students may use blank paper to show and check their work. This work must be collected and destroyed upon completion of the entire test.
- Teachers may not require students to use manipulatives, graphic organizers, or other tools during the assessment.
- Do not coach or cue students in any way during test administration. This includes gestures and facial expressions.
- Do not respond to questions during testing that would help the students to understand the question, aid them in responding to an item, or advise/encourage them to edit or change a response.
- Readers may not clarify, elaborate, or provide assistance to students in any way. When reading test items aloud, readers must be careful not to give clues that indicate the correct answer or help eliminate some answer choices. The reader must avoid cueing the student by using voice inflection or by providing information that is not in the test.

### After

- The teacher may verify the End Review Screen (KCA) to see that all test questions have been answered before a student exits the test.
- Collect and destroy (shred) student notes, scratch paper, and drawings, etc. upon completion of each test part.

## Contact for Information

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