

# TEST SECURITY & ADMINISTRATION

## Test Security Plan

- All district coordinators will be trained by KSDE in test security procedures. Each coordinator is required to attend one session. The sessions will be conducted at:
  - Fall Assessment Conference (two sessions)
  - At least four statewide sessions between September and November
- District test coordinators will train building-level personnel before local testing.
- Local personnel will sign an agreement to abide by state ethical testing practices. A sample is in the *2010 Examiner's Manual*.
- District test coordinators will provide the State Assessment Office with accurate testing schedules by school for all classes. There will be an online site for this. If schedules change, it is required that online schedules be updated.
- District test coordinators must keep on file documentation of the need for each paper/pencil and each read-aloud accommodation.
- KSDE staff and the members of the Kansas Assessment Advisory Council will visit 5-10% of Kansas schools during test administration.
- KSDE will use an adaption of the NAEP checklist when evaluating testing sessions.

## Test Security Guidelines

- Report any breach of test security, loss of materials, or any other deviation to your district coordinator who will contact Dr. Cherie Randall at KSDE.
- A designated person either (1) at each school or (2) at each district should be responsible for distributing all the testing materials and KCA tickets.
- Store test materials (*pdf* copies of the assessments and tickets) in a secure, locked area (before, between and after testing).
- Read-aloud scripts are not to be distributed to readers more than 36 hours prior to the assessments. The read-aloud scripts should never be taken out of the building.
- Distribute test materials to teachers immediately before the testing session.
- Instruct teachers not to open *pdf* copies of tests prior to administration.
- The classroom teacher is responsible for collecting and destroying student notes, scratch paper, and drawings, etc. at the end of each testing session (burn or shred).
- All *pdf* copies of the tests must be destroyed (burn or shred) after testing. The district test coordinator must establish the procedures to be used.
- No one, including test coordinators, principals, and teachers, may review tests or analyze test items before, during, or after the assessment is administered.
- Test materials may not be copied, reproduced, or paraphrased.
- Accessibility to *pdf* copies of the test for the paper/pencil accommodation and to read-aloud scripts must be determined by the district office. No more than one person per school may have access to the CETE site that houses scripts and *pdf* files.

## Test Administration

- Distribute the *Examiner's Manual* and have teachers read all relevant parts prior to test administration.
- Have teachers remove or cover (with opaque material) bulletin board displays, charts, and other instructional material which may give assistance or advantage during testing.
- The Kansas Assessments are untimed. Students should be given as much time as needed to complete each test part.
- It is recommended that a maximum of two test parts be completed on any one day.
- In general, the entire part of an assessment should be completed in one sitting. However, in grades three and four and for selected students with disabilities and ELL students, each test part may be administered over two separate test sessions.
- Set up a procedure for reactivating students for the KCA. Some districts allow building test coordinators or principals to do this. Others only allow the district office to reactivate.
- Do not allow teachers to conduct comprehensive reviews or drills of tested indicators the day of a test or during the local testing window.
- Students cannot be required to use scratch paper, to show their work, or to use the online tools (e.g. the highlighter).
- Students cannot be required to use specific test-taking strategies.
- Teachers may not grade scratch paper.