Test Security
Spring 2016

TODAY'S OBJECTIVE

To understand, plan, and implement practices that **ensure test security** during statewide assessment administration, as well as understanding, planning, and implementing practices that **ensure proper accommodation** provisions to students, as required by the IEP, 504, or LEP accommodations plan, during statewide assessment administration, including:

- Policy guidelines
- Action required
- Training and support

Test Security

Bulletin 118

Chapter 3: Test Security

All persons involved in assessment programs must abide by the security policies and procedures.

Procedures for
- investigating testing irregularities
- maintaining security of test materials
- maintaining security of student data
- handling of emergencies during testing

Administer tests in a manner that is inconsistent with the administrative instructions provided by the LDOE that would give examinees an unfair advantage or disadvantage

- *modification or deletion of or additions to the test administration manual directions*
- *reading aloud a word, phrase, or question on any test without the proper required accommodations*
- *change in test schedule*
- *inappropriate accommodations*
- *improper monitoring*

Violations of Test Security

- Give examinees access to test questions prior to testing

- Examine any test item at any time (except for students during the test or test administrators while providing specified accommodations)

- Fail to report any testing irregularities to the DTC who must report such incidents to the LDOE, Division of Assessments and Accountability

Proper Security

Prevention

Coordinate with various school personnel, including site administration, teachers, counselors, special education teachers/staff, SBLC team members, and data entry clerks to verify:

- students are participating in the *appropriate assessment*
- appropriate accommodations for all special education, Section 504, and ELL students.

Provide each test administrator testing students with accommodations a list of those students and their approved accommodations.

Verify that the test administrators know how to administer the accommodations.

Prevention

- Verify that all materials related to the content areas being tested are covered or removed before testing. Check locations used for extended time or makeup testing.

- Verify that rooms are arranged for students to be seated with enough space between them to minimize the possibility of copying. For online testing, verify that students cannot see other students' monitors.

- Provide classroom seating charts to record student attendance and seating location for each day of testing.

Prevention

- Verify that all personnel and students are aware of the district's policies regarding cell phones or other devices with imaging or text-messaging capability. If allowed in the school, all such devices must be in the off position during testing and any other time secure materials are in the vicinity.

- Throughout the school, post ***Testing—Do Not Disturb*** signs that prohibit entry into testing locations.

Prevention

- Verify that procedures are in place for handling makeup testing, breaks (short and extended), and students requiring extra time *and* that all test administrators are aware of the procedures.

- Verify that all test administrators are aware of the testing schedule.

- Verify *again* that anyone who *could* access test materials (test administrators; proctors; administrative staff including principals, paraprofessionals, secretaries; security personnel; maintenance personnel; custodial personnel; interpreters; etc.) have been trained in test security.

Prevention

- Test administrators should
  - use the checklists in the administration manual that specify the tasks to be performed before, during, and after testing,
  - follow the procedures in the manuals as written,
  - personally distribute test materials to students. (Students are not allowed to pass materials to each other.),
  - verify they have all test materials before dismissing students, and
  - document and notify the STC of any testing irregularities immediately.

Violations by Student

Student Oath

Violations of test security by a student as outlined by the Student Oath of the Test Booklet or Test Session (EOCT), shall include, but are not limited to:

- giving or receiving help during the test;
- copying another student's answers or allowing another student to copy one's answers;
- looking ahead or returning to previous test sessions;
- using notes, books, or other aids, including cell phones and other electronic devices;
- causing a disturbance of any kind;
- removing test materials or notes from the room; or
- discussing the test questions at any time with anyone.

Any suspected incident of cheating must be reported to the STC for further investigation.

Administrative Error

Process

If high-stakes tests (EOC or LAA2) are voided by the district due to an **administrative error** that results in questions regarding the *security of the test* or the *accuracy of the test data*, the LEA superintendent or the parent or legal guardian of the affected student may request (in writing) an opportunity to administer a retest to the affected student(s) prior to the next scheduled test administration.

Types of Administrative Errors

- Cueing students during testing or providing assistance in answering questions

- Providing study materials prior to testing that included actual test items

- Students were not provided accommodations or the *appropriate* accommodations.

Retests

Retests available for students at the expense of the LEA ($350 per test) prior to next scheduled testing administration.

- LAA 2, grades 10 and 11
- EOC tests

*Scores from the administrative error retests may be used only at the student level – **not** for school accountability.*

Procedures

If LDOE determines that the retest is allowable, the original test will be voided by LDOE.

LEA must provide a description of what occurred, a corrective plan of action, and acknowledgement of fee for retest.

A score memo will be produced with student's scores.

Retest scores will not be included in reporting, including accountability.

Violations of Test Security

Detection

During scoring, the testing company/LDOE detect testing irregularities (e.g., plagiarism, excessive wrong-to-right erasures).

Other analysis may detect *unusual gains* in scores and *unusually similar patterns* in responses.

Erasure Analysis

- Students whose wrong-to-right erasures exceed the state average by more than 4 standard deviations are identified for further investigation.

Unauthorized access to electronic devices

- Common responses discovered in same format and language.
- In some cases, sources outside of the test session were referenced directly.

Reporting of Irregularities
(R.S. 17:81.6)

Allows public school employees to report irregularities or improprieties in the administration of standardized tests directly to LDOE who then investigate the allegations

Misdemeanor offenses:

- Obstructing reporting
- Retaliating against an employee who participates in an investigation or reports an irregularity
- Submitting a false report

State policy –Bulletin 118, Chapter 3

- §316. Cell phones and Other Electronic Devices

  A. If district and school policy allows for students and personnel to carry cell phones or other similar technological devices with imaging or text-messaging capability, test administrators must make certain that the devices are in the off position while test booklets and answers documents are in the vicinity.

  B. ALL DEVICES MUST BE TAKEN UP BY THE TEACHER/ADMINISTRATOR BEFORE TESTS ARE GIVEN OUT TO STUDENTS.

Online Assessment Environment

- At least two people in the room at all times.

- All written materials must be collected and shredded.

- STC must check each testing room for best placement of students within the testing environment.

- Partitions obstructing monitor screen from view

- Recommended: seating chart (found in forms packet)

State Monitoring

Monitor's Role

- Observing testing
- Documenting observations
- Notifying LDOE of issues requiring immediate attention

NOT Monitor's Role

- Assisting in testing, including supervision of students or materials
- Answering questions regarding testing
- Providing immediate feedback to schools

Monitoring forms are posted on the LDOE website prior to testing.