

Adopted: *March 25, 2019*

Revised:

AGAMIM CLASSICAL ACADEMY POLICY

Education Programs, No. 600

TEST SECURITY AND PROCEDURES

I. PURPOSE

The purpose of this policy is to establish test security procedures for Agamim Classical Academy.

II. SCHOOL EXPECTATIONS

Agamim agrees to implement the following test security procedures:

- A. Agamim's District Assessment Coordinator (DAC) will train and prepare staff to deliver testing and to follow test security procedures. The DAC will:
 - Post to the school website an accurate testing calendar
 - Ensure staff complete the *Test Security Training* and *Assurances of Test Security and Non-Disclosure* annually
 - Ensure staff complete all required training annually
 - Compile and retain training documentation
 - Prepare students for test administration.
 - Prepare test rooms for technology readiness and security
- B. Agamim's District Assessment Coordinator (DAC) and the Executive Director will create policies and procedures for testing and test security. These policies and procedures include:
 - A plan for monitoring test administration across the grade levels
 - Plan for how this policy and procedure information will be disseminated to staff
 - Verification of allowable/prohibited materials for testing
 - Process for getting students to the correct testing locations
 - Policy for prohibited electronic devices
 - Procedures for breaks, restroom visits, unexpected/unplanned situations, emergencies, completing testing
 - Procedures and contacts for assistance, emergencies, or errors/technical issues reported during test administration
 - Policy for discussing test experience with students after testing
 - Process for data entry of student responses/scores online
 - Process for handling subsequent test results
- C. Agamim's District Assessment Coordinator (DAC) will create procedures for securing test materials, including:
 - Chain of custody before, during, and after testing
 - List of all who have access to secure materials and are responsible for distribution and collection
 - Location of stored secure materials before, during, and after testing
 - Process for returning secure materials to the test provider and destruction of testing tickets and scratch paper
- D. Agamim's District Assessment Coordinator (DAC) will manage security reporting and documentation. Management includes:

- Reminding students of test security, honesty, and integrity
- Providing staff with the MDE tip line and MDE general contact information
- Creating a plan for how to report misadministrations and security breaches across grade levels
- Creating a plan for how to track which students tested with which Test Monitor and other adults who were present during testing

III. PROHIBITED ELECTRONIC DEVICES:

All of the following are prohibited except as an approved accommodation as specified under Assistive Technology (chapter 5 of the Testing Manual from MDE)—

- calculators with built-in computer algebra systems (CAS)
- tablets or laptop computers including PDAs
- electronic writing pads or pen-input/stylus-driven devices
- calculators built into cell phones or any other communication devices
- calculators with a typewriter keypad (e.g., a QWERTY keyboard is a mini-keyboard similar in appearance and function to a word-processing keyboard with function and letter keys)
- calculators with an infrared data port (students will be required to completely cover the infrared data port with heavy opaque materials such as duct tape)

IV. ALLOWED AND NOT PERMITTED

Resources:

- *2018-2019 Test Security Training Checklist and Assurance of Test Security and Non-Disclosure:*
http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/TestSecurityTrainingChecklist_2018-19.pdf