



Assessment & Test Security Policy

2023-2024

This policy details requirements for test security at Wabash City Schools (WCS) for the 2023-2024 academic year. All staff are expected to be familiar with this policy. WCS staff, teachers, and administrators are committed to administer all assessments to students in a fair, secure, and safe manner. This policy is shared with WCS staff through training sessions, the WCS website, and shared online folder. WCS staff, teachers and administrators will be knowledgeable of the information and guidelines within the *2023-2024 Indiana Assessments Policy Manual*, located at <https://www.in.gov/doe/students/assessment/>.

The following policies and procedures apply for all Indiana Department of Education required testing administered in Wabash City Schools. In addition, testing integrity items contained herein apply to all local standardized assessments administered school-wide or to a specific grade level.

Assessment Security and Integrity is required by law. Any individual with a license granted by the Indiana Department of Education who violates the Code of Ethical Practices and Procedures as established and published pursuant to 511 IAC 5-5-3 may face disciplinary action under IC 20-28-5-7, 511 IAC 5-5, and/or other applicable remedies available under state and federal laws. Violations of test security, pre-test activities, testing conditions, and post-test activities may result in license suspension or revocation of any school personnel involved under IC 20-28-5-7.

Ethical Practices and Procedures

1. All testing materials will be delivered to schools no more than one week in advance of test administration.
2. Teachers and other school staff members are not allowed access to secure materials (except for the Test Administrator's Manual) more than 4 hours in advance of the test administration.
3. It is the policy of WCS that security of assessment materials before, during, and after testing will be maintained as follows:
 - Once assessment materials are delivered to WCS, they will be stored in a central, locked location in the building assignment of the Corporation Testing

Coordinator (CTC). Access to this location will be limited to the CTC and building administrator(s).

- Assessment materials will be delivered to individual schools by the CTC or WCS delivery staff.
- At the school level, assessment materials will be stored in a central, locked location. Access to this location will be limited to the School Testing Coordinator (STC) and building administrator(s).
- All staff are prohibited from reviewing any secure test questions before, during or after assessment administration.
- During testing, assessment materials will be tracked through a sign-in/sign-out procedure managed by the STCs and building administrators. Materials will be inventoried daily by the STCs.
- At the conclusion of testing and prior to the conclusion of the testing window, all assessment materials will be returned to the CTC. The CTC will facilitate return shipping and destruction of application assessment materials.

4. WCS 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

WCS will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students:

- The CTC and STCs will provide training to teachers and Test Administrators (TAs) related to the IDOE Released Items Repository and IDOE Resources.
- Teachers and TAs will have access to hyperlink IDOE resources through a shared, online folder.

Training Requirements

WCS 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.

1. The CTC and STCs will ensure that all appropriate staff receive test security training. STCs will ensure attendance is documented for each test security training.

- The CTC and STCs will provide face-to-face and online access to IDOE test security training. Attendance and completion of training will occur prior to the yearly deadline determined by the IDOE. The CTC will store all attendance and training records for three years, including signed IDOE Test Security Agreements.

- The CTC and STCs will provide face-to-face and online access to refresher IDOE Test security training prior to the operational test windows. The CTC will store all attendance and training records for three years.
- The administrative regulation 511 IAC 5-5-5 requires that “Any individual who administers, handles, or has access to secure test materials at the school or school corporation shall complete assessment training and sign the Indiana Testing Security and Integrity Agreement to remain on file in the appropriate building-level office each year.”

2. The CTC and STCs will ensure that all appropriate staff receive test administration training prior to testing. The CTC and STCs will ensure attendance is documented at each test administration training.

- The CTC and STCs will provide face-to-face administration training opportunities to all WCS staff in a timely manner prior to assessment windows. Digital training materials will also be available and accessible at all times in a shared online folder.
- The CTC and STCs will take attendance at face-to-face training opportunities. Participation in digital training opportunities will be documented through online questionnaires. The CTC will store all attendance and participation documentation for three years.

3. The CTC and STCs will ensure that all staff members who will provide students with testing accommodations receive focused test accommodations training prior to testing. The CTC and STCs will 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 CTC and STCs will ensure attendance is documented at each testing accommodation training.

- The CTC and STCs will provide face-to-face test accommodation training opportunities to all WCS staff in a timely manner prior to assessment windows. Digital training materials will also be available and accessible at all times in a shared online folder.
- The CTC and STCs will take attendance at face-to-face training. Participation in digital training opportunities will be documented through online questionnaires. The CTC will store all attendance and participation documentation for three years.

Monitoring

1. 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.

- The CTC will conduct a yearly training session in a timely manner for STCs and/or building administrators on test administration and test security prior to the IDOE deadline.
- STCs and/or building administrators will conduct a yearly training session for appropriate staff on test administration and test security prior to the IDOE deadline.

2. The CTC and STCs 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.

- During formal operational testing, the CTC, STCs and/or building administrators will circulate in the school building to monitor on-going assessments and appropriate test administration. Following circulation and monitoring, the CTC, STC and/or building administrator will complete a local WCS Assessment Monitoring Log. Logs will be kept on file at the local building until the assessment window is complete. After the assessment window is complete, all logs will be sent to the CTC to be kept on file with additional test security documentation.

Test Schedule

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

- Assessment schedules will be determined locally, at the building level by STCs and/or building administrators. Assessments schedules must be submitted to the CTC one week prior to the beginning of the assessment window.
- Assessment schedules will be distributed to teachers and test administrators electronically or hard copy, as determined locally by STCs and building administrators.
- Assessment schedules must include the assessment name, testing dates and times, applicable grade levels, content areas, and testing locations.

Addressing Test Security Concerns

1. WCS 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.

- Stakeholders with concerns about test security will notify the applicable building administrator, in writing. The building administrator will collaborate with the concerned stakeholder, STC and CTC to complete and submit the Testing Concerns and Security Violations Report form in Appendix C of the *Indiana Assessments Policy Manual*.

2. WCS 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:

- When a WCS employee is made aware of a complaint, allegation or concern about assessment practices, the employee will immediately notify his/her building administrator. The building administrator, along with the CTC, will immediately notify the Indiana Department of Education (IDOE) using the “Testing Concerns and Security Violations Report” (Appendix C of the *Indiana Assessments Manual*) according to the Protocol for Reporting and Investigating Alleged Assessment Breaches in Appendix A of the *Indiana Assessments Manual*.