

Louisiana Believes

Nonpublic Test Security Training

Agenda

- **Welcome**
- **Communication and Support**
- **Policy and Key Terms**
- **Scheduling**
- **Monitoring**
- **Preventing Plagiarism**
- **Testing Students with Accommodations**
- **Next Steps**

Welcome

Purpose

This presentation is designed to provide test coordinators with an overview of test security procedures for state assessments.

Objectives

Through this overview coordinators will be prepared to:

- a. Redeliver test security training to school test coordinators and test administrators and
- b. Maintain test security during administration of state paper-based assessments.

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Communication and Support

Multiple avenues exist to acquire information and/or receive assistance during test administrations.

Assessment Hotline

- District staff are encouraged to call the hotline if they have questions that require immediate assistance.
- *The hotline is available from Hotline from 6:30 a.m. – 4:30 p.m.*
- 1-844-268-7320

[Assessment@la.gov](mailto:assessment@la.gov)

- All stakeholders are encouraged to email questions and/or concerns to assessment@la.gov.

Assessment Office Hours

- District and school staff are encouraged to attend weekly assessment office hours with any questions they have about upcoming Spring assessments.
- Office hours are Thursday at 11:00 am
- <https://louisianaschools.adobeconnect.com/dtc/>

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Access: Definition and Processes

Definition:

Access is defined as handling the materials, reading, reviewing, or analyzing test items or student responses, either before, during, or after testing except where providing approved accommodations.

Processes for limiting access:

- Limiting keys to locked secure areas
- Conducting all precoding and sorting of materials in central secure locations

Secure Materials: Definition and Procedures

Definition:

Secure materials are test materials that contain administration test items or student responses and to which access is restricted.

Secure test materials include:

- student test booklets,
- student answer documents,
- student login information, and
- any other materials containing test items or student responses (e.g., scratch paper).

Processes to ensure the proper accounting of materials:

- Check in and check out procedures that include counting of materials
- Procedures for distribution, collection, disposal of materials such as scratch paper
- Appropriate training of all involved in assessment administration
- Monitoring of processes during administration to ensure maintained security

Violations of Test Security: Related Policy

Violations of test security are defined in Bulletin 118 and include:

- Administering tests in a manner that that would give examinees an unfair advantage or disadvantage
- Giving examinees access to test questions prior to testing
- Examining any test item at any time (except for providing certain accommodations)
- At any time reproducing or discussing all or part of any secure materials
- Coach or interfering examinees in any manner during testing
- Altering or interfering with examinees' responses in any manner
- Administering previously administered or current forms of any state-wide assessment
- Failing to account for and secure test materials
- Conducting testing in alternate environments without approval
- Failing to report any testing irregularities
- Participating in, encouraging, or failing to report any violation

Violations of test security can result in the revocation of a teaching or leadership certificate as defined in Bulletin 746.

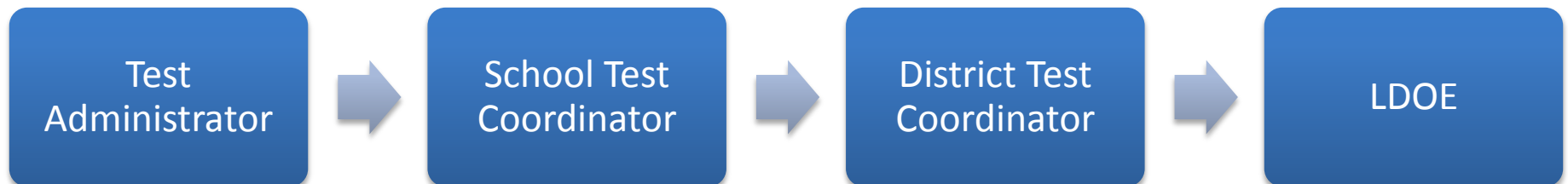
Testing Irregularities: Definition and Reporting

Definition:

A *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

Process for reporting:

- All testing irregularities must be reported in writing to the School Test Coordinator, who must then send the written reports to the District Test Coordinator.
- Districts may only send the following information to LDOE
 - Louisiana Secure ID or the last four digits of the ss#
 - First letter of first name
 - First three letters of last name
 - Birth date only (excluding birth month and birth year)



Testing Irregularities: Examples

Examples	Non-Examples
<ul style="list-style-type: none">• Student(s) do not complete a testing session due to an emergency (e.g., lockdown, fire alarm).• The student(s) was not provided proper accommodations .• Student(s) using the wrong answer document or student(s) testing in the wrong section.• Damage occurs to any part of the test document that may affect scoring.• Secure test materials were left by staff in an unattended, non-secure area.	<ul style="list-style-type: none">• The school bell rings during test administration.• Student(s) coughing in the test room or other minor disruption that does not affect student performance on the test.

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Scheduling Guidance

Scheduling practices that limit interaction between tested and untested students as well as maintain a secure environment lessen opportunities for testing irregularities to occur.

Examples of good scheduling practices include:

- assessing students of the same grade level at the same time or as near as possible to the same time,
- limiting reopened test sessions by having students complete test sessions within a single seating,
- completing make up tests for students immediately upon return,
- limiting student interaction during break periods,
- utilizing a proctor to maintain security of any student that needs to leave the testing environment during the test, and
- isolating students who have not completed testing for the day.

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Active Monitoring: Definition

Definition:

Active monitoring means that test administrators should be actively engaged in observing students' behavior at all times during the administration of state assessments.

Practices to ensure active monitoring:

- Active monitoring involves moving about the testing area so students' actions can be viewed from multiple vantage points.
- Test administrators should not be engaged in other activities that would distract or prevent them from accomplishing this task.
- Test administrators should glance down at the tops and margins of the test booklets to ensure that students are working in the correct portion of the test, but should not read any portion of the test.
- Test administrators must maintain test security during breaks by limiting the interaction students have with each other.
- Test administrators testing in a small group should pay attention to ensure students receive the appropriate accommodations at the appropriate times.

Active Monitoring: Violations of Test Security

It is considered a violation of test security for test administrators to do any of the following:

- View test content for any reason other than to ensure students are working on the correct area
- View test content long enough to determine the essence of a question or prompt
- Look at the test booklet to determine if a student marked responses for every question
- View a testing booklet to see if a student used a strategy
- Memorize test questions
- Copy test questions
- Examine a graph or illustration

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Plagiarism: Definition and Preventative Practices

Definition:

Plagiarism occurs when a student duplicates another student's response or an external source. Examples include similar responses across multiple answer documents and use of information from internet resources.

Practices to prevent plagiarism:

- Administer the assessment to students taking the same test within the same day
- Limit exposure of the tests by scheduling in such a way that all students are testing at the same time
- Prohibit or limit the presence of cell phones and other electronics within the testing environment
- Limit access to backpacks and other belongings during the administration

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Testing Students with Accommodations

Test administrators testing students with accommodations should be provided with the following:

- Training on what accommodations each student will receive
- A list of the accommodations each student is set to receive and when they should receive them
- Processes for communicating with the testing coordinator should questions or issues arise during administration

Test administrators testing students with accommodations, including small group, are expected to actively monitor during administration including moving about the room and ensuring limited student interaction during any breaks.

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Next Steps and Resources for Redelivery

Prior to administration of any state assessment district test coordinators are required to train school test coordinators in test security as well as any LEA level staff that may be participating in test administration or monitoring. School test coordinators are required to train school-level staff (e.g., test administrators, proctors, monitors).

Resources available for test security training include:

- Test Coordinator and Administrator Manuals (availability will be communicated via newsletter and future webinars), and
- Test Security Training for Schools.

Next steps for district test coordinators:

- Access Test Security Training for Schools
- Schedule school test coordinator and district staff test security trainings
- Provide test security training to school test coordinators and district staff
- Support school test coordinators in scheduling and providing training to school staff
- Plan for the district led monitoring of test administration