

Louisiana Believes

Test Security for
Statewide Assessments
February 2013

Webinar Objectives

- To provide an overview of current test security policy and required actions by schools and districts
- To provide resources and recommendations, including procedures that schools and districts can implement, that should reduce the likelihood of breaches of test security

Agenda

- Test Security Policy
- Detection of Test Security Violations
- Major Test Security Issues 2011-2012
- Preventing Violations
 - Before
 - During
 - After
- Test Security Resources

Test Security Policy

Bulletin 118, Chapter 3

Test Security



- All persons involved in assessment programs must abide by the security policies and procedures.
- Possible test security violations are listed.
- Procedures for investigating testing irregularities, maintaining security of test materials and student data, and handling of emergencies during testing are provided.

Critical Definitions

Access

- Access to secure test materials means physically handling the materials, not reading, reviewing, or analyzing test items, either before or after testing.

Secure Materials

- Test materials that contain test items or student responses and to which access is restricted. Secure test materials include:
 1. student test booklets;
 2. student answer documents; and
 3. any other materials that contain test items or student responses.

Testing Irregularity

- 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.

Test Security Policy

- **Required document submissions – due January 2, 2013**
 - Statement of Assurance
 - Test Security Policies (submitted electronically)
 - Chapter 3 contains the required content
- **Added policy in 2012:**
 - To the extent practicable, districts must establish procedures to assign a different test administrator for a class than the teacher of record for the class, except for teachers testing students with accommodations and younger students, grades 3 through 8.
 - Districts must establish procedures for monitoring of test sites to ensure that appropriate test security procedures are being followed and to observe test administration procedures.

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 can investigate the allegations
- Misdemeanor offenses:
 - Obstructing reporting
 - Retaliating against an employee who participates in an investigation or reports an irregularity
 - Submitting a false report





Administrative Errors

- Policy allows for retest on tests high stakes for students paid for by district (\$350 per test) prior to next scheduled testing administration.
 - LEAP grades 4 and 8 ELA and Mathematics
 - GEE and LAA 2 grades 10 and 11
 - EOC tests
- Scores from the administrative error retests may only be used at the student level – **not** for accountability purposes.

Major 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.
- Test administrator read aloud the **Reading and Responding session** to students with the accommodation *Tests Read Aloud*.
- Students were not provided a Mathematics Reference Sheet or calculator.

Administrative Errors Process

- If high-stakes tests 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 may request (in writing) an opportunity to retest prior to the next scheduled test administration.

Administrative Errors Process (cont.)

- If, **after test results are released**, it is determined an administrative error resulted in a question of 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 retest prior to the next scheduled test administration.

Administrative Errors: 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 memo will be produced with student's scores.
- Retest scores will not be included in reporting, including accountability.

Alternate Environment Form

- Form is required if *not* testing in
 - Class-sized groups (*Bulletin 741*)
 - The usual classroom environment
- **Form is not** required if
 - Environment is provided as an approved accommodation (i.e., IEP, Section 504 IAP, or LEP plan)
 - Testing EOC in computer lab or classroom
- Submit 30 days prior to testing

Alternate Environment Form (cont.)

- Must describe testing environment
 - Adequate spacing between students
 - Sufficient space for students to handle materials
- If in multipurpose spaces (e.g., cafeteria, library, teacher's lounge), describe procedures for controlling interruptions.
- May not schedule different assessments in same room at same time
- May not test more than one small group in same room at same time

Monitoring by State During Testing

- **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.

Detection of Test Security Violations

How are testing violations generally detected?



- 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.
- Students speak about irregularities to their parents, teachers, or other students, who then report the irregularities.
- District/school monitors and other school personnel observe and report testing irregularities.
- State monitors observe irregularities.

How are testing violations generally detected? (cont.)

- Teachers and parents report that their students' scores are not indicative of their current academic abilities.
- Anonymous complaints initiate an investigation.
- Unusual test results are detected by the school, district, or state – or media.

What have investigations discovered?



- Test administrator sat throughout administration, stood in hallway talking during testing, or did not read instructions in the manual to the students.
- Students were tested too close together or at circular tables where they could see each other's answers.
- Students texted website, parent or friend for answers.
- Test prep materials were used that included operational test items.
- Test administrators, paraprofessionals, and other staff provided answers/physical cues to students during testing.

Major Test Security Issues 2011-2012

Test Security Issues 2011 - 2012

- Unauthorized access to electronic devices
 - Discovered two ways:
 - During scoring
 - Common responses discovered in same format and language.
 - In some cases, students actually indicated the website.
 - Advanced language indicated possibility of use of outside source (e.g., online college textbook, research papers)
 - Teachers observing students accessing devices during testing

Test Security Issues 2011 - 2012 (cont.)

- **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.

Test Security Issues 2011 - 2012 (cont.)

- Recommendations regarding electronic devices
 - Reexamine your district's policy
 - Clarify procedures for handling students who do bring cell phones or other devices into the classroom
 - Test Administrator remind students to hand them in or, if discovered during testing, their tests will be voided.
 - Provide envelopes to place phones.
 - Consistently implement policy regarding phones.
 - Test Administrators should emphasize the statement in the Oath of Security.
 - Send LDOE examples of other successful procedures so we can share them with other districts.

Test Security Issues 2011-2012 (cont.)

- Locally Developed Test Prep Materials
 - Contained actual test items or minimally changed items
- Recommendations
 - Minimize access to secure test materials.
 - Require submission and review of locally developed test prep materials.
 - Submit to LDOE if there is a question regarding materials.

Test Security Issues 2011 - 2012 (cont.)

- EOC issues
 - Poor monitoring during EOC (especially retests)
 - Items were copied and shared with students testing later
 - Students copied from other students' monitors
- Recommendations
 - Have at least two people in the room at all times.
 - TAs must not be sitting at computers doing other work.
 - All written materials must be collected and shredded.
 - STC must check each testing room for placement of students.
 - Require a seating chart.

Preventing Violations



Preventing Violations Before Testing Begins

- The School Test Coordinator (STC) should use the checklists in the coordinators manual that specify the tasks to be performed before, during, and after testing.
- The school's plan for handling disruptions during testing should be reviewed, and all personnel should be informed of how to handle various situations.
- District office personnel assigned to campuses during testing should be trained in test security and administration.

Preventing Violations Before Testing Begins (cont.)



- Practices that will help clearly identify the chain of custody for materials should be implemented.
 - Only the STC or designated backup should sign for and receive boxes of testing materials.
 - Using the electronic security checklists, the STC and backup should count and verify the contents of all boxes.
 - If additional materials are ordered, the STC must add the materials to the electronic security checklist.
 - A location for checking out and checking in test materials should be designated—one that is only accessible to the STC, backup, and test administrators.

Preventing Violations Before Testing Begins (cont.)



- Upon receipt, testing materials should immediately be placed in the locked, secure area.
- Only personnel trained in test security should have access to the locked, secure area.
- Storage areas should have sufficient shelves, rolling carts, and/or tables for materials to be sorted and tracked.
- Any “hiding places” where documents could be misplaced or left behind should be identified.

Preventing Violations Before Testing Begins (cont.)

- Limit the handling of test materials to just those individuals necessary.
- Verify that **all** individuals with access to test materials *at any time* and in **any** format (online testing, braille tests, etc.) are trained in test security and administration and sign an oath.
- Implement or reinforce practices that limit how long test materials remain out of secure storage to minimize the opportunity to tamper with answer documents.

Preventing Violations Before Testing Begins (cont.)

- Verify that special education students are participating in the appropriate assessment.
- Verify the 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.

Preventing Violations Before Testing Begins (cont.)

- 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.

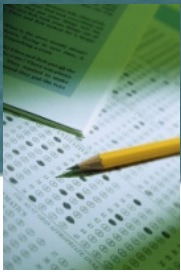
Preventing Violations Before Testing Begins (cont.)

- 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.

Preventing Violations Before Testing Begins (cont.)

- 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.

Preventing Violations During Testing



- The School test Coordinator (STC) or backup should
 - be available for questions and for signing out and signing in materials at all times,
 - verify that each test administrator has and knows which materials are required for each day,
 - check and document all materials as they are being signed out and in each day,
 - monitor to verify that test administrators are appropriately administering the tests and periodically walking among students during testing, and
 - document and submit any testing irregularities immediately to the District Test Coordinator.

Preventing Violations During Testing (cont.)

- 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.

Preventing Violations After Testing



- Every answer document and test booklet must be accounted for. The STC and backup **must** check that all materials are returned before students are dismissed each day.
- For students with transferred answers as an accommodation, verify that all student responses have been transferred to the scorable answer document or to online test.

Preventing Violations After Testing (cont.)

- Testing boxes must be kept in the locked, secure area until pickup.
- The # of boxes to be shipped must be verified against the UPS scanned # of boxes.
- The signed security oaths, seating charts, and security checklists should be collected and stored in the locked, secure area.
- Do not shred or dispose of any materials until all have been checked.

Test Security Resources

ACT Test Security Reminders

- **ACT Cell Phone Policy**

If they find a student brought a timer, cell phone, media player, or any other electronic device into the test room, or it was used during a break, the student will be dismissed, the device may be confiscated, and the answer document will not be scored.

- **Monitors for ACT Testing**

- Only ACT observers or LDOE monitors with an ACT authorization letter are allowed to monitor ACT testing.

- **ACT – <http://act.org/aap/louisiana/>**

Test Security Resources

- Bulletin 118

<http://www.louisianaschools.net/bese/policies.html>

- Testing Manuals

- Procedures

- Oaths of Security

- DRC - <https://la.drccdirect.com/>

- EOC - <http://www.louisianaecoc.org/>

In Closing

- ◆ Please share the information and materials you received today with your colleagues.
- ◆ LDOE Contact:
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Thank you!