[SCHOOL NAME] Test Security Policy

Introduction:

The Indiana Department of Education (IDOE) provides the following draft policy guidance for local corporations/non-public schools. Text in red signifies required information.

This document outlines policy requirements to ensure test security at Mission Christian Academy for statewide assessments. All staff must be familiar with local test security guidance in addition to state requirements, which must be reviewed at the annual Test Security and Integrity training. Staff will receive this policy via paper distribution.

The following best practices are provided for local consideration, while not formally required:

- Post this policy online or via the school's internal website. Policy must be shared during initial test security and integrity training.
- Develop a way for staff to confirm that they have reviewed local test security policy. (Verification must be provided in the event that IDOE monitors the school/corporation.)
- Review/approve this policy annually along with other school board policies

Regarding the method, IDOE requires schools to implement and document a process for distributing local test security policy with staff.

Ethical Practices & Procedures:

All testing materials will be delivered to schools no more than one week prior to test administration. Staff members may not access secure materials* more than 4 hours prior to operational testing.

It is the policy of Mission Christian Academy that security of assessment materials before, during, and after testing will be maintained as follows:

- Only the Corporation Test Coordinator (CTC)/Non-Public School Test Coordinator (NPSTC) and School Test Coordinator (STC) Additional staff, as needed may access secure materials before and after testing. Test Administrators (TAs) will pick up their materials from the CTC and sign the chain of custody form. TAs will return materials to the CTC upon completion of testing.
- All materials and paper assessments will be locked in a closet that contains a storage area for locked files at all times when not being administered;
- CTC/STCs will inventory materials daily. All materials will be counted before and after distribution for testing. STCs and TAs will document the exchange of materials on the chain of custody form for the CTC.
    - The review of any secure test questions before, during, or after testing is strictly prohibited.

**Test Administrator's Manuals (TAMs) are not considered secure materials.*

- Mission Christian Academy will ensure that 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:

Mission Christian Academy will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students.

- CTC will ensure that TAs annually administer the practice assessments appropriate for their grade level to prepare students for assessments.
- By utilizing the released practice assessment, Mission Christian Academy will ensure that test preparation materials used by school staff are appropriate and do not violate test security protocols.
- CTCs will verify completion of practice tests aligned to IDOE's Practice Test Guidance found in the Indiana Assessment Policy Manual.

Training Requirements:

Mission Christian Academy ensures that all appropriate staff have reviewed the *Code of Ethical Practices and Procedures* and understand how to secure, administer, and handle the assessments while in their possession. This document can be found in the Indiana Assessment Policy Manual.

1. CTCs and STCs must ensure that all appropriate staff receive annual Test Security and Integrity Training by September 30. The training will consist of discussion and a presentation of the slides or recording provided by IDOE to CTCs. STCs will ensure attendance is documented via sign-in sheets/meeting time stamps and signing of the Indiana Testing Security & Integrity Agreement [which will be kept on file locally for three years]. TAs and Proctors will complete refresher training prior to each testing window.
2. CTCs 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 and that agendas, training materials, etc., are kept on file. Vendor TA certification (proctor for College Board) will be completed via the vendor's platform. TAs will share their certificate of completion with the CTC electronically, who will then be able to verify completion online through TIDE, WIDA AMS, etc.
3. CTCs and STCs will ensure that all staff members who will provide students with testing accommodations receive focused accessibility and accommodations training prior to testing. CTCs/STCs will ensure that all staff members who will provide students with testing accommodations are familiar with each student's individual needs per their Individualized Education Program (IEP), Individual Learning Plan (ILP), Section 504 Plan, Choice Special Education Plan (CSEP), and/or Service Plan prior to testing. CTCs/STCs will ensure attendance is documented at this training.

Local Monitoring Expectations:

1. CTCs/STCs will define and clearly communicate test security expectations and monitoring by administrators will occur. Information will be communicated electronically with all appropriate staff.
2. CTCs/STCs will monitor testing to ensure staff administer assessments with fidelity in regards to test administration and security protocols and appropriately providing students with accommodations included in their formal plans. The Assessment Monitoring Log will be used, which includes information on the TA/student ratio, TA's performance with actively monitoring the room, testing environment, presence of unallowable devices, and that accommodations being provided are appropriate. If monitoring is not satisfactory, a follow-up meeting is required with the associated staff. Report all test irregularities or testing concerns to the STC, CTC, and IDOE, as appropriate/required.

Test Schedule

CTCs/STCs will ensure that a schedule is developed for each assessment administration at each school. CTCs will create and maintain test schedules to account for makeup testing. The schedule will be provided on paper and electronically. The schedule will include the assessment name, testing date and time, applicable grade levels, content areas, accommodation groups, and testing room locations.

Addressing Test Security Concerns

1. Mission Christian Academy 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. Concerned parties may contact the principal via kyle@missionchristianacademy.com, the CTC via megan@missionchristianacademy.com]. Any concern with "articulable facts" will be reported via IDOE's Testing Concerns and Security Violations Report Jotforml.
2. Mission Christian Academy 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:
    a. CTCs/STCs and/or staff must report any allegations of test security violations to IDOE immediately.
    b. The Testing Concerns and Security Violations Report Jotform will be utilized to report concerns that include "articulable facts."
    c. Concerns may be submitted to the CTC or STC via electronic or verbal communication;
    d. The CTC will provide IDOE with any information and an investigative report when requested.