

Kansas State Department of Education

Test Security Guidelines

Table of Contents

1. Test Security Plan
2. Test Security: *Agreement to Abide by Guidelines*
3. Reporting Testing Discrepancies and Potential Security Violations to KSDE
4. District Test Coordinator's Responsibilities:
5. Building Level Person's Responsibilities
6. Educator/Test Proctor Responsibilities
7. Appendix
 - a. Monitor Quality Assurance Checklist
 - b. Required Training Topics

Kansas State Department of Education Test Security Guidelines

Introduction

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Kansas State Department of Education must take every step to ensure the security and confidentiality of the state test materials. Everyone who is involved in student testing, communicates results, and/or receives testing information is responsible for test security.

Test Security Plan

1. All District Test Coordinators (DTCs) will be trained by KSDE in test security procedures yearly. Using a trainer-of-trainer model, these individuals will in turn train their own district/building staff on test security and the components of test security.
2. Each DTC is required to participate in one training session. Training sessions are online.
 - DTCs verify completion of training by signing an *Agreement to Abide by Guidelines* form online. The login for the verification of training and *Agreement to Abide by Guidelines* can be found inside the Kite® Educator Portal on the Help tab. This verification is available for individuals with the role of DTC and Building Test Coordinator (BTC).
3. DTCs will train district and building-level personnel involved in the administration of state assessments before local testing. Materials are provided for training district personnel and may be customized to meet district protocols.
4. Local personnel will sign an agreement to abide by state ethical testing practices. The *Agreement to Abide by Guidelines* in the *Kansas Assessment Examiner's Manual* may be used for this purpose.
5. DTCs will provide the State Assessment Office with accurate testing schedules through the Educator Portal. If schedules change, it is required that they be updated online so that information is accurate for potential monitor visits.
6. DTCs must keep on file all documentation related to test security. Specific documentation is listed under "District Test Coordinator Responsibilities" in this document.
7. KSDE staff and the members of the Kansas Assessment Advisory Council will visit 5%–10% of Kansas schools during test administration yearly for the purpose of monitoring test security.
8. Two methods will be used to conduct monitor visits:
 - Schools/districts can volunteer to receive a monitor visit. A monitor team will be assigned to that district. The team will select the date they will conduct the visit based on the testing schedule provided by the school. The district will not be informed of the specific date selected.
 - Unannounced visits for a random sample of schools: schools will be chosen from the list of districts/schools that did not volunteer. The DTC will be alerted to potential visits and will share test schedules for the purpose of facilitating monitor visits.
 - Random sample collection includes consideration of board member districts, district size, rural/urban, previous violations, and previous monitor visits.
9. KSDE will use a monitoring checklist when evaluating testing sessions. Refer to the "Appendix" of this document.

Test Security: *Agreement to Abide by Guidelines*

Local personnel will sign an agreement to abide by state ethical testing practices. District and building-level personnel include any staff member who administers a state assessment, including administrators, educators, para educators, or other appointed staff members.

No volunteers, parents, or anyone not on staff may administer a state assessment.

The *Agreement to Abide by Guidelines* in the *Kansas Assessment Examiner's Manual* may be used for this purpose or a district may customize a form to meet their own needs.

Content that must be discussed and agreed upon in the training includes the following:

- Staff refers to individuals employed by the district. Parents or volunteers may not administer a state assessment.
- All staff involved with state testing have read and understand the contents of the *Kansas Assessment Examiner's Manual*.
- Staff have read and/or received training on the best practices/ethics of testing.
- Staff have read and/or received training on test security.
- Staff have read and/or received training on reporting and documenting test types/accommodations.
- Staff working with the Kite site have been trained in test security and will not violate any practices outlined by KSDE.

Reporting Testing Discrepancies and Potential Security Violations to KSDE

1. It is the responsibility of the superintendent or their designee, on behalf of any and all school principals, to report in writing, all discrepancies in test material delivery, administration, and collection, as well as issues and concerns regarding potential violations of the Kansas State Department of Education's test security procedures, to Julie Ewing, Assessment Coordinator, Kansas State Department of Education, 785-296-4349.
2. In consultation with staff from KSDE upon breach of security, appropriate consequences will be put in place at the district level.
3. Because each case is unique in nature, a variety of steps could take place but are not limited to the following suggestions:
 - No action taken: discussion with KSDE indicated the breach was not severe enough in nature to warrant any action
 - KSDE action: written letter and/or phone call to superintendent, DTC stating concerns and processing of action steps
 - Retesting of students
 - Removal of Test Proctors from testing rooms
 - KSDE monitor visit follow-up the next testing year to check for validation that changes to inappropriate practices have been made
4. Upon completion of the monitor visit all checklists are analyzed for discrepancies and potential security violations.
5. The Achievement and Assessment Institute (AAI) will provide data to KSDE that examines potential areas of test irregularities throughout testing. The following data will be reported upon completion of testing using the dashboard:
 - DTC training log (spreadsheet)—this validates that training was completed by the DTC in each district in Kansas.
 - Test reactivations—frequency of reactivations
 - Click history – reported for occurrences that indicate an irregularity in testing
 - Tests taken after school hours (that is, with students who attend a virtual school test after the end of typical school day) are allowed

6. We expect administrators and teachers to abide by the "Test Security and Administration Guidelines" in the *Kansas Assessment Examiner's Manual*. Therefore, if a student questions the accuracy of an item, follow the procedure outlined below.

First, to the student, repeat the information from the directions, teacher print directions, or Kite directions: "Choose the answer that you think is best," "There is one correct or best answer to each question," "Carefully read the question," or "Work the problem."

It may be appropriate in certain circumstances to tell the student or reader that their concern will be forwarded to KSDE for review and analysis.

Second, following guidelines below, collect and submit the information to the DTC, who will then forward the information to the Kite Service Desk and Julie Ewing at KSDE.

- Give the student ID only; do not include the name, building, or district.
- Provide content of the test, for example, ELA, math, or science.
- Provide the session number and the item number.
- Report the issue, not the content of the item (for example, report "no correct answer," "multiple correct answers," "A and C are both correct," "a word is misspelled," "the sentence is grammatically incorrect," and so on).
- Do not forward the item, the item stem, any answer choices, or narrative descriptions of the item via email (these are live, secure test items).
- Do not send pictures of the item.

District Test Coordinator's Responsibilities

1. Attend yearly training provided by KSDE regarding test security and ethics. Training occurs online and requires an accountability component to verify that training has been completed by each year's deadline. For this year, that date is November 30, 2020.
2. Oversee test security for the entire district.
3. Establish and implement test security and ethics procedures for the district.
4. Train building-level personnel before local testing begins; include training regarding test security procedures, ethics of testing, and reporting/documentation of accommodations. Building-level personnel includes any staff member who administers a state assessment, such as administrators, educators, and para-educators. Parents and school volunteers may not administer a state assessment.
5. Document which individuals have received training, when the training was provided, and the way in which the training was provided; documentation must be kept at the district and the building level. See "Appendix" for required list of training topics.
6. Have staff sign the *Agreement to Abide by Guidelines* in the *Kansas Assessment Examiner's Manual*; alternately, a district may customize a form to meet its own needs.
7. Keep records of documentation for text-to-speech accommodations and any other accommodation that requires a deviation from the general administration of the assessment; documentation must be kept at the district and the building level.
8. Establish procedures that determine who has access to information in Educator Portal and determine role assignments within the district.
9. Remove/inactivate users in Educator Portal for staff who have left the district and/or changed roles with the

district; this task should be completed by the end of September.

10. Establish and describe processes that confirm that usernames and passwords in Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords should not be shared or exchanged.
11. Confirm the individual Educator Portal role for staff. Staff with Educator Portal rights will be asked to sign an additional security agreement when logging in to Educator Portal site.
12. Establish and describe the system used for sharing Daily Access Codes (DAC) with staff. This plan should include the secure transmission of information each day.
13. Inform staff that personally identifiable information (PII) should not be conveyed when testing issues are reported. The documentation for Kansas regarding allowable identifiers in an email specify that only the Student State ID number and no other identifying details should be provided in an email.
14. Establish procedures for entering student accommodation information into the Personal Needs Profile (PNP) in Educator Portal.
15. Inform staff that electronic materials used during assessment administration may not be printed, except where explicitly allowed (as described in the *Kansas Assessment Examiner's Manual*).
16. Establish procedures for obtaining materials necessary for test administration and distribution for each building in the district.
17. Establish procedures for returning/destroying test materials upon completion of testing, including braille forms and student scratch paper.
18. Establish the process used by the district for reactivating students for the assessment. Teachers/Test Proctors may not reactivate.
19. Ensure that reactivation on tests is limited. Students should not exit the End/Review Screen until the Test Proctor/Educator has verified that the End/Review Screen was checked, and all questions had been answered.
20. Keep documentation of reactivation logs, which must include the student's name, the student's identification number, the student's grade, the test content area being assessed, the date, the time of reactivation, the test session, and the reason for reactivation.
 - After a student has completed all test sessions, only the DTC can reactivate a test.
 - Best practice is to have two people present when reactivating a test.
 - Documentation should be kept for one year or until the completion of the testing season for the following year.
21. Report any breach of test security, loss of materials, or any other deviation to Julie Ewing, Assessment Coordinator, Kansas State Department of Education, 785-296-4349.

Building Test Coordinator's Responsibilities

1. Ensure test security within the individual building site.
2. Follow procedures established by the DTC for **all aspects of testing**. If the BTC and the DTC are the same individual, please refer to DTC responsibilities.
3. Assist the DTC with training and/or train building-level personnel before local testing begins, including

training regarding test security, ethics of testing, and reporting/documentation of accommodations.

4. Support the enforcement that usernames and passwords in Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords should not be shared or exchanged.
5. Store test materials (such as braille forms and DAC) in a secure, locked area before and between each test session(s) and after testing.
6. Follow the guidelines established by the DTC for returning/destroying materials at the conclusion of testing.
7. Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to your DTC, who will report to KSDE.

Educator/Test Proctor Responsibilities

1. Attend training and sign an agreement to abide by KSDE test security, ethics of testing, and regulations before local testing begins.
2. Follow procedures outlined by the District/Building Test Coordinator.
3. Follow test procedures outlined in *the Kansas Assessment Examiner's Manual* and in the training received regarding security and ethical practices for testing.
4. Follow established district/building procedures for collecting and destroying testing materials, student notes, scratch paper, and drawings upon completion of each test session and the entire test.
5. Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material that could give assistance or advantage during testing.
6. Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
7. Monitoring the use of calculators and having procedures in place will be critical to ensure that calculators are used on the correct part of the test session.
8. Do not say or do anything that would let a student know whether an answer is correct.
9. Do not ask students the way in which they arrived at an answer.
10. Do not tell students to redo a specific item or to review any specific part of the test once testing has begun.
11. Verify the End/Review Screen upon completion of the test to ensure that all test items have been answered before a student exits the test.
12. Do not go back and review each item individually with the student; simply direct students to answer items that did not have a check mark to indicate that the item was answered.
13. Do not store or save on computers or personal storage devices any test items; test items may not be shared via email or other file sharing systems or reproduced by any means.
14. Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the BTC.

Appendix

This form is to be completed by the monitor team.

Kansas State Department of Education

2021 State Monitor Quality Assurance Checklist for Test Security and Ethics

Testing Content Observed: include grade(s), subject/assessment

District:	Date of Visit:
School:	School Administrator/ Contact:
Monitor Team Member(s):	

Monitor team: Report to the **district/building** 10–15 minutes before test administration begins. Submit identification letters to the district/building. Letters indicate proof of confidentiality agreement and visitor status. Quickly review process before visiting rooms.

Before the Assessment Quality control (QC) check of required documentation occurs at the district and building level.

District/Building Test Coordinator:	Yes	No
Provides documentation of staff training on test security, ethical testing practices, <i>Kansas Assessment Examiner's Manual</i> ; information includes date(s) and method of training.		
Provides documentation indicating staff have confirmed in writing that they have received the training, agree to abide by ethical practices for testing and test security, and will adhere to instructions set forth in the <i>Kansas Assessment Examiner's Manual</i> .		
Defines who has access to Kite® Educator Portal and the processes used by active members.		
Describes processes implemented to confirm that staff who have left the district and/or changed roles within the district have been changed to inactive in Educator Portal by the DTC.		
Describes processes used that confirm: Usernames and passwords in Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords are not shared or exchanged.		
Describes system used for sharing Daily Access Code with staff.		
Explains reactivation processes outlined for the district.		
Provides documentation of Reactivation Logs (District/Building). Confirms reactivation after all test parts have been completed, they must be approved/completed by the DTC.		
Explains reporting processes for breach of security.		
Provides documentation for accommodations entered in the Personal Needs Profile (PNP). This may be kept at the building or district level.		

During the Assessment Monitor team exhibits professional and unobtrusive behavior at all times while observing.

	Yes	No	NA
Test Proctor is up and moving around the room monitoring students.			
Testing environment: bulletin board displays, fact tables, charts and diagrams, and other instructional materials that may give assistance or advantage have been removed or covered.			
Beginning test sessions: Are directions read to students from the <i>Kansas Assessment Examiner's Manual</i> ?			
Ending test sessions: Test Proctor does not touch computer mouse. Verifies End/Review Screen was checked.			
Materials were collected before dismissing students (such as student scratch paper). Materials were either destroyed (shredded) or placed in a secure locked location.			
Text-to-speech accommodation: Used Kite audio (headsets)—not human reader			

District:

Building:

Ethical Practices for Testing

A = Appropriate, I = Inappropriate O = Other (please comment)	A	I	O
The Test Proctor:			
followed procedures outlined in the <i>Kansas Assessment Examiner's Manual</i> .			
did not direct or prompt students to use certain strategies at the beginning of the test session or during the test.			
did not respond to questions during testing that would help the student to understand the question, aid the student in responding to an item, or advise/encourage the student to edit or change a response.			
did not coach or cue students on test items during test administration.			
did not read anything from the reading passages to students.			
did not give the meaning of words in the text or in questions.			
did not require students to use scratch paper, to show their work, or to use the online tools (for example, the highlighter tool).			
did not ask students to explain how they got an answer.			
did not tell students to redo or review any part of the test (especially after verifying the End/Review Screen). The proctor may only direct students to answer questions that did not have a check mark to indicate the question was answered.			
did not have students write down the questions and answers and did not construct answer keys and/or score the assessment.			
did not reactivate student tests.			
observes/discusses: procedure for reactivating students for the KCA with Teacher/Proctor (if able)			
did not store or save on computers or other personal storage devices any test items; test items may not be shared via email or other file sharing systems or reproduced by any means.			

Please provide additional comments on activities observed:

After the Assessment	?
Debrief School/District Coordinator and provide them with a copy of the report.	
Submit a copy of the <i>Monitor Quality Assurance Checklist</i> to Julie Ewing, jewing@ksde.org ; Kansas State Department of Education (form may be submitted by mail or by email).	
Report any breach of security to Julie Ewing, KSDE 785.296.4349.	
Upon completion of the visit please sign and date the form to indicate completion.	

Signature Monitor Team Member

Signature Building Test Coordinator

Required Training Topics and Resources for Test Security and Ethics

Training Topic	Resources
KSDE Test Security Plan	<ul style="list-style-type: none"> • Kansas Assessment Fact Sheet: Test Security and Ethics • Test Security Guidelines Sept. 2020
District Test Security Procedures	<ul style="list-style-type: none"> • District documents created for district procedures
Personally Identifiable Information (PII)	<ul style="list-style-type: none"> • Test Security Guidelines Sept. 2020
Roles and Responsibilities for DTC, BTC, and/or Educator/Test Proctor	<ul style="list-style-type: none"> • Test Security Guidelines Sept. 2020
Appropriate and Inappropriate Testing Practices	<ul style="list-style-type: none"> • Kansas Assessment Fact Sheet: Appropriate Testing Practices
Reporting Testing Discrepancies and Potential Violations	<ul style="list-style-type: none"> • Kansas Assessment Fact Sheet: Test Security and Ethics • Test Security Guidelines Sept. 2020 • District documents created for district procedures
Reporting Item Issues	<ul style="list-style-type: none"> • Kansas Assessment Fact Sheet: Test Security and Ethics • Test Security Guidelines Sept. 2020
Monitor Visits	<ul style="list-style-type: none"> • Test Security Guidelines Sept. 2020
<i>Kansas Assessment Examiner's Manual (KAEM)</i> available January	<ul style="list-style-type: none"> • www.ksassessments.org
Test Security Agreement to Abide by Guidelines and confirmed	<ul style="list-style-type: none"> • District created or you may use the sign off sheet in the KAEM.
District Test Coordinator Test Security Agreement to Abide by Guidelines and Sign off–must be completed on or before November 30, 2021	<ul style="list-style-type: none"> • Link to sign off is inside Educator Portal on the Help tab.

PowerPoint Training Information	Resource Location
KAP District Test Coordinator training for all DTCs	www.ksassessments.org
Educator Training Template This template is for DTCs to use to customize training for their district/buildings.	Included in DTC training materials