



## DISTRICT TEST SECURITY PROCEDURE TEMPLATE

### District Test Security Procedures for [district] for school year [add current school year]

This template may be modified or adjusted as needed, including separating procedures by school, test, and/or adding rows or columns as needed. However, all requirements specified in the District Test Security Procedure Requirements in the current year's version of the Procedures Manual must be included. If other district policies and procedures are referenced, they should be included with this procedure. Roles (e.g., DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.

The District Test Security Procedure Requirements includes references to Procedures Manual chapters for more information on the procedures included here.

### ASSESSMENT STAFF

The following staff member is the District Assessment Coordinator for the school district for the current testing year:

Alexandra Rhoten, Bultum Academy, 763-450-3522

(List all contacts designated as District Assessment Coordinators, if applicable.)

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator	School(s)
Alexandra Rhoten, Abas Regassa	Bultum Academy

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

### DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring testing within in the district by the District Assessment Coordinator (or other designated staff) is as follows:

All staff in the school will have the test security procedures and the test monitor training completed by the first day of ACCESS testing. The trainings will be done in two session in January, 2024. Staff will sign that they have been trained in test security procedures and the records will be kept in the testing cabinet.

Alexandra Rhoten will attend MDE testing online sessions. If Alexandra is not available, Abas Regassa will fill in for a session. Alexandra Rhoten and Abas Regassa will read the weekly Assessment Updates to ensure all timelines are met.

Alexandra Rhoten and Abas Regassa will complete the online trainings in the Pearson Training Management System prior to the staff training in January 2024.

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information following the monitoring:

Alexandra Rhoten and Abas Regassa

**TESTING CALENDAR**

The following staff members are responsible for determining the annual district testing calendar and updating all required information:

Arif Bakar, Abas Regassa, Alex Rhoten

The following staff members ensure that the testing calendar is posted to the district website:

Arif Bakar

The following staff members are responsible for verifying and updating test administration dates on the website:

Arif Bakar, Abas Regassa, Alex Rhoten

**TRAINING AND COMMUNICATION**

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Member	Method(s) for Verifying Training Completed
Alex Rhoten	Certificate of Completion

*(This may include using reports in service provider systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)*

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
Joyce Ballard, Alex Rhoten (test administrators) All staff (test administrators) All staff (test monitors)	ACCESS (WIDA), MCA test administrator NWEA, MCA test administrator ACCESS (WIDA), NWEA, MCA test monitor

*(Document trainings required by role, like Test Monitor or staff assisting with test materials.)*

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

Method(s) for Providing District Policies and Procedures	Staff Member
Staff meeting/training to review and discuss district policies and procedures	Alex Rhoten, Abas Regassa

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
Staff meeting/training to review and discuss important contact information	Alex Rhoten, Abas Regassa

**DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION**

The following student resources will be used to prepare students for testing:

Student Resources	Grade
Online Test Practice for WIDA, NWEA, MCA <ul style="list-style-type: none"> <li>• Students will practice using test tools</li> <li>• Students will complete practice problems</li> </ul>	ACCESS (WIDA): K-7 NWEA: K-7 MCA: 3-7

The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

Staff Member	Method(s) for Communicating
Alex Rhoten, Abas Regassa, Arif Bakar, classroom teachers	Ongoing meetings with classes of students

The district’s processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

Process for Documentation	Method(s) for Communicating
Families who want opt their child out of testing complete the Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information on the Bultum Website under Academics—> Assessments —> Parent participation  Forms will be kept in a secure file in the main office.	Families can access this form on the school website

The district’s process for ensuring that students take the correct assessment and receive the general supports, linguistic supports, and/or accommodations required is explained below:

MCA, ACCESS (WIDA)
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The district’s procedure for preparing testing rooms is explained below:

<ol style="list-style-type: none"> <li>1- Students will have a folder guard around their laptop when they are working at their seats.</li> <li>2- Testing will be done in the computer lab instead of the classroom.</li> <li>3- Students will be spaced at least 6’ apart in their seating in the computer lab</li> </ol>
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The district’s procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

<b>Procedure</b>	<b>Staff Member</b>
The assessment coordinator will periodically check in to classrooms to ensure staff and students are following necessary procedures.	Alex Rhoten, Abas Regassa, Arif Bakar

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

<b>Materials</b>	<b>Staff Members</b>	<b>Collection and Distribution Plan</b>
Test tickets (school)	Alex Rhoten, Abas Regassa, classroom teachers	Test tickets will be in envelopes by class for bringing to and from the test site. They will be distributed only to those in attendance on the testing day.
Scratch paper and pencils (school)	Alex Rhoten, Abas Regassa	Testing supervisors will bring to and collect afterward each testing session.
Laptops (school)	Abas Regassa	Sign in and sign out will be supervised by the test monitors each day.
Headphones (school)	Abas Regassa	Distribution, collection and cleaning of the headphones will be supervised by the test monitors each day.

The district's plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

<b>Plan</b>	<b>Staff Member</b>
On day one, teachers will provide students with devices to test in their general ed classroom. Students testing in a small group setting will be picked up by their test administrator and taken to the designated room for testing.	Teachers: ALL  School Assessment Coordinator: Alex Rhoten or Abas Regassa
On day two, the school assessment coordinator will pick up students who need to finish the testing from day one.	
On make-up days, the school assessment coordinator will pick up students and escort them to the testing room.	

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room:

Daily attendance will be taken to determine who is there to test and who will need to be scheduled for makeup testing.

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed:

Students are not allowed to have cellphones in school at Bultum Academy. Teachers will monitor students prior to leaving the classroom to ensure no cell phones are brought to the testing room just in case. Classroom teachers will also check for smart watches each day in case that applies to students being tested.

The following procedure will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

Procedure for Student Breaks	Plan for Securing Test Content
Testing sessions will be scheduled for 90 minutes at a time. A break will be given about 45 minutes into the start of testing. Students will be allowed to stand and stretch at their testing areas.	Students will be asked to cover their screens during break time.

The district's procedure for breaks for use of the restroom or other interruptions during testing is as follows:

<p>Bathroom breaks: Students will be escorted one at a time by a staff member to and from the bathroom. No talking about the test is allowed.</p> <p>Student becomes sick: Staff person will assist student in signing out of the test and the student will be escorted to the office.</p> <p>Fire alarm: Students will be instructed to close their laptops and walk quietly out of the school.</p> <p>Intruder in the school: Students will be instructed to close their laptops and take cover in areas for the room not visible by the door window.</p>
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The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Alex Rhoten, Abas Regassa, Arif Bakar, Mohamed Mohamed, Zakkiyya Jeter, Educational Assistants and other test monitors
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The staff members listed will answer questions or provide assistance during test administration. Test Monitors and Test Administrators will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
Alex Rhoten, Abas Regassa, Arif Bakar, Mohamed Mohamed	Walkie, Channel 1 and/or call/text

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
<p>As covered above, students who become ill will be escorted out of the testing room after signing out of the testing session.</p> <p>No testing sessions will be scheduled on days of early dismissal.</p> <p>If a student has a behavior issue during testing, the test monitor and/or administrator will call for support over the walkie talkie. The staff member who responds will remove the student from class and then escort the student back once they're ready to rejoin.</p>	Alex Rhoten, Abas Regassa, Arif Bakar, Mohamed Mohamed, Zakkiyya Jeter

The procedure for an entire group of students unexpectedly leaving during test administration (e.g., emergency situation, fire drill) is detailed below:

<p>As covered above, in a fire alarm, students will be instructed to close their laptops and to leave the building in an orderly and quiet way.</p> <p>As covered above, should there be an intruder in the school, students will be instructed to close their laptops and to move to spaces in the classroom where they cannot be seen through the classroom door window.</p>
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If the Test Monitor or Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

Bultum Academy will have three adults in the testing room during testing. If someone becomes ill, we will still have people available to cover test security.
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If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

Procedure	Allowable Activities (if applicable)
<p>Students will bring a book to the testing room and leave it at the testing entry in a box. If students finish the work early each day, they will be allowed to read for the rest of the testing session.</p> <p>On day two, as students complete testing, in a subject area they will be escorted back to class to join their classmates who have completed the testing</p>	<p>Reading a book of choice. The book will be checked in at the door in a box during the testing.</p>

If students need extra time to test, the procedure below will be followed:

<p>Students will have as much time as needed to complete the test. If a student asks to stop for the day, they will sign out of the test, and be scheduled during a make up time. Students will be allowed as many days as needed to complete the test at their pace.</p>
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If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

<p>Students will have as much time as needed to complete the test. If a student asks to stop for the day, they will sign out of the test, and be scheduled during a make up time. Students will be allowed as many days as needed to complete the test at their pace.</p>
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If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

Procedure	Staff Member to Contact
<p>Student will notify the test monitor who will walkie for technical support</p>	<p>Abas Regassa</p>

Staff report mis administrations and security violations to the staff members listed below, using the process outlined:

Procedure	Staff Member to Contact
<p>Initial: Call or text to DAC or SAC.</p>	<p>Alex Rhoten, Abas Regassa (DAC)</p>
<p>Follow up: Written report to DAC or SAC</p>	<p>Alex Rhoten, Abas Regassa (SAC)</p> <p>Arif Bakar (Executive Director)</p>

*(If not reported directly to the District Assessment Coordinator, also include how information will be communicated to him/her.)*

### **DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING**

The following is the district's policy for discussing the test administration experience with students after test administration:

<p>Test content should not be discussed in the classroom with students, with other staff or as part of any team meeting.</p>
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The staff members listed below are responsible for entering student responses from MCA paper test materials:

Alex Rhoten, District/School Assessment Coordinator

The staff members listed below are responsible for entering MTAS data from MTAS Data Collection Forms:

Alex Rhoten, District/School Assessment Coordinator

***DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS***

**Receipt and Organization of Secure Test Materials**

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

School	Secure Location(s)
Bultum Academy	Locked file cabinet, Lawrence Ronglien’s office

Listed below are staff members who have access to these locations where secure test materials are stored:

Arif Bakar, Executive Director  
 Alex Rhoten, School and District Assessment Coordinator  
 Abas Regassa, District operations manager and Assistant Director

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

Staff Member	Procedure
Alex Rhoten, Abas Regassa	Bultum Academy has all student in one location

*(This may not be applicable for charter schools or districts where all schools are located in one building.)*

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

Alex Rhoten, Abas Regassa, Arif Bakar

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

Staff Member Inventorying Materials	Procedure for Discrepancies
Alex Rhoten, Abas Regassa	Alex Rhoten will contact distributing agency about discrepancy

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

Staff Member Organizing Materials	Procedure
Alex Rhoten, Abas Regassa	Lawrence Ronglien and Mari Odoy will review materials daily to get the correct materials for the days testing.

**Distribution of Materials to Test Monitors or Test Administrators**

The procedure for distributing test materials to the Test Monitors and Test Administrators is listed below:

<p>For all testing Alex Rhoten and Abas Regassa will supervise the materials and get them to the computer lab for testing.</p> <p>In case of an MTAS administration or Alternate ACCESS administration, Alex Rhoten will take the lead on distribution and collection of materials.</p>
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Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

Alex Rhoten, Abas Regassa
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If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

Alex Rhoten and Abas Regassa will collect materials (scratch paper, testing tickets, or MTAS materials) and store them in the testing storage cabinet under lock.
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**Return of Materials**

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklist used in the district) to the staff members listed below:

Alex Rhoten, Abas Regassa
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When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the service provider.

Staff Member	Secured Location
Alex Rhoten, Abas Regassa	Locked file cabinet located in Alex's office



The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

Alex Rhoten, Abas Regassa

The following staff members will securely destroy student testing tickets and any other hard-copy materials provided to student during test at the end of test administration:

Alex Rhoten, Abas Regassa, Aisha Yusuf (office manager)

***DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS***

The district’s policy about providing preliminary test results is detailed below:

Once testing is completed, Alex Rhoten will share with teachers at each grade level in a group meeting.

The following information is communicated if preliminary results are provided:

Given that these results is only preliminary, they are not to be shared with parents or students.

Final embargoed results will be provided to the following staff members through the following methods:

<b>Staff Members</b>	<b>Methods</b>
Alex Rhoten, Abas Regassa, Arif Bakar	The school meets with teachers during workshop week to review outcomes. Each teacher gets a copy of the students Individual Student Report. This is year one of the school, so the exact method of recording this information will be determined.

The following information is communicated to staff about abiding by the embargo:

The school has meetings during workshop week to share outcomes with school staff.

Individual Student Reports (ISRs) will be provided to families as described below:

The classroom teacher will review the Individual student reports with families during parent-teacher conferences.