Testing Security Plan

Roles in Maintaining Test Security:

- Identifying authorized persons who should be present during testing and have access to secure test materials; **District Test Coordinators (Jim and Brooke)**

- Specifying handling and tracking procedures in the district and building; **District Test Coordinators (Jim and Brooke)**

- Specifying procedures for investigating any alleged test security violations and penalties for confirmed violations; **Superintendent, Administration, and District Test Coordinators (Jim and Brooke)**

- Specifying procedures for determining whether to invalidate a student's test scores; **District Test Coordinators (Jim and Brooke)**

- Specifying that within 10 days of concluding the investigation, the district shall notify the department in writing of the findings of such violations and any action taken by the school district or the participating school; **Superintendent and Administration**

- Specifying how written procedures will be communicated annually to employees and students in the district; **District Test Coordinators (Jim and Brooke)** will share the *Ethical use of Tests* and the *Test Security Violations* in an email and it will be posted on our website for students and staff to access. Jim and Brooke will review the information, with staff/test administrators, before testing begins. Staff/test administrators will review the information on test security with students before testing.

3. Test Security

One of the most important responsibilities of test coordinators, test administrators, monitors, proctors and teachers is maintaining test security. At all times, the district's and the state's written procedures for protecting secure test information **must** be followed. It is illegal and unethical for anyone to reproduce or disclose any of the test content or cause the content to be reproduced or disclosed in any format. Test security is vital to the successful administration of the tests. All district and school personnel are responsible for ensuring the security of the individual test questions. The responsibility to maintain the security of the test questions continues even after the test concludes. Test Security Training Resources are available on the test portal.

Under Ohio law, releasing any test questions or other contents of a test or helping students cheat in any other way may result in an invalidation of test scores, termination of employment, suspension of certificates, licenses or permits and/or prosecution. Districts must ensure that students are aware of test security requirements and associated consequences. Violations of test security provisions in the district's written procedures may also be punishable by penalties specified by the district. For more information on test security see the Ohio's State Tests Resource Book.

3.1   Electronic Device Policy

Districts and schools must have a policy on electronic device (including, but not limited to, cell phones, smartwatches and other wi-fi enabled, non-testing devices) usage during and after test sessions. Accessing an electronic device during testing can be grounds for an invalidation; however, if cheating can be ruled out, the district may elect not to invalidate the test. If a student was observed having a cell phone out during or after the test session, it is important to determine if any test question, response, passage or prompt was photographed, texted or in any way compromised. In extreme cases where test questions, passages or prompts have been posted on any social media platform, the district must immediately contact the Office of Assessment. This is a test security violation. The student's test opportunity is over and the test needs to be invalidated. District and school policy will determine if an invalidation is required for any other situation.

Students who use an electronic device for medical purposes (for example, glucose monitoring or hearing aid) may have access to the device during testing. The device should only support the student during testing for medical reasons and the test administrator must closely monitor the use of the device to maintain test security.

Districts and schools must determine if electronic devices may be used after the test session has been completed. Please be aware that any electronic device in a testing room, even after testing, has the potential to be a test security issue. It is recommended that if students are permitted to use electronic devices after testing that they do so outside the testing location. However, silent work may be allowed after the completion of a test session and may include electronic devices if this is permitted within the district and school policies and does not pose a threat to test security.

Test administrators may have a cell phone for medical and technological emergencies, to use as a timekeeper or to otherwise perform necessary test-related actions. Test administrators must not use their cell phone for non-test related issues (for example, making phone calls and checking emails). Test administrators should be reminded to never take photographs of students, tests, scrap paper, computers, including technical error messages on the computer screen, or the testing room during testing.

3.2   Test Administrator Criteria

Any person administering a test must be an employee of the district and hold a license, certificate or permit issued by the Department. Student teachers are not permitted to administer assessments. In situations where a local education agency, such as a Developmental Disabilities (DD) facility or Educational Services Center (ESC), is providing services for a district, employees at those locations may be considered "de facto" employees of the district and administer tests as long as they also hold a license, certificate or permit issued by the Department. It is district policy if they consider substitute teachers employees of the district. During every test administration, a test administrator who meets these criteria must be in the room **at all times.** This person must actively monitor students to ensure test security. If the test administrator must leave the room in which the test is being administered, another test administrator who meets the criteria must be called to be in the test room.

The ratio for testing purposes is one test administrator to 30 students in any testing room. For any group of more than 30 students, a proctor or monitor must be in the room with the test administrator. The 30 to 1 ratio is to be maintained at all times. For example, if 31 students are testing, a test administrator and one proctor or monitor must be present in the testing room; if 61 students are testing, a test administrator and 2 proctors or monitors must be present in the testing room. Although the proctor or monitor is not required to meet the criteria for administering a test, they must follow all test security protocols. A test administrator must be in each testing room, including rooms where small groups are administered the tests or accommodations are provided.

3.3   Actively Monitoring Test Sessions

A test administrator must actively monitor the test session. This includes but is not limited to the following:

- Walking around the room (the test administrator may sit at the test administrator desk for short periods but may not be involved with non-test activities);
- Ensuring that the students are taking the correct test;
- Ensuring that grade 3 students testing on paper are properly bubbling their responses:
- Observing that students are not involved in activities that might be considered cheating;
- Monitoring students to ensure they complete their test;
- Monitoring how much time is left in a test session; and
- Generally being involved with the test session.

These are **not** active monitoring behaviors:

- Reviewing a test so closely that the student's responses are clearly examined;
- Being involved with non-test administration activities such as grading papers, completing lesson plans or completing tasks on an electronic device for a non-test reason; or
- Leaving the students unattended while the test is still in session.

If district policy allows students to leave the room while testing is in progress, students must first get permission from the test administrator. Districts and schools must follow the guidelines set forth under "Breaks" in the Schedules section of this manual.

3.4   Test Security Violations

The following are test security violations, which need to be discussed with the Department as soon as the alleged violation is known; see the inside front cover of this manual for contact information. This is not an exhaustive list.

Before or during a test administration:

- Reviewing a student's screen, test booklet or answer document to review test content;
- Using a student's login information to access an online test in order to review the test content;
- Sharing your username and password with another test administrator;
- Reviewing the test and creating a study guide or in some way releasing the test questions to students;
- Describing the test questions in an email or discussing the test questions with anyone;
- Standing over a student who is taking the test and indicating in some manner that the student's answer is incorrect, blank or deficient;
- Coaching a student in any manner to indicate the correct answer or any answer; and
- Leaving students unattended during testing for any amount of time.

After the test administration:

- Posting any portion of the test content, verbatim or paraphrased, and/or a student's responses on social media before, during or after the test administration;
- Marking, tampering with or contaminating a student's responses in any way, unless by a scribe or test administrator with permission to transcribe the student's responses with no changes;
- Failing to collect and securely shred any scratch paper or math reference sheet that was provided to and used by students during a test that contains their writing;
- Taking pictures of scrap paper, writing answers on scrap paper or grading student scrap paper;

- Failing to account for and return any secure paper test materials;

- Discussing test questions after the test has been administered; and

- Describing the test questions or student responses in an e-mail or discussing the test questions with anyone.

At any point, if personnel believe that a violation of test security has occurred, they should contact the building test coordinator about the alleged test security violation. The building test coordinator should then report the alleged test security violation to the district test coordinator. The district test coordinator must contact the Department to discuss the situation. Guidance on test incidents is available in Appendix H of the *Summer 2023 OST TAM.*

4. Ethical Use of Tests

Pursuant to the requirements of Amended Substitute House Bill 152 (July 1993), the State Board of Education has adopted *Standards for the Ethical Use of Tests* (see <u>Ohio Administrative Code 3301-7-01</u>). These Standards guide those who are engaged at any stage of the testing process in performing their responsibilities with honesty, integrity, due care and fairness to all. The Standards ensure the integrity of the testing process and the reliability and validity of inferences made from the test results.

The Standards are designed to govern testing practices related (but not limited) to state graduation testing, standardized achievement testing and any other grade-level or age-level testing conducted building-wide or district-wide.

The Standards are grouped according to the following stages of the testing process: (1) standards associated with communicating the ethical standards to and monitoring the educational practices of staff members who are assigned testing responsibilities, (2) standards associated with practices in preparing students for a test, (3) standards associated with test administration and scoring of tests and (4) standards associated with the interpretation and/or use of test results.

Examples of ethical and unethical or inappropriate test practices are provided in the *<u>Standards for the Ethical Use of Tests</u>*. These examples provide a guide for identifying general categories of unethical practices that can occur at each stage of the testing process and can be helpful during staff in-services related to testing. Some of these examples can be found below. These examples are not intended to be an exhaustive list of all possible unethical practices. Good professional judgment must be used when you are determining whether a testing practice not listed in the Standards may be unethical. If you have any questions, please contact the Department. Please note that an unethical practice may also be a test security violation.

Scenarios Related to the *Standards for the Ethical Use of Tests*

Is This Activity or Behavior an Ethical Practice?	Yes	No
Using the state-provided practice tests as the sole method of preparing students for the tests without teaching the learning standards measured by the tests		X
Using the state-provided practice tests as an activity after students have received instruction on the learning standards and item formats	X	
Making a copy of the tests and/or preparing a student study guide based on the tests		X
Preparing students for the tests by incorporating Ohio's Learning Standards in the appropriate subject curriculum	X	
Copying the vocabulary words from a secure published test that will be administered and incorporating them into instruction		X
Changing answers that students have marked, written, typed or gridded in		X

Is This Activity or Behavior an Ethical Practice?	Yes	No
Using the results of the tests as one of the sources of information on which to evaluate the effectiveness of curriculum	X	
Hinting to a student to reconsider any answers given on a test		X
Encouraging students who are underperforming to stay home during the administration of a standardized test and/or coding these lower-performing students out of the district summaries in order to exclude their scores from being reported to the public		X
Correcting student responses to ensure a student is placed in a gifted program		X
Setting a testing schedule that limits students from receiving the maximum time allowed for the test		X
Providing teachers and counselors with information they need to interpret test results	X	
Revealing the test scores of one student to another student		X