

Kansas State Department of Education

Test Security Guidelines

2023-2024

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 and Test Proctor Responsibilities
7. Appendix
 - a. Monitor Quality Assurance Checklist
 - b. Required Training Topics



Introduction

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Kansas State Department of Education (KSDE) must ensure the security and confidentiality of state assessment materials. Everyone who is involved in student testing, communicates results, and 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 and building staff on test security and the components of test security.
2. Each DTC is required to attend one in-person training session.
3. DTCs verify completion of training by signing an *Agreement to Abide by Guidelines* after training has been completed.
4. 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.
5. 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.
6. DTCs will provide the state assessment office with accurate testing schedules through the Educator Portal. If schedules change, online schedules must be updated online so that information for potential monitor visits is accurate.
7. DTCs must keep all documentation related to test security on file. Specific documentation is listed under District Test Coordinator's Responsibilities in this document.
8. To monitor test security, KSDE staff and members of the Kansas Assessment Advisory Council will annually visit 5%–10% of Kansas schools during test administration.
9. Two methods will be used to conduct monitor visits:
 - Schools and districts **may 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 and 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.

NOTE: A random sample includes consideration of board member districts, district size, rural or urban, previous violations, and previous monitor visits.
10. KSDE will use a monitoring checklist to evaluate 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, paraeducators, or other appointed staff members.

No volunteers, parents, or non-staff members 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 its own needs.

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

- “Staff” means 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 received training on the best practices and ethics of testing.
- Staff have read and received training on test security.
- Staff have read and received training on reporting and documenting test types and 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 all school principals, to report in writing, all discrepancies in assessment material delivery, administration, and collection, as well as issues and concerns regarding potential violations of KSDE’s test security procedures, to Julie Ewing, Assistant Director, KSDE, 785-296-2325.
2. In consultation with staff from KSDE, appropriate consequences will be put in place at the district level upon breach of security.
3. Because each case is unique, a variety of steps could take place but are not limited to the following:
 - No action taken—discussion with KSDE indicated the breach was not severe enough to warrant any action
 - KSDE action—written letter or phone call to superintendent and DTC stating concerns and processing of action steps
 - Retesting of students
 - Removal of test proctors from testing rooms
 - KSDE monitor visit will perform a follow-up visit the next testing year to verify 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 will provide data to KSDE that facilitates examining potential areas of assessment irregularities throughout testing. The following data will be reported on the dashboard upon completion of testing:
 - Test reactivations—shows frequency of reactivations
 - Click history—reports for occurrences that indicate an irregularity in testing
 - Tests taken after school hours (applies only to students in a virtual school setting)
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 the 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, mathematics, or science.
- Provide the session number and the item number.
- Report the issue, **not** the content of the item (e.g., report “no correct answer,” “multiple correct answers,” “both A and C are correct,” “a word is misspelled,” “sentence is grammatically incorrect,” etc.).
- Do **not** forward the item, item stem, any response 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 in person 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, 2023.
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 and documentation of accommodations. Building-level personnel includes any staff member who administers a state assessment, such as administrators, educators, and paraeducators. Parents and school volunteers may **not** administer a state assessment.
5. Document which individuals have received training, when the training was provided, and how the training was provided; documentation must be kept at the district and the building level. See Appendix – State Monitor Quality Assurance Checklist for Test Security and Ethics for list of required 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 used on the assessment that has been a regular part of instruction; 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 or deactivate users in Educator Portal who have left the district 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.
12. Establish and describe the system used for sharing Daily Access Codes (DACs) with staff. This plan should include the secure transmission of information each day.
13. Inform staff that personally identifiable information (PII) must **not** be conveyed when reporting testing issues. 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 and destroying assessment 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 and test proctors may **not** reactivate students.
19. Ensure that reactivation on tests is limited. Students should **not** exit the End/Review Screen until the test proctor or educator has verified that the End/Review Screen was checked, and all items 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 next year's testing season.

Report any breach of test security, loss of materials, or any other deviation to Julie Ewing, Assistant Director, KSDE, 785-296-2325.

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 Building Test Coordinator (BTC) and the DTC are the same person, please refer to DTC responsibilities.
3. Assist the DTC with training or train building-level personnel before local testing begins, including training on test security, ethics of testing, and reporting and documenting accommodations.
4. Establish and describe processes that confirm 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 (e.g., braille forms, DACs) in a secure, locked area before and between each test session, as well as after testing.
6. Follow DTC guidelines on returning and destroying materials at the conclusion of testing.

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. Complete 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 or 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 and building procedures for collecting and destroying assessment materials, student notes, scratch paper, and drawings upon completion of each test session and the entire assessment.
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. 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.
7. Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
8. Monitor the use of calculators and have procedures in place to ensure that calculators are used on the correct part of the test session.
9. Verify the End/Review Screen upon completion of the assessment to ensure all items have been answered before a student exits the test.
10. Do **not** store or save any items on computers or personal storage devices; test items must never be shared via email or other file-sharing systems or be reproduced in any way.
11. Do **not** say or do anything that would let a student know whether an answer is correct or incorrect.
12. Do **not** ask students how they arrived at an answer.
13. Do **not** tell students to redo a specific item or to review any specific part of the assessment once testing has begun.
14. Do **not** go back and review each item individually with the student; simply direct students to answer items that did **not** have a blue dot to indicate that the item was answered.
15. Do **not** use your phone for personal use while proctoring the test. This includes taking pictures.

Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the BTC.

Appendix – State Monitor Quality Assurance Checklist for Test Security and Ethics

This form is to be completed by the monitor team.

Kansas State Department of Education

2024 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 always exhibits professional and unobtrusive behavior while observing.

	Yes	No	NA
Test Proctor is up and moving around the room monitoring students.			
Testing environment: bulletin board displays, fact tables, charts, 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 email).	
Report any breach of security to Julie Ewing, KSDE 785.296.2325.	
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	<i>Test Security Guidelines</i>
District Test Security Procedures	District documents created for district procedures
Personally Identifiable Information (PII)	<i>Test Security Guidelines</i>
Roles and Responsibilities for DTC, BTC, Educator/Test Proctor	<i>Test Security Guidelines</i>
Appropriate and Inappropriate Testing Practices	<i>Fact Sheet: Appropriate Testing Practices</i>
Reporting Testing Discrepancies and Potential Violations	<i>Test Security Guidelines</i> <i>District documents created for district procedures</i>
Reporting Item Issues	<i>Test Security Guidelines</i>
Monitor Visits	<i>Test Security Guidelines</i>
<i>Kansas Assessment Examiner's Manual (KAEM)</i> available	www.ksassessments.org
<i>Test Security Agreement to Abide by Guidelines</i> and confirmed	District created or use the sign off sheet in the <i>KAEM</i>
District Test Coordinator <i>Test Security Agreement to Abide by Guidelines</i> and Sign Off – must be completed on or before November 30, 2023	Attend in person or online training before the deadline

PowerPoint Training Information	Resource Location
KAP District Test Coordinator training for new and veteran DTCs	www.ksassessments.org
Educator Training Template For DTC to use to customize training for their district and buildings	Included in both veteran and new DTC training materials