Kansas Assessment Fact Sheet: Appropriate Testing Practices
2012-2013

Boxed area represents "NEW" text or "moved' test!

Test Security

- **Do not** review tests or analyze test items before, during or after the assessment is administered.
- **Do not** discuss any specific test items on the test with students before, during or after the administration of the assessment.
- **Do not** construct answer keys so that an assessment may be scored locally.
- **Do not** reproduce or rewrite test materials.
- Testing materials may not be taken out of the building.
- Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to Dr. Cherie Randall, Assessment Coordinator, Kansas State Department of Education, 785.296.3996.

District test coordinator's responsibilities:

- Must participate in/attend state training on test security yearly and are responsible for coordinating and documenting the training of staff within their own district who will participate in administration or proctoring state assessments.
- Oversee test security for the entire district; and
- Order the materials necessary for test administration for each building in the district; and
- Establish procedures for distribution and return of materials (i.e. Braille tests) and destroying (burn or shred) all test materials upon completion of testing.

Building level person's responsibilities:

- The building test coordinator is responsible for test security at the building level and must follow procedures outlined by District Test Coordinator.
- Store test materials (booklets, tickets) in a secure, locked area before and between each session(s) and after testing.
- Count test materials (read aloud scripts, paper pencil accommodation, Braille, etc.) upon arrival, between each session, and after testing;
- Distribute test materials to teachers immediately before the testing session (*see Read Aloud Accommodation) and collect upon completion of the testing session;
- Instruct teachers not to open test booklets prior to administration (*see Read Aloud Accommodation); and
- Return materials to District Test Coordinator.

Classroom teacher's responsibilities:

- Follow test procedures outlined in the Examiner's Manual and ethical practices for testing.
- Follow procedures outlined by District/Building Test Coordinator.
- Follow established District/Building procedures for collecting and destroying (shred) student notes, scratch paper, and drawings, etc. upon completion of each test part and the entire test.
- Teachers/Staff may not say nor do anything that would let a student know whether an answer is correct.
- Teachers/Staff may not ask students how they got an answer.
- Teachers/Staff may not tell students to redo a specific item or to review any specific part of the test once testing has begun.
- Upon completion of the test session, teachers must verify the End Review Screen to see that all test questions have been answered before a student exits the test.
- Teachers should actively monitor the testing environment by moving around the room.

***Read-Aloud Accommodation** – The reader providing the read-aloud accommodation may have access to the test materials for a very limited time before the test. The testing materials may not be taken out of the building. Refer to test security training materials and Examiner's Manual for more information on the Read Aloud Accommodation.

Acceptable Test Preparation Practices

- Provide students with the opportunity to learn the content and vocabulary by basing instruction on state standards and an aligned local curriculum.
- Integrate teaching of test taking skills with regular classroom instruction and assessment.
- Assure students have had prior experience with the testing format being used
- Use formative assessments (whiteboards, observations, questioning, pre-tests, classroom/local assessments) to inform instruction.

Unacceptable Test Preparation Practices

- Do not use actual or altered test questions (clone, parallel) for practice or instruction.
- Do not conduct comprehensive reviews or drills the day of the test or between testing sessions.

Test Administration: Ethics and Security

Before

- Download/distribute and read the Examiner's Manual prior to test administration and follow the instructions during administration.
- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material which may give assistance or advantage during testing.

During

- Actively monitor the testing session. Moving around the room encourages students to focus on their own work.
- Teachers/Staff may not require students to show work or use scratch paper. Scratch paper may not be graded and it must be destroyed at the end of the test session.
- Students may use blank paper to show and check their work. This work must be collected and destroyed upon completion of the test session.
- Teachers/Staff may not require students to use manipulatives, graphic organizers, or other tools during the assessment.
- Do not coach or cue students in any way during test administration. This includes gestures and facial expressions.

The KSDE does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel; 120 SE 10th Ave Topeka, KS; 66612; 785-296-3204.

- Do not respond to questions during testing that would help the students to understand the question, aid them in responding to an item, or advise/encourage them to edit or change a response.
- Readers may not clarify, elaborate, or provide assistance to students in any way. When reading test items aloud, readers must be careful not to give clues that indicate the correct answer or help eliminate some answer choices. The reader must avoid cueing the student by using voice inflection or by providing information that is not in the test.

After

- The teacher may verify the End Review Screen (KCA) to see that all test questions have been answered before a student exits the test. They may not go back and review each question individually with the student.
- Collect and destroy (shred) student notes, scratch paper, and drawings, etc. upon completion of each test part.

Reactivation of Student Tests

- The district testing coordinator is responsible for establishing the process/system used by the district for reactivating students for the KCA. Some districts allow building test coordinators to do this. Others only allow the district office to reactivate. Teachers may not reactivate.
- Best practice is to have two people present when reactivating a student test. Teachers may not reactivate.
- If there is a need to reactivate a test session for a student, contact your district or building test coordinator and give them the student's name, grade, subject, and the reason for reactivation.
- A reactivation log must be kept on file with the District Test Coordinator.
- Should you need to reactivate and re-open a test session for any reason (i.e. the student shut down the test without checking with an adult and staff wants to make sure the student actually completed the session, etc.), the student must be present when the test session is re-opened. This must also be recorded on the reactivation log.
- Reactivation after all three parts are completed must be approved/completed by the District Test Coordinator.
- Once you have reviewed student learning results you should not reactivate a student test part. The only exception to this rule is for students who have not answered all test questions contained within a test part as noted on the Missing Responses page provided by CETE.
- Reactivation should not occur for students whose results you deem are not appropriate (i.e. the student scored a 48 and you know they are capable of doing better so you reactivate one part of the test to try to improve the score). If you feel there are circumstances that do not allow the collection of valid assessment data notify your District Test Coordinator who will contact KSDE.

Important information on Test Security and Reporting Item Issues

Tremendous effort goes into the review of state assessment items, but occasionally there is an error or a typo which gets by. Both KSDE and CETE want to be informed of item issues for review and follow-up. If an error is verified it will be corrected and if necessary student scores will be adjusted. **However, due to test security issues we expect administrators and teachers to abide by the Test Security and Administration guidelines in the Examiner's Manual.** Therefore, if a student or a read-aloud reader questions the correctness of an item, follow the procedures below.

First, to the student, repeat the information from the script directions, teacher print directions, or KCA directions: "**Choose the answer that you think is best. There is one correct or best answer to each question. Carefully read the question. 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, collect the following information and forward the information to your district test coordinator who will then forward the information to Cherie Randall or Lee Jones at KSDE.

- Student's name and state ID number to aid in test identification.
- Content area and grade of the test
- Form number or type that appears on the student's ticket
- Test part and sequence number of the item (for reading tests there might also be a passage number)

General note: When a script item differs from the KCA item, READ the KCA item from the screen or the printed test. Then send the information requested above to Cherie Randall or Lee Jones.

Please do not forward the item, the item stem, any answer choices or narrative descriptions of the item via e-mail (theses are "live" secure test items).

However, it is helpful to know what the issue is:

- No right answer
- Multiple correct answers A & C are both correct
- A word is misspelled
- The sentence is grammatically incorrect

When it comes to a problem with reading passages**, when possible,** please provide the issue and the paragraph number and the sentence number within the paragraph.
For example: 12 paragraph (starts with, The dog…) 3rd sentence The cat's name…
ISSUE: The name of the cat is misspelled.

Contact for Information

Dr. Cherie Randall, Assessment Coordinator,
Kansas State Department of Education, 785.296.3996
Lee Jones, Assessment Consultant,
Kansas State Department of Education, 785.296.4349

The KSDE does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel; 120 SE 10th Ave Topeka, KS; 66612; 785-296-3204.