



## 2017-2018 Kansas Assessment Fact Sheet: Appropriate Testing Practices

### Test Security Purpose

- Test security is essential for obtaining reliable and valid scores for accountability purposes. Accordingly, the Kansas Department of Education (KSDE) must take every step to ensure the security and confidentiality of the state testing materials. It is the responsibility of individuals who develop the tests, who administer the tests, and those who use the results of the tests to follow test security laws, regulations, and procedures.

### District Test Coordinator Responsibilities

- 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.
- Oversee test security for the entire district.
- Establish and implement test security and ethics procedures for the district.
- Train building-level personnel before local testing begins, including training regarding test security procedures, ethics of testing, and reporting/documentation of accommodations. Building-level personnel include any staff member who administers a state assessment, including administrators, educators, para-educators, etc. Parent volunteers may not administer a state assessment.
- 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.
- Sign the *Agreement to Abide by Guidelines* in the Examiner's Manual; alternately, a district may customize a form to meet their own needs.
- Keep records of documentation for text-to-speech accommodations and any other accommodation that requires a deviation from the general assessment; documentation must be kept at the district and the building level.
- Establish procedures that determine who has access to information in Educator Portal and determine role assignments within the district.
- 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.
- 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.
- Confirm the individual Educator Portal role and sign a Security Agreement when logging into the Educator Portal site.
- Establish and describe the system used for sharing Daily Access Codes with staff. This plan should include the secure transmission of the information each day.
- 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.
- Establish procedures for entering student accommodation information into the Personal Needs Profile (PNP) in Educator Portal.
- Inform staff that electronic materials used during assessment administration may not be printed, except where explicitly allowed (as described in the Test Administration Manual).
- Establish procedures for obtaining materials necessary for test administration and distribution for each building in the district.
- Establish procedures for returning/destroying test materials upon completion of testing, including braille forms and student scratch paper.
- Establish the process used by the district for reactivating students for the assessment. Teachers/test proctors may not reactivate.
- Ensure that reactivation on adaptive tests (ELA and mathematics) is limited. Students should not exit the End Review Screen until the Test Proctor/Educator has verified that the End Review Screen was checked.
- 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 District Test Coordinator can reactivate a test.
  - Best practice is to have two people present when reactivating a test.
- **Report any breach of test security, loss of materials, or any other deviation to Lee Jones, Assessment Coordinator, Kansas State Department of Education, 785.296.4349.**

### Building Test Coordinator's Responsibilities

- Ensure test security within the individual building site.
- Follow procedures established by the District Test Coordinator for **all aspects of testing**. If the Building Test Coordinator and the District Test Coordinator are the same individual, please refer to District Test Coordinator responsibilities.
- Assist the District Test Coordinator with and/or train building-level personnel before local testing begins, including training regarding test security, ethics of testing, and reporting/documentation of accommodations
- 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.
- Store test materials (i.e., braille forms) in a secure, locked area before and between each test session(s) and after testing.
- Follow the guidelines established by the District Test Coordinator for returning/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 District Test Coordinator, who will report to KSDE.

## Educator/Test Proctor Responsibilities

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- Attend training and sign an agreement to abide by KSDE Test Security, Ethics of Testing, and regulations before local testing begins.
- Follow procedures outlined by the District/Building Test Coordinator.
- Follow test procedures outlined in the Examiner's Manual and in the training received regarding security and ethical practices for testing.
- Follow established district/building procedures for collecting and destroying testing materials, student notes, scratch paper, and drawings, etc., upon completion of each test session and the entire test.
- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material that could give assistance or advantage during testing.
- Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
- Do not say or do anything that would let a student know whether an answer is correct.
- Do not ask students the way in which they arrived at an answer.
- Do not tell students to redo a specific item or to review any specific part of the test once testing has begun.
- 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.
- 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.
- 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.
- Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the Building Test Coordinator.

## Acceptable Practices

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- Provide students with the opportunity to learn the content and vocabulary prior to testing by basing instruction on state standards and an aligned local curriculum.
- Integrate teaching of test-taking skills with regular classroom instruction and assessment.
- Ensure that students have had prior experience with the testing format being used.
- Use formative assessments to inform instruction prior to testing.
- Ensure that accommodations made on the state assessment are completed on all instructional assignments, as well as classroom, district, and standardized assessments.

## Unacceptable Practices

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- Do not use actual or altered test items (clone, parallel) for practice or instruction.
- Do not conduct comprehensive reviews or drills the day of the test or between testing sessions. Once testing has begun, all reviewing should cease. Curriculum may be taught but not for review for the specific purposes of the test.
- 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.
- Do not review tests or analyze test items before, during, or after the assessment has been administered.
- Do not discuss any specific test items on the test with students or colleagues before, during, or after the administration of the assessment.
- Do not construct answer keys so that an assessment could be scored locally.
- Do not reproduce or rewrite test materials.
- Do not coach or cue students in any way during test administration, including using gestures or facial expressions for guidance.
- Do not **require** students to show work or use scratch paper; scratch paper may not be graded and must be destroyed at the end of the test session.
- Do not **require** students to use manipulatives, graphic organizers, or other tools during the assessment.
- Do not respond to questions during testing that would help the students understand the item, aid them in responding to an item, or advise/encourage them to edit or change a response.

## Important Information Regarding Test Security and Reporting Item Issues

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**Because of 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 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. 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 the District Test Coordinator, who will then forward the information to the KITE Service Desk and Lee Jones at KSDE.

### Reporting Item Issues

- Student ID only; do not include the name, building, or district.
- Content of the test, for example, ELA, math, science.
- Session number and the item number.
- Report the issue, not the item (for example, no correct answer, multiple correct answers, A and C are both correct, a word is misspelled, the sentence is grammatically incorrect, etc.).
- 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.

### Contact for Information

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Lee Jones | KSDE | Assessment Consultant | Kansas State Department of Education | 785.296.4349

