



## 2016-2017 Kansas Assessment Fact Sheet: Appropriate Testing Practices

### Test Security Purpose

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

### District Test Coordinator's Responsibilities:

- Attend yearly training provided by KSDE on test security and ethics.
- 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: 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 the training, when the training was provided and how the training was provided. Documentation must be kept at district and at the building level.
- Trained personnel must sign *The Agreement to Abide by Guidelines* in the Examiner's Manual or a district may customize a form to meet their own needs.
- District test coordinators must keep on file documentation for text to speech accommodations, and any other accommodation that requires a deviation from the general assessment. Documentation must be kept at district and at the building level.
- Establish procedures that determine who will have access to information in the Educator Portal. It is the responsibility of the district test coordinator to determine role assignments within their district. It is the responsibility of the district test coordinator to remove/inactivate users in the Educator Portal for staff who have left their district and/or changed roles with the district.
- Establishes and describes processes used that confirm: Usernames and passwords in the Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords are not shared or exchanged.
- All users who have been granted access to the Educator Portal will confirm that role and sign a Security Agreement when logging into the site.
- Establishes and describes system used for sharing Daily Access Code with staff. This plan includes your secure transmission of this information each day.
- Directs staff that when reporting issues with testing that they may not report any PII (personally identifiable information). The documentation for Kansas regarding allowable identifiers in an email specify that **only the Student State ID number and no other identifying detail** is to be used in email.
- Establish procedures for entering student accommodation information into the Personal Needs Profile (PNP) in the Educator Portal.
- Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed. Therefore, it is the district test coordinator's responsibility to establish procedures for obtaining materials necessary for test administration and distribution for each building in the district; and establish procedures for returning/destroying test materials upon completion of testing. Materials include: Braille forms, student scratch paper.
- The district testing coordinator is responsible for establishing the process used by the district for reactivating students for the assessment. Some districts allow building test coordinators to do this. Others only allow the district office to reactivate. Teacher/test proctor may not reactivate.
  - ✓ Reactivation on stage adaptive tests (English Language Arts and Mathematics) must be limited. It is important that students do not shut down the End Review Screen until the Test Proctor/Educator has verified the end review screen was checked.
  - ✓ Keep on file documentation of test reactivation.
  - ✓ Reactivation logs must include: student name, student identification number, and grade, test content area being assessed, date, time of reactivation, test part, and reason for reactivation.
  - ✓ Once a student has completed all test parts only the district test coordinator can reactivate students.
  - ✓ Once student scores have been viewed tests may not be reactivated without permission from KSDE.
  - ✓ Best practice is to have two people present when reactivating a student 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:

- The building test coordinator is responsible for test security within the individual building site. The building test coordinator may not be a classroom teacher.
- 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 District Test Coordinator with and/or train building-level personnel before local testing begins: Test Security, Ethics of Testing, and Reporting/Documentation of Accommodations
- Supports: Usernames and passwords in the Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords are not shared or exchanged.
- Distribute, collect and store all testing materials
- Store test materials (i.e. braille) in a secure, locked area before and between each test session(s) and after testing. At the conclusion of testing the building level person must follow the guidelines established by the District Test Coordinator for returning/destroying materials.

- 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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- Before local testing begins attend training and sign an agreement to abide by KSDE Test Security, Ethics of Testing and regulations.
- Follow procedures outlined by District/Building Test Coordinator.
- Follow test procedures outlined in the Examiner's Manual and from the training received on 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 part and the entire test.
- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material which may give assistance or advantage during testing.
- Usernames and passwords in the Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords are not shared or exchanged.
- Actively monitor the testing environment by moving around the room. Moving around the room encourages students to focus on their own work.
- Teacher/test proctor may not say nor do anything that would let a student know whether an answer is correct.
- Teacher/test proctor may not ask students how they got an answer.
- Teacher/test proctor may not tell students to redo a specific item or to review any specific part of the test once testing has begun.
- Teacher/test proctor must verify the End Review Screen upon completion of the test to see that all test questions have been answered before a student exits the test. Teacher/test proctor may not go back and review each question individually with the student. The Teacher/Test proctor may only direct students to answer questions that did not have a check mark to indicate the question was answered.
- Teacher/test proctor may 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 your building test coordinator who will report to the District Test Coordinator/KSDE for guidance.

#### **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.
- Assure 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 done 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 questions (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 started all reviewing should cease. You may teach your curriculum but not 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 is 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 may be scored locally.
- Do not reproduce or rewrite test materials.
- Do not coach or cue students in any way during test administration. This includes gestures and facial expressions.
- Teacher/test proctor 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.
- Teacher/test proctor may 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 to understand the question, aid them in responding to an item, or advise/encourage them to edit or change a response.

#### **Important information on Test Security and Reporting Item Issues**

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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 questions the correctness 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 your district test coordinator who will then forward the information to the KITE Service Desk and Lee Jones at KSDE.

#### **Reporting item issues:**

- Please report the Student ID only. Do not share the name, building or district.
- The name of the test that was being taken: ELA, Math, Science, etc.
- The "section, session or part": Section 1 and the question number.
- Share the issue – not the item: no right answer, multiple correct answers A & C are both correct, a word is misspelled, and the sentence is grammatically incorrect. 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). Do not take pictures of the item to send.

#### **Contact for Information:**

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