

# Kansas State Department of Education

## Test Security Guidelines

### 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/Test Proctor Responsibilities
7. Appendix
  - a. Monitor Checklist
  - b. Required Training Topics

## Kansas State Department of Education Test Security Guidelines

### Introduction

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the 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.

### Test Security Plan

1. All district coordinators 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/building staff on test security and the components of test security.
2. Each district test coordinator is required to attend one training session on test security yearly. Training sessions are offered online.
  - Two different types of training sessions are offered – one for new district test coordinators and one for experienced/trained coordinators.
  - Individuals should choose the training that matches their skill level.
  - District test coordinators verify completion of training by signing an Agreement to Abide by Guidelines form online.
3. District test coordinators will train district and building-level personnel involved in the administration of state assessments before local testing.
4. Local personnel will sign an agreement to abide by state ethical testing practices. The *Agreement to Abide by Guidelines* in the Examiner's Manual may be used for this purpose.
5. District test coordinators will provide the State Assessment Office with accurate testing schedules through the KITE Educator Portal. If schedules change, it is required that online schedules be updated and information is accurate for potential monitor visits.
6. District test coordinators (DTC) must keep on file documentation related to test security. Specific documentation is listed under District test coordinator responsibilities in this document.
7. KSDE staff and the members of the Kansas Assessment Advisory Council will visit 5-10% of Kansas schools during test administration yearly for the purpose of monitoring test security.
8. Two methods will be used to conduct Monitor visits:
  - Schools/districts can 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 since they have volunteered for the visit.
  - Unannounced visits for a random sample of schools: schools will be chosen from the list of districts/schools who did not volunteer. The district test coordinator will be alerted to potential visits and will share test schedules for the purpose of monitor visits.
    - Random sample collection includes consideration of Board Member districts, district size, rural/urban, previous violations, previous monitor visits
9. KSDE will use a Monitoring Checklist when evaluating testing sessions.

### **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, para educators, etc. No volunteers, parents, etc. may administer a state assessment.

The *Agreement to Abide by Guidelines* in the Examiner's Manual may be used for this purpose or a district may customize a form to meet their own needs.

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

1. All staff involved with state testing have read and understand the contents of the Examiner's Manual.
2. Staff have read and or received training on the Best Practices/Ethics of Testing
3. Staff have read and or received training on Test Security
4. Staff have read and or received training on reporting and documenting test types/accommodations.
5. Staff working with the Kite site have been trained in Test Security will not violate any practices outlined by KSDE.
6. Staff refers to individuals employed by the district. Parents or volunteers may not administer a state assessment.

### **Reporting Testing Discrepancies and Potential Security Violations to KSDE**

1. It is the responsibility of the superintendent or their designee, on behalf of any and all school principals, to report in writing, all discrepancies in test material delivery and collection, as well as issues and concerns regarding potential violations of the Kansas State Department of Education's test security procedures, to Lee Jones, Assessment Coordinator, Kansas State Department of Education, 785.296.4349.
2. In consultation with staff from KSDE upon breach of security, appropriate consequences will be put in place at the district level.
3. Because each case is unique in nature a variety of steps could take place, but are not limited to the following suggestions:
  - No action taken, discussion with KSDE indicated the breach was not severe in nature to warrant any action
  - KSDE Action: Written letter and/or phone call to Superintendent, District Test Coordinator stating concerns and processing of action steps
  - Retesting of students
  - Removal of test proctors from testing rooms
  - KSDE Monitor Visit follow-up the next testing year to check for validation 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 Assessment Achievement Institute (AAI) will provide data to KSDE that examines potential areas of test irregularities throughout testing. The following data will be reported upon completion of testing using the dashboard:
  - DTC training log (spreadsheet) – this validates that training was completed by the DTC in each district in Kansas.
  - Test Reactivations – frequency of reactivations
  - Click History
  - Tests taken "after" school hours (i.e. with students who attend a virtual school test after the end of typical school day is allowed)
6. 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.

- 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.

### **District test coordinator’s responsibilities**

1. 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.
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, 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.
5. 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. See Appendix for required list of training topics.
6. Sign the *Agreement to Abide by Guidelines* in the Examiner’s Manual; alternately, a district may customize a form to meet their own needs.
7. 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.
8. Establish procedures that determine who has access to information in Educator Portal and determine role assignments within the district.
9. 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.
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 and sign a Security Agreement when logging into the Educator Portal site.
12. 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.

13. 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.
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 Test Administration Manual).
16. Establish procedures for obtaining materials necessary for test administration and distribution for each building in the district.
17. Establish procedures for returning/destroying test 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/test proctors may not reactivate.
19. Ensure that reactivation on tests is limited. Students should not exit the End Review Screen until the Test Proctor/Educator has verified that the End Review Screen was checked.
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 District Test Coordinator can reactivate a test.
  - Best practice is to have two people present when reactivating a test.
21. 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**

1. Ensure test security within the individual building site.
2. 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.
3. 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.
4. 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.
5. Store test materials (i.e., braille forms) in a secure, locked area before and between each test session(s) and after testing.
6. Follow the guidelines established by the District Test Coordinator for returning/destroying materials at the conclusion of testing.

7. 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**

1. Attend 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/Building Test Coordinator.
3. Follow test procedures outlined in the Examiner’s Manual and in the training received regarding security and ethical practices for testing.
4. 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.
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. Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
7. Monitoring calculator use and having procedures in place will be critical to ensure that calculators are used on the correct part of the test session.
8. Do not say or do anything that would let a student know whether an answer is correct.
9. Do not ask students the way in which they arrived at an answer.
10. Do not tell students to redo a specific item or to review any specific part of the test once testing has begun.
11. 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.
12. 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.
13. 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.
14. Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the Building Test Coordinator.

# Appendix

**Kansas State Department of Education  
2019 State Monitor Quality Assurance Checklist for Test Security and Ethics**



This form is to be completed by the monitor team.

<b>District:</b>	<b>Date of Visit:</b>
<b>School:</b>	<b>School Administrator/ Contact:</b>
<b>Monitor Team Member(s):</b>	

**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 at the District and Building Level

<b>District/Building Test Coordinator:</b>	<b>Yes</b>	<b>No</b>
Provides documentation of staff training on test security, ethical testing practices, Examiner’s Manual; Information includes date(s) and method of training.		
Provides documentation indicating staff have “signed off” that they have received the training; agree to abide by ethical practices for testing, test security, and will adhere to instructions set forth in the Examiner’s Manual.		
Defines who has access to the 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 the Educator Portal by the DTC.		
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.		
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 District Test Coordinator.		
Explains reporting processes for breach of security.		
Provides documentation for accommodations entered in Access Profile (PNP). This may be kept at the building or district level.		

**During the Assessment** Monitor team exhibits professional and unobtrusive behavior at all times while observing.

	<b>Yes</b>	<b>No</b>	<b>NA</b>
Test proctor is up and moving around the room monitoring students.			
Testing environment: bulletin board displays, fact tables, charts and diagrams, and other instructional materials have been removed or covered that may give assistance or advantage.			
Beginning of testing session: Are directions read to students from the Examiner’s Manual? (Audio feature is available for use in KITE.)			
Ending test sessions: Test Proctor does not touch computer mouse. Verifies End Review Screen was checked.			
Materials were collected before dismissing students (i.e. student scratch paper). Materials were either destroyed (shred) or placed in a secure locked location.			
Text to Speech Accommodation: Used KITE Audio (headsets) – Not Human Reader			

Testing Content Observed: (include grade(s), subject/assessment)
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District:

Building:

**Ethical Practices for Testing**

A = Appropriate, I = Inappropriate O = Other (please comment)	A	I	O
<b>The Test Proctor:</b>			
followed procedures outlined in the Examiner’s Manual.			
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 <i>not read anything from the reading passages</i> 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 (e.g. 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:**

<b>After the Assessment</b>	?
Debrief School/District Coordinator and provide them with a copy of the report.	
Submit a copy of the Monitor Checklist to Lee Jones, <a href="mailto:ljones@ksde.org">ljones@ksde.org</a> ; Kansas State Department of Education (form may be submitted by mail or by email).	
Report any breach of security to Lee Jones, KSDE 785.296.4349.	
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	<ul style="list-style-type: none"> <li>• Kansas Assessment Fact Sheet: Test Security and Ethics</li> <li>• Test Security Guidelines August 2018</li> </ul>
District test security procedures	<ul style="list-style-type: none"> <li>• District documents created for district procedures*</li> </ul>
Personally Identifiable Information (PII)	<ul style="list-style-type: none"> <li>• Test Security Guidelines August 2018</li> </ul>
Roles and Responsibilities for DTC, BTC and or Educator/Test Proctor	<ul style="list-style-type: none"> <li>• Test Security Guidelines August 2018</li> </ul>
Appropriate and Inappropriate Testing Practices	<ul style="list-style-type: none"> <li>• Kansas Assessment Fact Sheet: Appropriate Testing Practices</li> </ul>
Reporting Testing Discrepancies and Potential Violations	<ul style="list-style-type: none"> <li>• Kansas Assessment Fact Sheet: Test Security and Ethics</li> <li>• Test Security Guidelines August 2018</li> <li>• District documents created for district procedures*</li> </ul>
Reporting Item Issues	<ul style="list-style-type: none"> <li>• Kansas Assessment Fact Sheet: Test Security and Ethics</li> <li>• Test Security Guidelines August 2018</li> </ul>
Monitor visits	<ul style="list-style-type: none"> <li>• Test Security Guidelines August 2018</li> </ul>
Kansas Assessment Examiner's Manual (KAEM) available January	<ul style="list-style-type: none"> <li>• <a href="http://www.ksassessments.org">www.ksassessments.org</a></li> </ul>
Test Security Agreement to Abide by Guidelines and Sign off	<ul style="list-style-type: none"> <li>• District created or you may use the sign off sheet in the KAEM.</li> </ul>