



2018-2019 Kansas Assessment Fact Sheet: Test Security and Ethics

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.

KSDE Test Security Plan

1. All District Test Coordinators (DTC) 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 DTC 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.
 - DTC verify completion of training by signing an Agreement to Abide by Guidelines form online.
3. DTC 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. DTC 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. DTC must keep on file documentation related to test security. Specific documentation is listed under District test coordinator responsibilities in the Test Security and Ethics Guidelines.
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 DTC 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.

Roles and Responsibilities

Specific tasks and responsibilities for District Test Coordinators (DTC), Building Test Coordinators (BTC) and individuals who administrator a state assessment are provided in the Test Security Guidelines document found on the KAP website (www.ksassessments.org)

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.

Contact for Information

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