

## Southern Local Schools Security Procedures and Consequences for Testing 2021-2022

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Per Ohio Administrative Code 3301-13-05 (J), the district is required to notify you of the written Security Plan by October 1<sup>st</sup> for administering state assessments [OAC 3301-13-05 (H)]. This is outlined below; staff members will receive further, more specific instructions about their involvement with the specific assessments.

**For Students who will be taking any of the state assessments this year (Ohio's State Tests, grades 3-12; Alternate Assessment for Students with Cognitive Disabilities, grades 3-8, & grade 10, KRA, Kindergarten), the following is a notification of the District's Test Security Plan, ensuring all involved that there are purposeful and specific procedures in place to ensure the security and accurate reporting of student achievement test scores. If you have any questions about the following, please contact Sara Puckett (District Test Coordinator) at [sara.puckett@southernlocal.org](mailto:sara.puckett@southernlocal.org)**

All materials will be handled and tracked by the District and Building Test coordinators. The logistics are particular to each assessment and will be clarified separately closer to the time assessments will be given.

**All District personnel have been informed of the following:**

**Under Ohio Law, releasing any test questions or other contents of a test to students or helping students cheat in any other way may be punishable by invalidation of test scores, termination of employment, suspension of certificates to teach, and/ or prosecution. These are security violations (not an exhaustive list):**

- It is illegal to review the test before the administration and create study guides for, or somehow release test questions to students based upon questions known to be on state tests.
- Individuals monitoring a given test subject may not look ahead at other test subjects printed in a test booklet.
- No pictures or videos of test questions may be taken
- No one may use a student's log-in information to access the online test in order to review the test contents.
- No secure material from any operational test may be released to any student, to the media or to the general public, including describing questions in a letter, discussing test questions, posting or texting information on social media or other internet sites about test questions, or photocopying test questions.
- It is unethical and illegal to alter any student response or to assist a student to cheat in any other way.
- Unauthorized persons may not be present during a statewide test administration; only school/ district test coordinators may access secure materials, as well as (on test day) designated, trained, testing administrators and monitors, and testing students.
- NO ONE may stand beside a student's desk and indicate in some manner that the student's answer is incorrect or deficient in some manner
- NO ONE may review or alter a student's response after the student has turned in the test booklet or answer document or submitted the test.
- Test monitors must maintain test security with student log-in and password information, scratch paper that has student writing on it, test authorization codes, etc., and securely destroy material, if instructed, after the testing.
- School staff must comply with the requirements and instructions contained in all testing manuals and should familiarize themselves with Ethical Testing Procedures found in all manuals.

Concerns about security violations must be brought immediately to the Building or District Test Coordinator or Principal. The Building Coordinator or Principal will confer with the District Test Coordinator about proper procedures. Violations of test security provisions in the district's written procedures also may be punishable by penalties specified by the district.



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## Testing Plan Overview

- Any person administering a test must be an employee of the district and hold a license, certificate or permit issued by the Ohio Department of Education. During every administration, a test administrator who meets these criteria must be in the room at all times.
- This person must actively monitor students to ensure test security. If the test administrator must leave the room in which the test is being administered, another test administrator who meets the criteria must be called to be in the test room.
- The ratio for testing purposes is one test administrator to 30 students in any testing room. For any group of more than 30 students, a proctor or monitor must be in the room with the test administrator. The proctor or monitor is not required to meet the criteria for administering a test. A test administrator must be in each testing room, including rooms where small groups are administered the tests or where accommodations are provided.
- All Staff and authorized personnel will be trained on the Ohio testing administration process including; proctoring, monitoring, and general supports before giving the test. Anyone not trained will not be participating in this year's test administration.
- At all times, the district's and the state's written procedures for protecting secure test information must be followed. It is illegal and unethical for anyone to reproduce or disclose any of the test content or cause the content to be reproduced or disclosed in any format. Test security is vital to the successful administration of the tests. All district and school personnel are responsible for ensuring the security of the individual test questions. The responsibility to maintain the security of the test questions continues even after the test concludes.
- Upon receipt of the paper testing materials a verification process will be implemented by the District Test Coordinator to ensure all materials have been received.
- Paper test materials will remain secure at all times prior to and after the testing window. During the testing window, the test materials will remain secure at all times in the DTC Office. Only key authorized personnel will have access to the test materials outside of normal testing times.
- For all test administrations, the room should be free of "clues" that would aid the student in taking the test (e.g., maps and charts).

## Secure material handling, verification and storage

- The verification process will involve accounting for all test materials for each student identified and eligible for the test.
- The DTC or BTC will take inventory of the testing materials and ensure appropriate quantities of materials are available. In addition, the DTC or BTC will check the Student Pre-Identification roster and verify the accuracy of the student data on the student barcode labels. If the numbers do not correspond, or a shortage exists, or the wrong materials are sent, the DTC will immediately contact ODE to communicate the error. Once the inventory is verified, the test materials will be secured.
- The BTC, DTC and Building Principal will be the only individuals with access to the secure contents, unless testing is in process.
- During testing, the TA will ensure all materials are secure at all times.
- Once testing has ended all materials will be promptly returned to the BTC, DTC or Principal's office.
- The BTC, DTC or Principal will have a tracking process to ensure all materials are accounted for.



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- Once all materials are tracked, the DTC will prepare them for shipping according to the guidelines in the Test Coordinator's Manual.
- The DTC will track all testing material by number. All secure and non-secure booklets for paper testing will be assigned to TA's and signed in and out by the DTC or BTC.

### **Material distribution process:**

#### **Paper Test:**

- Each day the Test Administrators must report to the pickup location to check out secure test materials under the supervision of the DTC, BTC or Building Principal. The Test Administrators are responsible for verifying against the testing group roster, the correct count of each test booklet, answer booklet, and additional resources that are needed during testing. The verification will be acknowledged by the Test Administrators' signature.
- Tests are scheduled to be returned by the Test Administrator to the same location when students finish testing. Every piece of testing material must be delivered and signed by the Test Administrator and turned over to the DTC, BTC or Building Principal.
- After all Test Administrators return the test materials, the materials will be securely stored until the next testing session.

#### **Online Test:**

- The Test Administrator's will receive a Testing Folder from the DTC containing the following items: Testing Roster, Student Test Tickets, Testing Times for Ohio's State Tests, Online Testing Checklist.
- Headphones, scrap paper, and pencils will be distributed to test administrators the morning of testing.
- The DTC will collect the testing folders and its contents along with all scrap paper at the completion of testing.
- All scrap paper and student tickets will be properly destroyed.

### **Monitoring classrooms, testing groups, and school during testing**

- The Building Principal and /or DTC or BTC will observe daily all test environments to ensure that all testing policies and procedures are being followed, including that accommodations are being appropriately delivered.
- The DTC will also observe a sample of classrooms across the LEA to ensure all policies and procedures are being followed.
- Any irregularities will be documented by the DTC and reported to ODE.
- A test administrator must actively monitor the test session. This includes but is not limited to the following: walking around the room; making sure the students are taking the correct test; observing that students are not involved in activities that might be considered cheating; monitoring test completion per student; monitoring how much time is left in a test session and student test completion; and generally being involved with the test session.
- These are not active monitoring behaviors: reviewing a test so closely that student responses are clearly examined; being involved with non-test administration activities such as grading papers, completing lesson plans or completing tasks on an electronic device for a non-test reason; or leaving the students unattended while the test is still in session.



### **Electronic Device and Social Media Policy**

- Electronic devices, such as cell phones and smart watches, will be turned off and collected by the test administrator.
- Accessing an electronic device during testing is grounds for invalidation of the test; however, if cheating can be ruled out, the district may elect not to invalidate the test. If a student was observed having a cell phone out during or after the test session, it will be determined if any test question, passage or prompt was photographed, texted or in any way compromised.
- In extreme cases where test questions, passages or prompts have been posted on any social medium, the district will immediately contact the ODE Office of Curriculum and Assessment. District policy will determine if invalidation is required for any other situation.
- Electronic devices may be used after the test session has been completed. Silent work may be allowed after the completion of a test session and may include electronic devices and does not pose a threat to test security.
- Test administrators may have a cell phone for medical and technological emergencies, to use as a timekeeper or to otherwise perform necessary test-related actions. Test administrators must not use the cell phone for non-test related issues or personal issues.
- Test administrators are reminded to never take photographs of students, tests, computers or the testing room during testing.

### **Reviewing test irregularities, misadministration and violations**

- Any person who witnesses or believes a test security violation occurred, either by school personnel or by a student, must report it as soon as possible but no later than 24 hours after the alleged violation occurred.
- If a testing irregularity, violation, or misadministration has occurred the DTC will submit all necessary paperwork to ODE. The violations will be documented including the classroom location, the Test Administrator and/or Test Proctor involved, the time of the incident, the students who were in the room, and a complete description of the situation. If follow up is necessary, the DTC in conjunction with the Building Principal will work with ODE to provide all necessary information. Within 10 days of concluding the investigation, the district shall notify the Ohio Department of Education in writing of the finding of such a violation and of any action taken by the school district or participating school.

### **Response to Disasters and Emergencies:**

In any unexpected situation, all schools will first act to assure the safety of all children and adults, and to protect property from damage. Beyond that, and to the greatest extent practicable, test integrity will be maintained. Test Administrators, Proctors, and authorized personnel must secure the testing environment(s). Test Administrators should remove students from the room and secure all testing materials if safely possible. The Test Administrator will ensure students are kept in a location where they cannot discuss the test. Testing will resume as soon as feasibly possible.

