

PRIVATE SCHOOL APPLICATION TO ADMINISTER FLORIDA STATEWIDE ASSESSMENTS IN 2014-15

Attachment B: Test Security Policies and Procedures

- See question #2 in the application.
- This is a portion of Attachment F.

Test Security Policies and Procedures

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. See Appendix C for the full text of the Florida Test Security Statute and State Board of Education Rule. **Please remember that inappropriate actions by school or district personnel can result in student or classroom invalidations, loss of teaching certification, and/or involvement of law enforcement.**

Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items before, during, or after testing
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

Please read and familiarize yourself with the Statute and Rule in Appendix C.

If students with current IEPs, Section 504 plans, or ELL plans have allowable accommodations documented, test administrators may provide accommodations as described in Appendix A and may modify the scripts as necessary to reflect the allowable accommodations.

The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students permitted to assist in preparing secure materials before testing or in organizing and returning materials after testing.

Any monitoring software that would allow test content on student workstations to be viewed on another computer during testing must be turned off.

Please remember that after ANY administration, initial or make-up, all secure test materials must be returned immediately to the school assessment coordinator and placed in locked storage. The *Test Materials Chain of Custody Form* (located in Appendix D) should be maintained at all times. **No more than three people should have access to the locked storage room.** Secure materials must never be left unsecured and must not remain in classrooms or be taken off the school's campus overnight. Secure test documents (test and answer books, Reading Passage Booklets) should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents as described in the "Security of Test and Answer Books" section on pages 21–22.

District assessment coordinators must ensure that all school administrators, school assessment coordinators, technology coordinators, test administrators, and proctors receive adequate training prior to test administration and that all personnel sign and return a *Florida EOC Test Administration and Security Agreement*, provided in Appendix D, stating that they have read and agree to abide by all test administration and test security policies and procedures. Additionally, any other person who assists the school assessment coordinator, technology coordinator, or test administrator must sign and return an agreement.

Test administrators must sign the *Test Administrator Prohibited Activities Agreement*, located in Appendix D. **Remember that ALL test administrators must be certified educators. Non-certified school personnel must NOT be allowed to serve as test administrators.**

Each school is required to maintain an accurate Security Log, provided in Appendix D, and an accurate seating chart for each testing room. Anyone who enters a testing room **for the purpose of monitoring the test** is required to sign the log. This applies to test administrators, proctors, and anyone who relieves a test administrator, even for a short break, regardless of how much time he or she spends monitoring a testing room.

Test administrators must NOT administer tests to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator. **In addition, under NO circumstances may a student’s parent/guardian be present in that student’s testing room.**

Test Irregularities and Security Breaches

Test Irregularities

Test administrators should report any test irregularities (e.g., disruptive students, loss of Internet connectivity) to the school assessment coordinator immediately. A test irregularity may include testing that is interrupted for an extended period of time due to a local technical malfunction. School assessment coordinators must notify district assessment coordinators of any test irregularities that are reported. **Decisions regarding test invalidation should not be made prior to communicating with the district assessment coordinator.** If further guidance is needed or to report an irregularity requiring action by FDOE (e.g., reporting teacher misconduct to the Office of Professional Practices), district assessment coordinators should contact the Bureau of K–12 Student Assessment. For any test irregularities that require investigation by the district, a written report must be submitted as indicated below.

Security Breaches

Test administrators should report possible breaches of test security (e.g., stolen, photographed, or copied secure test content) to the school assessment coordinator immediately. If a security breach is identified, the school assessment coordinator must contact the district assessment coordinator, and the district assessment coordinator should contact the Bureau of K–12 Student Assessment immediately to discuss a plan of action. This action may include the involvement of local law enforcement personnel. For all security breaches, a written report must be submitted as indicated below.

Submit a Written Report

For test irregularities requiring further investigation by the district and for security breaches, a written report must be submitted within 10 calendar days after the irregularity or security breach was identified. The report must include the following, as applicable:

- the nature of the situation,
- the time and place of the occurrence,
- the names of the people involved,
- a description of the communication between the district assessment coordinator’s office and school personnel,
- how the incident was resolved, and
- what steps are being implemented to avoid future irregularities or security breaches.

A form to report test irregularities and security breaches can be found at www.FLAssessments.com/EOC. School personnel and district assessment coordinators may use this form, manipulate this form, or create their own form to submit with a written report.

School personnel should submit completed forms to the district assessment coordinator. District assessment coordinators should verify that all pertinent information has been included and then should submit the written report to FDOE. **Remember that secure student information (e.g., SSN) must not be communicated via email.**

Admission of Students to Testing

Precautions must be taken at testing sites when students are unknown to the test administrator or other school staff. For security purposes, photo identification, such as a Florida ID or school ID, must be checked before admitting unfamiliar students to a testing room.

Proctors

When testing a large group of students, proctors **MUST** be assigned to the room to assist the test administrator. Refer to the table below for the required number of proctors.

1–25 students	Test Administrator*
26–50 students	Test Administrator and 1 Proctor
51–75 students	Test Administrator and 2 Proctors

* It is **strongly recommended** that a proctor be assigned to rooms with 25 or fewer students whenever possible.

School personnel, non-school personnel, and volunteers approved by the district may be trained as proctors (only certified school personnel may be trained as test administrators). Prior to testing, inform all proctors of their duties and of the appropriate test security policies and procedures. **School personnel** duties may include preparing and distributing materials (e.g., authorization tickets, work folders). **Non-school personnel** may assist test administrators during test administration; however, they may **NOT** participate in any of the test administration procedures (e.g., distributing and collecting authorization tickets, assisting students with logging in to the test, providing accommodations).

All proctors may help monitor rooms during test administration; however, they may **NOT** assist in rooms where their family members are testing.

Proctors and anyone who assists with any aspect of test preparation or administration must be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Each proctor who monitors a testing room for any length of time must sign a *Florida EOC Test Administration and Security Agreement* and the Security Log for that room.

Security Policies and Procedures for Paper-Based Materials

Security of Test and Answer Books

A security number is used to account for each test and answer book (paper-based accommodations). See page 23 for a graphic that shows the location of the security number on a sample student grid sheet.

The security number consists of a nine-digit number followed by a check digit. The packing list will indicate the number ranges assigned to each school. Written documentation of the number ranges must be maintained at all times during distribution and return of secure test and answer books.

Missing Materials

School assessment coordinators must verify that all secure materials on the packing list are received and should report any mispackaged or missing materials to their district assessment coordinator immediately. The *Test Materials Chain of Custody Form* should be maintained at all times. Individuals responsible for handling secure materials are accountable for the materials assigned to them. Test administrators should report any missing materials to the school assessment coordinator immediately.

Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document is not found, the school assessment coordinator must contact the district assessment coordinator. If there is reason to believe that a secure document or test content has been stolen (or recorded, copied, or photographed), the school assessment coordinator must contact the district assessment coordinator immediately. If guidance is needed, the district assessment coordinator should call the Bureau of K–12 Student Assessment immediately to discuss a plan of action. This action may include the involvement of local law enforcement personnel.

A written report must be submitted to the Bureau within 30 calendar days after secure materials have been identified as missing. The report must include the following, as applicable:

- the nature of the situation,
- the time and place of the occurrence,
- the names of the people involved,
- a description of the communication between the district assessment coordinator’s office and school personnel,
- how the incident was resolved, and
- what steps are being implemented to avoid future losses.

A form to report missing secure materials can be found online at www.FLAssessments.com/EOC. School personnel and district assessment coordinators may use this form, manipulate this form, or create their own form to submit with a written report.

School personnel should submit completed forms to the district assessment coordinator. District assessment coordinators should verify that all pertinent information has been included and then should submit the written report to FDOE via fax at 850-245-0771 or via email as indicated on the form. **Remember that secure student information (e.g., SSN) must not be communicated via email.**

Do Not Score (DNS) and UNDO Bubbles

The DNS and UNDO bubbles are located in the **SCHOOL USE ONLY** box near the bottom of the student grid sheet. See the example below.

The diagram shows a rectangular box with a decorative, wavy border. Inside the box, the text "SCHOOL USE ONLY" is centered at the top. Below this text, there are two rows. The first row contains the text "DNS" followed by a small circle (bubble). The second row contains the text "UNDO" followed by another small circle (bubble).

The DNS bubble must be gridded when a test is invalidated or when a document is defective and USED according to the guidelines on the next page.

If a DNS bubble has been gridded by mistake, erase the DNS bubble **and** grid the UNDO bubble. Then package the document with all other **TO BE SCORED** materials.

DNS Guidelines for Defective Materials

If a defective test and answer book is identified **before** testing begins, give the student a replacement test and answer book. Return the defective book with all other NOT TO BE SCORED materials.

The DNS bubble MUST be gridded if any of the following circumstances occur:

1. A test and answer book is defective and USED.
2. A student name, student ID number, district number, OR school number is INCORRECT on a label affixed to a USED test and answer book.
3. A student label has been placed over another student label on a USED test and answer book.

If a student discovers any of the above issues **during** testing, give the student a replacement book. When the student completes the test, he or she must, under the supervision of the test administrator, transfer the exact responses from the defective book to the replacement. If the defective book has a student label, **do not remove the label**. Grid all information on the student grid sheet of the replacement book. (See the *Script for Gridding a Non-Preidentified Student Grid Sheet* located at www.FLAssessments.com/EOC.) **Grid the DNS bubble on the defective USED book and return it with all other NOT TO BE SCORED materials.**

Under the following circumstances, it is NOT necessary to grid the DNS bubble if the test and answer book has been packaged properly for return with all other NOT TO BE SCORED materials:

1. The preidentified book belongs to a student who has withdrawn before testing begins.
2. The preidentified book belongs to a student who was absent during the entire testing window.
3. The book is defective and UNUSED.
4. The preidentified information is incorrect and the book is UNUSED.

If the timing tracks (see the example on page 23) are damaged (e.g., while a student removes the seal from a book), determine whether the DNS bubble needs to be gridded and the student's responses need to be transcribed.

- If the damaged portion is less than one inch in size, do not grid the DNS bubble. The book can be returned with other TO BE SCORED materials and does not need to be transcribed.
- If the damaged portion is greater than one inch and the test and answer book has been used, grid the DNS bubble. Under supervision of a test administrator, the student must transcribe his or her responses into a replacement book, and the damaged book should be returned with all other NOT TO BE SCORED materials. If the test administrator is alerted to the tear while reading the administration script before testing begins, he or she should contact the school assessment coordinator and give the student a replacement book.

Test Invalidation Policies and Procedures

District assessment coordinators should advise schools of the appropriate course of action if invalidation is being considered. Remember that the main purpose of invalidation is to identify when the validity of test results has been compromised.

A test administrator should discuss any situation involving possible invalidation with the school assessment coordinator, and the situation should be investigated immediately.

Please review the circumstances and guidelines below to help identify when invalidation is an appropriate course of action. For information on how to invalidate a computer-based test in PearsonAccess, see pages 128–129.

1. **A student has an electronic device during testing.** If a student is found with an electronic device during testing or during breaks within a session, the student’s test **MUST** be invalidated.
2. **A student is cheating during testing.** Cheating is cause for immediate test invalidation. Possible cheating situations include looking at/copying from another student’s test, allowing another student to copy answers, or discussing test content.

Please note, as stated in Rule 6A-10.042, FAC, in situations involving cheating, a report must be submitted to FDOE within 10 calendar days of the incident, as stated on page 20.

3. **A student becomes ill and is unable to finish, OR a student is not allowed the correct amount of time.** Invalidation decisions should be made based on whether the student was provided adequate time to respond completely to the test items. The student should be asked if he or she is comfortable with his or her performance on the test to determine if the test should be scored. If the student feels he or she was provided enough time to respond completely, the test should be submitted for scoring.

If it is determined that the student was **not** provided adequate time to respond completely **AND** the validity of the test results has been compromised, the test should be invalidated. However, if the validity of the test results has not been compromised **AND** the student has not left the school’s campus, the student may return to the testing room **during the same school day** to complete the test. If a student starts a test and leaves campus without finishing (due to an appointment, illness, etc.), he or she will **NOT** be allowed to complete that test.

4. **A student is given an accommodation not allowed on EOC assessments.** If a student is given an accommodation that is not allowed on statewide assessments, that student’s test must be invalidated. For information about allowable accommodations, see Appendix A. Test administrators who will be administering tests to students who require accommodations should be familiar with allowable accommodations to ensure they are not offering classroom testing accommodations that are not allowed on statewide assessments.
5. **A student is given an accommodation not indicated on the student’s IEP, Section 504 plan, or ELL plan.** Testing with accommodations not indicated on a student’s IEP, Section 504 plan, or ELL plan is cause for invalidation.
6. **A student was NOT provided an allowable accommodation indicated on the student’s IEP, Section 504 plan, or ELL plan.** The situation should be discussed with the student and his or her parents/guardians to determine if the lack of the accommodation significantly affected the student’s performance and if the test should be scored.
7. **An error occurs in test administration procedures that could compromise the validity of test results.** If the validity of the test results has been compromised (e.g., students had access to an unauthorized visual aid that gave an unfair advantage), the test must be invalidated.
8. **A disruption occurs during testing.** If students are disrupted during testing due to a circumstance out of their control (e.g., severe weather), test invalidation may be considered if a student feels his or her performance was significantly affected by the disruption.

9. **A student is given unauthorized help during testing.** If a student received unauthorized assistance or has been given an unfair advantage (e.g., a test administrator has told a student to check the answer to a specific item), the student's test must be invalidated.
10. **A student is disruptive during testing.** If a student is disruptive during testing, the school assessment coordinator should determine whether invalidation is an appropriate course of action.

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FLORIDA STATEWIDE ASSESSMENTS IN 2014-15**

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SIGNATURE PAGE

I hereby confirm that I have read and will abide by Attachment B: Test Security Policies and Procedures.

Signature

Name - Please Print

Position

Date