

**PRIVATE SCHOOL APPLICATION TO ADMINISTER
FCAT 2.0 AND EOC ASSESSMENTS IN 2013-14**

Attachment B: Test Security Policies and Procedures

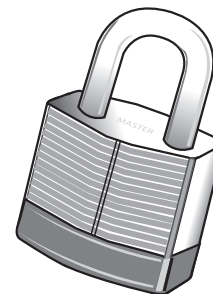
- See question #2 in the application.
- This is a portion of Attachment G.

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 B for the full text of the *Florida Test Security Statute* and *Florida State Board of Education Test Security Rule*. **Please remember that inappropriate actions by school or district personnel can result in student or classroom invalidations and/or loss of teaching certification.**

Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- 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 on pages 274–276.

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 in this manual as necessary to reflect the allowable accommodations. Do NOT interpret this as permission to paraphrase passages or test items.

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, including test and answer books, Student Authorization Tickets, Session Rosters, hardcopy reference sheets, hardcopy periodic tables, and used work folders, must be returned immediately to the school assessment coordinator and placed in locked storage. The Chain of Custody form should be maintained at all times. **No more than three persons should have access to the locked storage room.** Secure materials must not remain in classrooms or be taken off the school's campus overnight. Secure documents containing security numbers 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 15–16.

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 involved in test administration sign and return a *Florida EOC Test Administration and Security Agreement*, provided in Appendix E, 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 E. **Remember that ALL test administrators must be certified educators. Non-certified school personnel must NOT be allowed to serve as test administrators.**

General Information—Test Security Policies and Procedures

Each school is required to maintain an accurate Security Log, provided in Appendix E, 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.

Test Irregularities and Security Breaches

Test administrators should report any test irregularities (e.g., disruptive students, loss of Internet connectivity) and possible security breaches to the school assessment coordinator immediately.

If a test irregularity or security breach is identified, the school assessment coordinator must contact the district assessment coordinator. A test irregularity may include testing that is interrupted for an extended period of time due to a local technical malfunction. **Decisions regarding test invalidation should not be made prior to communicating with the district assessment coordinator.**

The district assessment coordinator should call the Bureau of K–12 Assessment immediately to discuss the concern. A written report must be submitted to the Bureau within 10 calendar days after an irregularity or security breach has been discovered. The report must include the following, as applicable:

- the nature of the situation,
- the time and place of the occurrence,
- the names of the persons 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 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. Compile all pertinent information and submit the written report to the FDOE via fax at 850-245-0781 or via email as indicated on the form.

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 driver’s license or school ID, must be checked before admitting unfamiliar students to a testing room.

Districts must ensure that students take the test only ONCE during this administration. In the event that a student takes the test more than once and it cannot be determined which test was taken first, both tests will be invalidated.

Proctors

When testing a large group of students, proctors MUST be assigned to the room to assist the test administrator. Refer to the table on the next page 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 and non-school personnel may be trained as proctors (only certified school personnel may be trained as test administrators). Prior to testing, inform all proctors of their duties for assisting with test sessions 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 tested.

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 17 for a graphic that shows the location of the security number. 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.

Pre-populated Administration Record/Security Checklists are provided with lists of security numbers for all secure test and answer books assigned to each school. These pre-populated lists are available for district and school personnel in PearsonAccess. (Log into PearsonAccess. Go to **Test Setup** and click the **Orders** link. From the **Reports** drop-down, select “Security Checklist Detail.”) School assessment coordinators may use these lists to record the security numbers of the documents assigned to and returned by each test administrator. A blank version of this form is also available in Appendix E and online at www.FLAssessments.com/EOC.


The test administrator should also maintain a record of the security numbers for all test and answer books assigned to him or her. If a test administrator receives test and answer books that are not already listed, the security numbers of those materials must be added to this record with the names of the students to whom the test materials are assigned. As directed by the school assessment coordinator, the test administrator may use a copy of the pre-populated Administration Record/Security Checklist, use a copy of the blank Administration Record/Security Checklist, or make his or her own comprehensive record of security numbers. The security number(s) of the document(s) assigned to and returned by each student should be recorded and verified at the completion of each day of testing.

General Information—Test Security Policies and Procedures

If a secure document is soiled (e.g., with blood or vomit), the district assessment coordinator should email the security number and document type to Pearson at Florida@support.pearson.com. School personnel **must** transcribe responses into a replacement document and then destroy the soiled document as directed by the district assessment coordinator.

Sample Administration Record/Security Checklist

This blank version of the form is available in Appendix E and PearsonAccess.



Florida
EOC
Assessments

ADMINISTRATION RECORD/SECURITY CHECKLIST

2012–2013 EOC ASSESSMENTS

ALGEBRA 1
 BIOLOGY 1
 GEOMETRY
 U.S. HISTORY
 CIVICS FIELD TEST

SCHOOL NUMBER: _____ SCHOOL NAME: _____

Security Number	Student Last Name	Student First Name	Grade Level	Student ID Number	*Attendance	**Accommodations	Test Group Code	Test Administrator Signature	School Assessment Coordinator Signature	Date Returned

* **Attendance Codes:** P=Present; A=Absent; W=Withdrawn; P/I=Present but Invalidated
 ** **Accommodations Codes for ESE/504:** 1-FP=Flexible Presentation; 1-FR=Flexible Responding; 1-FSC=Flexible Scheduling; 1-FSE=Flexible Setting; 1-AD=Assistive Devices
For ELL: 2-FSC=Flexible Scheduling; 2-FSE=Flexible Setting; 2-AHL=Assistance in Heritage Language; 2-ADI=Approved Dictionary

General Information—Test Security Policies and Procedures

Missing Materials

Schools must investigate any report of missing materials. If, after a thorough investigation, a secure document (e.g., test and answer book, Student Authorization Ticket, used work folder, used reference sheet, Session Roster) is not found, the school assessment coordinator must contact the district assessment coordinator. The district assessment coordinator should call the Bureau of K–12 Assessment immediately to discuss the concern.

If there is reason to believe that a secure document or test content has been stolen, photographed, or copied, the school assessment coordinator should contact the district assessment coordinator immediately. The district assessment coordinator must then call the Bureau of K–12 Assessment 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 persons 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. Compile all pertinent information and submit the written report to the FDOE via fax at 850-245-0781 or via email as indicated on the form.

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 on paper-based tests. See the samples below.

SCHOOL USE ONLY	
DNS - S	<input type="radio"/>
UNDO - S	<input type="radio"/>

SCHOOL USE ONLY	
DNS - M	<input type="radio"/>
UNDO - M	<input type="radio"/>

SCHOOL USE ONLY	
DNS - H	<input type="radio"/>
UNDO - H	<input type="radio"/>

The DNS bubble must be gridded when a test is invalidated or when a document is defective and USED.

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.

If the timing tracks (see the example on the previous page) 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.

Defective Documents

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** book.
3. A student label has been placed over another student label on a **USED** 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* on pages 257–258.) **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**.

Test Invalidation Policies and Procedures

Test Invalidation

District assessment coordinators should advise schools of the appropriate course of action if invalidation is being considered. Remember that the 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 see the circumstances and guidance below to identify when invalidation is an appropriate course of action.

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 before a session is completed.

Please note, as stated in Rule 6A-10.042, FAC, in situations involving cheating, a report must be submitted to the FDOE within 10 calendar days of the incident, as stated on pages 275–276.

3. **A student becomes ill and is unable to finish, OR a student is not allowed the correct amount of time** (e.g., the test administrator instructs students to stop working without allowing the correct amount of time, a parent removes a student for an appointment prior to the end of the allotted testing time).

Invalidation decisions should be made based on whether the student was provided adequate time to respond completely to the test items. If a determination can be made that the student 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 complete a test **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. Teachers should be aware of allowable accommodations to ensure they are not offering classroom testing accommodations 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 or procedures that could compromise the validity of the 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.

General Information—Test Invalidation Policies and Procedures

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.

For information on how to invalidate a computer-based test, see pages 121–122.

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FCAT 2.0 AND EOC ASSESSMENTS IN 2013-14**

Attachment B: Test Security Policies and Procedures

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