PRIVATE SCHOOL APPLICATION TO ADMINISTER FLORIDA STATEWIDE ASSESSMENTS IN 2015-16

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, Florida Statutes (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 writing prompts before, during, or after testing
- Revealing the passages or writing prompts
- Copying the passages or writing prompts
- Explaining the passages or writing prompts for students
- Changing or otherwise interfering with student responses to writing prompts
- Copying or reading student responses

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.

Used planning sheets are secure materials and must be treated as such. After ANY test administration, initial or make-up, test and answer books and planning sheets must be returned immediately to the school assessment coordinator and placed in locked storage. The *Test Materials Chain of Custody Form* must be maintained at all times. **No more than three people should have access to the locked storage room.** Test and answer books and used planning sheets must never be left unsecured and must not remain in classrooms or be taken off the school's campus overnight. **Secure materials should never be destroyed (e.g., shredded, thrown in the trash), except for soiled folders as described in the "Hazardous Materials" section on page 19.**

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

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 *Test Administration and*

Security Agreement 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 a *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.

Proctors

To ensure test security and avoid situations that could result in test invalidation, FDOE strongly discourages testing students in large groups (e.g., in the cafeteria or the auditorium). If students are tested in a large group, the appropriate number of proctors MUST be assigned to the room to assist the test administrator. Refer to the table below for the required number of proctors.

PBT (Grades 4–7)	CBT (Grades 8–11)	Proctors Required
1–30 students	1–25 students	Test Administrator*
31–60 students	26–50 students	Test Administrator and 1 Proctor
61–90 students	51–75 students	Test Administrator and 2 Proctors

* FDOE strongly recommends that proctors be assigned to testing rooms with fewer than 26 (CBT) or 31 (PBT) 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 and of the appropriate test security policies and procedures. **School personnel** duties may include preparing and distributing materials (e.g., test and answer books, planning sheets). **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 test and answer books or planning sheets, assisting students with logging in to the test, providing

accommodations). Volunteers (e.g., parents, retired teachers) may be trained as proctors and may perform non-school personnel duties.

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 *Test Administration and Security Agreement* and the Security Log for that room.

Security Numbers

All test and answer books are secure documents and must be protected from loss, theft, and reproduction in any medium. A unique identification number and a barcode are printed on the front cover of all secure documents. The security number consists of the last eight digits of the identification number. These eight digits are located under the barcode on the right. In the sample below, the security number is 00000001.

Security Number

A range sheet on top of each pack of test and answer books identifies the range of security numbers in the pack. Schools are expected to maintain test security by using the security numbers to account for all secure test materials before, during, and after test administration until the time they are returned to the contractor.

Hazardous Materials

If a used test and answer book is soiled (e.g., with blood or vomit), the district assessment coordinator should email the security number to the FSA Help Desk, attention DRC at **fsahelpdesk@air.org**. At their discretion, school personnel may transcribe the response(s) into a replacement test and answer book.

The damaged test and answer book should then be destroyed or disposed of in a secure manner (e.g., shredding, burning). Soiled test and answer books should not be returned to DRC.

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* must 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, 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 of K–12 Student Assessment 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,
- copies of completed forms (*Test Administration and Security Agreements*, *Test Administrator Prohibited Activities Agreements*, *Test Materials Chain of Custody Form*, etc.),
- 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 at **www.FSAssessments.org**. 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 email as indicated on the form. **Remember that secure student information (e.g., SSN) must not be communicated via email.**

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 or severe weather. 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., secure test content that has been photographed, copied, or otherwise recorded) 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. District assessment coordinators should submit the report through FDOE's ShareFile site using the following procedure:

1. Log into ShareFile at **fldoe.sharefile.com** and retrieve the blank Test Administration Incident Report Form from the Forms and Templates folder. (Note: FDOE recommends that districts download the file each time a new investigation is initiated in order to guarantee the use of the most up-to-date form.)

2. Save the file locally, and change the file name to your district name, the word "Investigation," underscore and the date submitted, like so: District Investigation_MMDDYYYY.

3. Complete the form.

4. Upload the completed form to the appropriate district folder (*not* to the Forms and Templates folder).

5. ShareFile will notify FDOE that a document has been uploaded to the district folder. FDOE will locate the file, assign an Incident ID number to the investigation, and notify the district contact of our receipt of the file and the assigned ID.

6. FDOE will then determine whether the incident warrants further investigation and, if necessary, request additional information or documentation from the district. Additional requested information or documentation should also be uploaded to the district's ShareFile folder.

7. If warranted, FDOE will add a memo summarizing the incident to the district's ShareFile folder and will then provide the contents of the district folder to the Office of Professional Practices at FDOE.

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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