

Private School Application to Administer 2021–22 Florida Statewide Assessments

Attachment B: Test Security Policies and Procedures

- Test security policies and procedures as explained in the Test Administration Manual (see Attachment E for a complete test administration manual).
- Refer to statement number 3 in 2021–22 application.
- Sign and return the signature page at the end of this attachment with your application.



Test Security Policies and Procedures

Florida State Board of Education Rule 6A-10.042, F.A.C., 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 D 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 include the following:

- 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 the 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

School personnel and proctors must read and familiarize themselves with the Statute and Rule in Appendix D.

If ELLs, recently exited ELLs, or students with current IEPs or Section 504 Plans have allowable accommodations documented, test administrators will 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.

After **any** administration, initial **or** make-up, secure test materials (e.g., used planning sheets, reference sheets, CBT Worksheets) 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 to track test materials with security barcodes. **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 materials should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents, as described in the "Hazardous Materials" section on page 17.**

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

You must ensure that all school administrators, school assessment coordinators, technology coordinators, test administrators, and proctors receive adequate training prior to this administration, and that all personnel sign and return a *Spring/Summer 2021 Test Administration and Security Agreement*, located 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 a school assessment coordinator, technology coordinator, or test administrator must sign and return an agreement.



An accurate Security Log, provided in Appendix E, and an accurate seating chart must be maintained in each testing room. Anyone who enters a testing room **for any length of time** is required to sign the log. This applies to test administrators, proctors, technology coordinators, and anyone who enters the room, regardless of how much time he or she spends in the 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, a student's parent/guardian should not be present in that student's testing room.

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

To ensure test security and to avoid situations that could result in test invalidation, FDOE strongly discourages testing students in large groups (e.g., in a cafeteria or an 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.

Number of Students	Proctors Required
1–25	Test Administrator*
26–50	Test Administrator and 1 Proctor
51–75	Test Administrator and 2 Proctors

*FDOE **strongly recommends** that proctors be assigned to rooms with 25 or fewer students whenever possible.

School personnel and **non-school personnel** may be trained as proctors. Prior to testing, proctors must be informed of their duties and of the appropriate test security policies and procedures. **School personnel** proctor duties may include preparing and distributing secure materials and providing accommodations. **Non-school personnel** may assist test administrators during test administration; however, non-school personnel may **not** participate in any of the test administration procedures (e.g., distributing and collecting secure materials, 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 enters a testing room for any length of time must sign a *Spring/Summer 2021 Test Administration and Security Agreement* and the Security Log for that room. These forms are located in Appendix E.

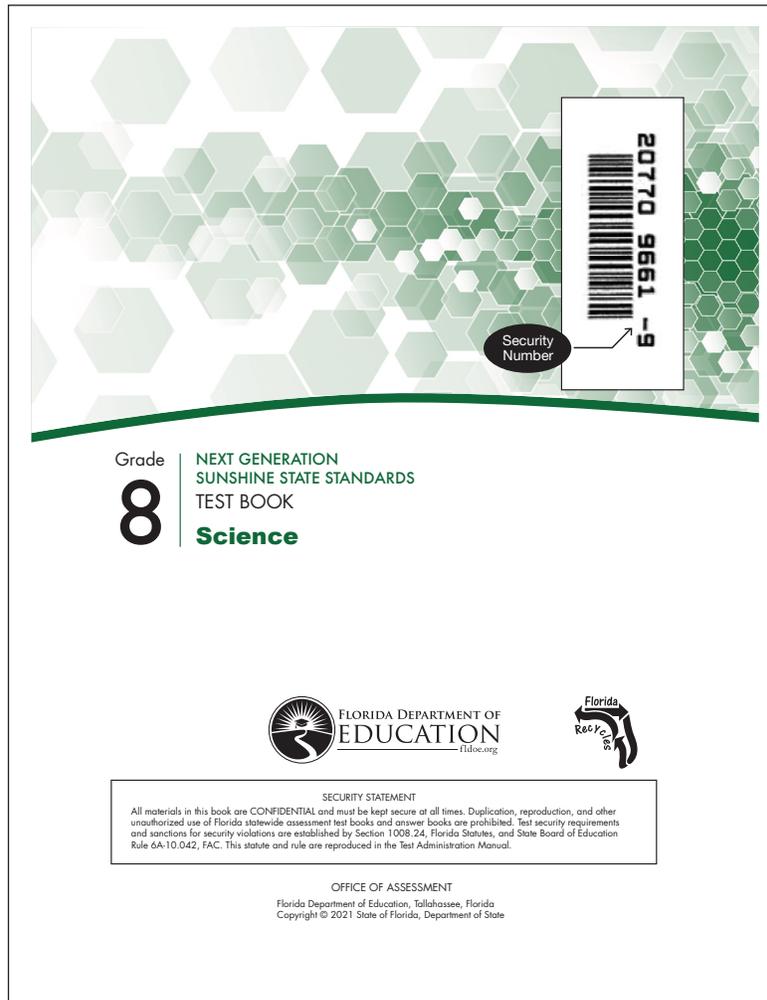


Security Numbers

All test materials containing test content are secure documents and must be protected from loss, theft, and reproduction in any medium. A unique identification number and barcode are printed on all secure documents. The security number on the front cover of ELA Writing, ELA Reading, Mathematics, and FSA EOC test and answer books consists of the last eight digits of the identification number. The security number on the front cover of NGSSS EOC test and answer books and the back cover of Science test books consists of nine digits and a check digit. See the sample covers below and on the following page for the location of the security number.

Schools must 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.

The test administrator should also maintain a record of the security numbers for all test materials assigned to him or her. If a test administrator receives materials 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. 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.





Test Security Policies and Procedures

Location of Security Number on Sample Student Demographic Page

FSA Grade 5 English Language Arts Writing Test and Answer Book

Students must fill in the information below (PLEASE PRINT):

STUDENT NAME _____
 DATE OF BIRTH (e.g., 09/01/05) _____
 SCHOOL NAME _____
 DISTRICT NAME _____
 TODAY'S DATE _____

FSA
 ELA & Mathematics
 Assessments
 Spring 2021
 ELA Writing
 Grade 5

Security Number

510000015

51919171

PreID Labels MUST be applied to all TO BE SCORED documents.

APPLY PREID LABEL HERE

51919171-10503010011

59000001

Test Group Code

SCHOOL USE ONLY

DNS UNDO

PEARSON USE ONLY

Braille
 Large Print
 One-Item-Per-Page

PEARSON USE ONLY

F L

59000001

NGSSS Biology 1 EOC Assessment Test and Answer Book

Students must fill in the information below (PLEASE PRINT):

STUDENT NAME _____
 DATE OF BIRTH (e.g., 09/01/05) _____
 SCHOOL NAME _____
 DISTRICT NAME _____
 TODAY'S DATE _____

NGSSS
 Science & Social Studies
 Assessments
 Spring 2021
 Biology 1
 End-of-Course
 Assessment

Security Number

20079661-9

PreID Labels MUST be applied to all TO BE SCORED documents.

APPLY PREID LABEL HERE

201615-001-321 Printed in the USA by Pearson ISD33795

Test Group Code

SCHOOL USE ONLY

DNS UNDO

PEARSON USE ONLY

Braille
 Large Print
 One-Item-Per-Page

PEARSON USE ONLY

F L



Hazardous Materials

If a secure document is soiled (e.g., with blood or vomit), you must email the security number to the Florida Help Desk at FloridaHelpDesk@CambiumAssessment.com. All hazardous materials must be reported by the last day of the test window. At their discretion, school personnel may transcribe responses into a replacement test document.

The damaged test document should then be destroyed or disposed of in a secure manner (e.g., shredding, burning). Soiled test documents should not be returned with test materials.

Missing Materials

School assessment coordinators must verify that all secure materials are received and should report any mispackaged or missing materials to you immediately. The *Test Materials Chain of Custody Form* must be maintained at all times to track secure test materials. 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 you and if guidance is needed, you 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 (*Spring/Summer 2021 Test Administration and Security Agreement*, *Spring/Summer 2021 Test Administrator Prohibited Activities Agreement*, *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
- what steps are being implemented to avoid future losses

A form to report missing secure materials (*Missing Materials Form*) can be found on the portal. 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 your office, and you should verify that all pertinent information has been included and should submit the written report to FDOE via email as indicated on the form. **Remember that secure student information 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 you of any test irregularities that are reported. Decisions regarding test invalidation should not be made prior to communicating with your office. 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), you 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 your office, and you 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.** You should submit the report through FDOE’s ShareFile site using the following procedure:

1. Log in to ShareFile at **fldoe.sharefile.com** and retrieve the blank Test Administration Incident Report Form or the Test Administration Security Breach Report Form from the Forms and Templates folder. (Note: FDOE recommends that districts download the file each time a new investigation is initiated to guarantee the use of the most up-to-date form.)
2. Save the file locally and change the file name to the appropriate district name, underscore, the word “Incident” or “Breach,” underscore, the name of the school, underscore, and the date submitted (e.g., [District Name]_Incident_[School Name]_MMDDYYYY or [District Name]_Breach_[School Name]_MMDDYYYY).
3. Complete the form.
4. Upload the completed form to the district’s Test Administration/Investigations folder (K–12 Administration > Districts > [District Name] > Test Administration > Investigations).
5. Send an email to notify FDOE that a document has been uploaded to the folder.
6. FDOE will then determine whether the incident warrants further investigation and, if necessary, request additional information/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 memorandum 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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2021–22 Florida Statewide Assessments**

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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