

# Bultum Academy

## Statewide Assessment Policy and Procedure

Effective: 2025–26 School Year | Reviewed Annually by: DAC – Abas Regassa & SACs

### 1. Purpose

This policy establishes the procedures for administering statewide assessments, ensuring test security, and maintaining compliance with Minnesota Department of Education (MDE) regulations.

### 2. Roles and Responsibilities

Position	Name / Role	Responsibilities
<b>District-Level Staff</b>		
Abas	District Assessment Coordinator (DAC)	Oversees all testing activities within the district. Ensures compliance with MDE policies. Manages test security procedures and reports security concerns.
<b>School-Level Staff</b>		
Abas	School Assessment Coordinators (SACs)	Coordinate test administration at the school level. Ensure all testing staff complete training. Securely handle test materials.
All teachers grades 3–8 & other staff	Test Monitors / Test Administrators	Administer tests according to MDE guidelines. Monitor students and maintain test security.
Mr. Bashir	Technology Staff	Ensure all technical requirements are met for online testing.
Ms. Tobe & Ms. Asha	MTAS / Alt MCA Administrators	Administer assessments for students with significant cognitive disabilities.

### 3. Training and Communication

#### REQUIRED TRAININGS (COMPLETED ANNUALLY)

- Test Security Training
- Active Monitoring for Statewide Tests
- Test Administration Training (MCA, MTAS, ACCESS, or WIDA Alt ACCESS)
- District-Specific Policy and Procedures Training

#### VERIFICATION OF TRAINING COMPLETION

- DAC and SACs will track completion via PearsonAccess Next LMS reports and in-person training logs.

#### COMMUNICATION METHODS

- Training details will be communicated via staff emails, online modules, and in-person sessions.
- Test security reminders will be emailed to staff and discussed at staff meetings.

# Bultum Academy

## Statewide Assessment Policy and Procedure

Effective: 2025–26 School Year | Reviewed Annually by: DAC – Abas Regassa & SACs

### 4. Test Administration Procedures

#### A. TEST SCHEDULING & STUDENT PREPARATION

- The DAC determines the annual testing calendar and updates information on the school website.
- Teachers will prepare students using MDE's practice tools (e.g., Student Readiness Tools).
- Special accommodations will be confirmed for students with IEPs/504 plans.

#### B. TEST ENVIRONMENT SETUP

- Testing rooms must be clear of instructional materials related to test subjects.
- Seating should ensure privacy and minimize distractions.
- Cell phones, smartwatches, and other electronic devices are strictly prohibited.

#### C. TEST SECURITY & MONITORING

- Test Monitors will actively supervise students throughout testing.
- Test tickets and scratch paper must be securely stored and accounted for after each session.
- Any suspected test security violations must be reported immediately to the DAC.

#### D. HANDLING TEST IRREGULARITIES

- **Emergency (e.g., fire drill, power outage):**
  - Pause the test and secure materials.
  - Resume testing only when safe to do so.
- **Student becomes ill:**
  - Pause their test and document the situation.
  - Communicate with Abas via school phone; someone will come to escort the student.
  - Allow a makeup test session if needed.
- **Technology issues:**
  - Contact Mr. Bashir (Technology Staff); Pearson Support will be contacted as needed.
  - Document errors and report them to MDE if necessary.

---

### 5. Reporting Test Security Violations

- All staff must report suspected test security violations immediately.
- Reports should be submitted to the DAC (Abas Regassa) via email or in-person.
- If necessary, the DAC will file a report with MDE's Assessment Security Records (ASR) system.
- The MDE Test Security Tip Line will be communicated to staff via email and training sessions.

**MDE Contact:** [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us)

**MDE Districts, Schools & Educators:** [Statewide Testing Page](#)

**MDE Students & Families:** [Statewide Testing Page](#)

---

### 6. After Testing Procedures

# Bultum Academy

## Statewide Assessment Policy and Procedure

Effective: 2025–26 School Year | Reviewed Annually by: DAC – Abas Regassa & SACs

### A. COLLECTION & STORAGE OF MATERIALS

- All secure test materials (test tickets, scratch paper) must be collected and stored in a locked, secure location. (*Turn these in to Abas.*)
- SACs will verify materials against security checklists before returning them to the DAC.

### B. DATA ENTRY & SCORE PROCESSING

- **MCA Paper Test Responses:** Must be entered into PearsonAccess Next by the SAC.
- **MTAS / Alt MCA Responses:** Entered into TestNav immediately after administration.

### C. COMMUNICATING TEST RESULTS

- **Preliminary Results:** Shared internally with administrators.
- **Final Results:**
  - Individual Student Reports (ISRs) distributed to parents via mail or parent-teacher conferences.
  - Test results remain under strict embargo until MDE releases them publicly.

---

## 7. Policy Review and Compliance

This policy will be reviewed annually by the DAC and SACs to ensure compliance with MDE guidelines. Staff will be informed of any updates via district-wide communication channels.

### Acknowledgment of Understanding

All staff involved in assessments must sign below acknowledging they have read and understood this policy.

---

Signature

---

Printed Name

---

Date