

1 **DISTRICT TEST SECURITY PROCEDURE TEMPLATE**

District Test Security Procedures for Bultum Academy+ for school year 2022 - 2023

This template may be modified or adjusted as needed, including separating procedures by school and adding rows or columns as needed. However, all requirements specified in the District Test Security Procedure Requirements in the current year’s version of the Procedures Manual must be included. If other district policies and procedures are referenced, they should be included with this procedure. Roles (e.g., DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.

The District Test Security Procedure Requirements includes references to Procedures Manual chapters for more information on the procedures included here.

ASSESSMENT STAFF

The following staff member is the District Assessment Coordinator for the school district for the current testing year:

Lawrence Ronglien, Bultum Academy, 612-402-4102

(List all contacts assigned as District Assessment Coordinators, if applicable.)

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator	School(s)
Mari Odoy	Bultum Academy

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring test administration activities in the district is as follows:

All staff in the school will have the test security procedures and the test monitor training completed by the first day of ACCESS testing. The trainings will be done in two sessions in January, 2023. Staff will sign that they have been trained in test security procedures and the records will be kept in the testing cabinet.

Lawrence Ronglien will attend MDE testing online sessions. If Lawrence is not available, Mari Odoy will fill in for a session. Lawrence Ronglien and Mari Odoy will be read the weekly Assessment Updates to ensure all timelines are met.

Lawrence Ronglien and Mari Odoy will complete the online trainings in the Pearson Training Management System prior to the staff training in January, 2023.

A secure file cabinet in a locked room has been established for storage of testing materials. When test materials arrive, they will be locked in the file cabinet until Lawrence Ronglien and Mari Odoy can inventory the test materials.

On test days, only the materials needed for testing will be accessed. At the end of the test sessions, the items will be secured in the testing file cabinet.

For testing days, there will be three adults who have completed the testing security procedures will be in the testing room to ensure that there is active monitoring throughout the session. If students complete a test on day one, the classroom teacher will maintain the students who have completed

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information following the monitoring:

Arif Bakar, Lawrence Ronglien, Mari Odoy, Sandra San, Sado Mohamed, Kayla Jacak, Ellen Galbavy, Jennifer Ginter, Ben Chang, Tyler Turnquist, Abas Regassa, Abdul Osman, Worku Denta, Hanan Ali, Eman Tahir, Lizbeth Cando, Mohamed Mohamed, Ibse Sheik Mohammed, Asha Abdurhaman, Amira Mohamed, Zakkiyya Jeter, Emillia Bryant

TESTING CALENDAR

The following staff members are responsible for setting the annual district testing calendar and updating all required information:

Lawrence Ronglien, Mari Odoy, Arif Bakar

The following staff members ensure that the testing calendar is posted to the district website:

Arif Bakar, Lawrence Ronglien

The following staff members are responsible for verifying and updating test administration dates on the website:

Arif Bakar, Lawrence Ronglien, Mari Odoy

TRAINING AND COMMUNICATION

The following staff members will complete the *Test Security Training and Assurance of Test Security and Non-Disclosure* on paper:

Lawrence Ronglien, Mari Odoy, Arif Bakar, Abas Regassa, Sandra San, Sado Mohamed, Kayla Jacak, Ellen Galbavy, Jennifer Ginter, Ben Chang, Tyler Turnquist, Abdul Osman, Worku Denta, Hanan Ali, Luli Axhijaj,

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
Lawrence Ronglien	District Assessment Coordinator, test monitor, assessment literacy
Mari Odoy	District Assessment Coordinator, test monitor, assessment literacy
Luli Axhijaj	Test monitor, technology staff training

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

The following staff members will ensure annual completion of trainings, including the *Test Security Training, Assurances of Test Security and Non-Disclosure*, and any other required trainings via the following method(s):

Staff Member	Method(s) for Tracking Training
Lawrence Ronglien	Collection of signature pages for all employees

(This may include using reports in service provider systems or tracking trainings provided in the district. Separate information by test and/or role as needed.)

If training is conducted in each building, the following staff members will provide training documentation to the District Assessment Coordinator:

All training is provided by the DAC and SAC.

(If all training is provided by the District Assessment Coordinator, indicate that here.)

The following staff members will provide information on the MDE test security tipline and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
Lawrence Ronglien, Mari Odoy	Staff meeting / emails

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff:

Method(s) for Providing District Policies and Procedures	Staff Member
Staff meetings	Lawrence Ronglien, Mari Odoy

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

The following student resources will be used to prepare students for testing:

Student Resources	Grade
<p>Lawrence Ronglien and Mari Odoy will work with the teachers about resources available to prepare students for testing: item samplers, item types tutorial as provided by Pearson. navigation tutorials.</p> <p>Lawrence Ronglien, Mari Odoy and classroom teachers will meet with students about the need for honesty and keeping test content secure.</p>	Grades 3, 4, 5

(Expand as needed to address differences by grade, subject, and student.)

The following staff members will ensure that students are reminded of the importance of test security via the method(s) listed.

Staff Member	Method(s) for Communicating
Lawrence Ronglien, Mari Odoy, Arif Bakar, Jennifer Ginter, Ben Chang, Tyler Turnquist	Ongoing meetings with classes of students.

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district procedure for preparing testing rooms is explained below:

<p>1- Students will have a folder guard around their laptop when they are working at their seats.</p> <p>2- Testing will be done in the computer lab instead of the classroom.</p> <p>3- Students will be spaced at least 6’ apart in their seating in the computer lab.</p>
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(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

Materials:	Staff Members:	Collection and Distribution Plan:
Test tickets (school)	Mari Odoy, Lawrence Ronglien, Jennifer Ginter, Ben Chang, Tyler Turnquist	Test tickets will be in envelopes by class for bringing to and from the test site. They will be distributed only to those in attendance on the testing day.
Scratch paper and pencils (school)	Mari Odoy, Lawrence Ronglien	Testing supervisors will bring to and collect afterward each testing session.
Laptops (school)	Luli Axhijaj, Lawrence Ronglien, Mari Odoy	Sign in and sign out will be supervised by the test monitors each day.
Headphones (school)	Lawrence Ronglien, Mari Odoy, Luli Axhijaj	Distribution, collection and cleaning of the headphones will be supervised by the text monitors each day.

(Note if materials will be supplied by the school or students.)

The district’s plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

Plan	Staff Member
On day one, teachers will escort students to the computer lab.	Teachers: Jennifer Ginter, Ben Chang, Tyler Turnquist
On day two, the school assessment coordinator will pick up students who need to finish the testing from day one.	School Assessment Coordinator: Mari Odoy
On make-up days, the school assessment coordinator will pick up students and escort them to the testing room.	

The following method will be used to track which students test with which Test Monitor, including tracking which other adults will be present in the room:

Daily attendance will be taken to determine who is there to test and who will need to be scheduled for make up testing.

The procedure for ensuring students do not use or access cell phones or other prohibited devices is listed below; actions that will be taken if the procedure is not followed are also listed:

Students are not allowed to have cell phones in school at Bultum Academy. Teachers will monitor students prior to leaving the classroom to ensure no cell phones are brought to the testing room just in case. Classroom teachers will also check for smart watches each day in case that applies to students being tested.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST ADMINISTRATION

The following procedure will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

Procedure for Student Breaks	Plan for Securing Test Content
Testing sessions will be scheduled for 90 minutes at a time. A break will be given about 45 minutes into the start of testing. Students will be allowed to stand and stretch at their testing areas.	Students will be asked to cover their screens during break time.

The district’s procedure for breaks for use of the restroom or other interruptions during testing is as follows:

Bathroom breaks: Students will be escorted one at a time by a staff member to and from the bathroom. No talking about the test is allowed.

Student becomes sick: Staff person will assist student in signing out of the test and the student will be escorted to the office.

Fire alarm: Students will be instructed to close their laptops and walk quietly out of the school.

Intruder in the school: Students will be instructed to close their laptops and take cover in areas fo the room not visible by the door window.

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Lawrence Ronglien, Mari Odoy, Arif Bakar, Jennifer Ginter, Ben Chang, Tyler Turnquist

The staff members listed will answer questions or provide assistance during test administration. Test Monitors will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
Lawrence Ronglien	Text or call
Mari Odoy	Text or call
Luli Axhijaj	Text or call

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors should contact the staff members listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
As covered above, students who become ill will be escorted out of the testing room after signing out of the testing session.	Lawrence Ronglien, Mari Odoy, Arif Bakar, Jennifer Ginter, Ben Chang, Tyler Turnquist
No testing sessions will be scheduled on days of early dismissal.	Lawrence Ronglien, Arif Bakar
If a student has a behavior issue during testing they will be escorted back to class by a staff member.	Lawrence Ronglien, Mari Odoy, Arif Bakar, Jennifer Ginter, Ben Chang, Tyler Turnquist

The procedure for an entire group of students unexpectedly leaving during test administration (e.g., emergency situation, fire drill) is detailed below:

As covered above, in a fire alarm, students will be instructed to close their laptops and to leave the building in an orderly and quiet way.
As covered above, should there be an intruder in the school, students will be instructed to close their laptops and to move to spaces in the classroom where they cannot be seen through the classroom door window.

If the Test Monitor becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

Bultum Academy will have three adults in the testing room during testing. If someone becomes ill, we will still have people available to cover test security.

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

Procedure	Allowable Activities (if applicable)
<p>Students will bring a book to the testing room and leave it at the testing entry in a box. If students finish the work early each day, they will be allowed to read for the rest of the testing session.</p> <p>On day two, as students complete testing, in a subject area they will be escorted back to class to join their classmates who have completed the testing.</p>	<p>Reading a book of choice. The book will be checked in at the door in a box during the testing.</p>

If students need extra time to test, the procedure below will be followed:

<p>Students will have as much time as needed to complete the test. If a student asks to stop for the day, they will sign out of the test, and be scheduled during a make up time. Students will be allowed as many days as needed to complete the test at their pace.</p>

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

Procedure	Staff Member to Contact
<p>Student will notify the test monitor who will report to Lawrence Ronglien or Mari Odoy.</p>	<p>Lawrence Ronglien or Mari Odoy</p>

Staff report misadministrations and security breaches to the staff members listed below, using the process outlined:

Procedure	Staff Member to Contact
<p>Initial: Call or text to DAC or SAC.</p>	<p>Lawrence Ronglien (DAC)</p>
<p>Follow up: Written report to DAC or SAC</p>	<p>Mari Odoy (SAC)</p> <p>Arif Bakar (Executive Director)</p>

(If not reported directly to the District Assessment Coordinator, also include how information will be communicated to him/her.)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

The following is the district’s policy for discussing the test administration experience with students after test administration:

Test content should not be discussed in the classroom with students, with other staff or as part of any team meeting.

(Indicate what may or may not be discussed with students following testing.)

The staff members listed below are responsible for entering student responses from MCA paper accommodated test materials:

Mari Odoy, School Assessment Coordinator

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering MTAS scores from MTAS Data Collection Forms:

Mari Odoy, School Assessment Coordinator

(As needed, include any procedures or timelines for score entry that have been established.)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

School	Secure Location(s)
Bultum Academy	Locked file cabinet, Lawrence Ronglien’s office

Listed below are staff members who have access to these locations where secure test materials are stored:

Arif Bakar, Executive Director

Mari Odoy, School Assessment Coordinator

Abas Regassa, District operations manager

Lawrence Ronglien, District Assessment Coordinator

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

Staff Member	Procedure
Lawrence Ronglien, Mari Odoy	Bultum Academy has all students in one location

(This may not be applicable for charter schools or districts where all schools are located in one building.)

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

Lawrence Ronglien, Mari Odoy, Arif Bakar
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The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

Staff Member Inventorying Materials	Procedure for Discrepancies
Lawrence Ronglien, Mari Odoy	Lawrence Ronglien will contact distributing agency about discrepancy.

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

Staff Member Organizing Materials	Procedure
Lawrence Ronglien, Mari Odoy	Lawrence Ronglien and Mari Odoy will review materials daily to get the correct materials for the days testing.

Distribution of Materials to Test Monitors or Test Administrators

The procedure for distributing test materials to the Test Monitors and Test Administrators is listed below:

<p>For all testing Lawrence Ronglien and Mari Odoy will supervise the materials and get them to the computer lab for testing.</p> <p>In case of an MTAS administration or Alternate ACCESS administration, Mari Odoy will take the lead on distribution and collection of materials.</p>
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(Separate information by test, mode, and/or role as needed.)

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

Lawrence Ronglien, Mari Odoy

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

Lawrence Ronglien and Mari Odoy will collect materials (scratch paper, testing tickets, or MTAS materials) and store them in the testing storage cabinet under lock.

(Separate procedures by test, mode, and/or role as needed.)

Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Monitor Test Materials Security Checklists* (or other checklist used in the district) to the staff members listed below:

Lawrence Ronglien, Mari Odoy

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the service provider.

Staff Member	Secured Location
Lawrence Ronglien, Mari Odoy	District testing cabinet

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

Lawrence Ronglien, Mari Odoy

The following staff members will securely destroy student testing tickets and any other hard-copy materials provided to student during test at the end of test administration:

Lawrence Ronglien, Mari Odoy

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

The district’s policy about providing preliminary test results is detailed below:

Once testing is completed, Lawrence Ronglien will share with teachers at each grade level in a group meeting.

The following information is communicated if preliminary results are provided:

Given that these results is only preliminary, they are not to be shared with parents or students.

(Indicate what information is provided about appropriate use of preliminary results.)

Final embargoed results will be provided to the following staff members through the following methods:

Staff Members	Methods
Lawrence Ronglien, Mari Odoy	The school meets with teachers during workshop week to review outcomes. Each teacher gets a copy of the students Individual Student Report. This is year one of the school, so the exact method of recording this information will be determined.

(Methods may include student information systems, data warehouses, or service provider systems.)

Final public results will be shared with district staff as described below:

The school has meetings during workshop week to share outcomes with school staff.