

Local Test Security Procedures

All East Allen County Schools will adhere to the following practices and procedures regarding test administration and security:

1. Secure test materials will not be delivered to school buildings more than one week (preferably less) in advance of test administration.
2. Teachers and other school staff members are not allowed access to secure materials (except for the Examiner's Manual) more than 24 hours in advance of test administration.
3. All test materials will be stored at a central location under lock and key.
4. Building level training will be provided to all teachers and staff who have any contact with test materials or who administer or proctor testing, including the following topics:
 - A. The Code of Ethical Practices and Procedures, including how to secure, administer, and handle the assessments while in their possession.
 - B. Test administration and test security training including Chapter 13 of the Indiana Assessment Program Manual, and relevant Examiner's Manuals.
 - C. Testing accommodations training including knowledge of each student's individual accommodation needs as per the student's Individual Education Plan (IEP), Individual Learning Plan (ILP), Section 504 Plan, and/or nonpublic school Service Plan prior to testing.
 - D. Focused training for staff members who will provide students with testing accommodations on providing such accommodations prior to testing.

- E. School specific training regarding staff implementation of test administration and test security standards and monitoring procedures by school administrators (including material check out/in procedures, testing room preparation, and test session monitoring).
 - F. Specific security procedures established for each STATE assessment.
 - G. Provide any other information and professional development necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results from assessment.
5. Each school will establish a building specific testing schedule.
 6. Each school will establish an access policy for test materials that allows only appropriate staff to have access to test administration manuals prior to the administration of the test, and prohibits the reviewing of any secure test questions before, during, or after the assessment administration.
 7. Each school will establish a process that ensures all student assessments are secure when they are not being administered.

District Administrators and the Corporation Test Coordinator will review and communicate to School Administrators and School Test Coordinators each year the appropriate methods and materials that may be used to prepare students for assessments.

School Administrators and School Test Coordinators will:

1. Review annually school materials and practices related to preparing students for assessments, administering assessments, securing assessments, and interpreting the results from assessments. The description must include an explanation regarding how the school corporation will ensure test preparation materials used by school staff are appropriate and do not violate test security protocols.

2. Monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and that staff are appropriately providing students with accommodations included in their IEPs, ILPs, Section 504 Plans, or Service Plans.
3. Provide channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about testing practices they consider inappropriate (see the Testing Concerns and Security Violations Report form in Appendix D).
4. Establish procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring protection of both the rights of individuals and of the integrity of the assessment.
5. Investigate any complaint of inappropriate testing practices or testing irregularities according to the Protocol for Reporting and Investigating Alleged Breaches or Irregularities as established and published pursuant to 511 IAC 5-5-4 (see Appendix B).