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Test Security Manual



Test Security Manual

This publication is available from:
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<http://dpi.wi.gov/assessment>

February 2016

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Introduction

The Office of Student Assessment (OSA) of the Wisconsin Department of Public Instruction (DPI) is charged with establishing, and overseeing a state assessment system that fairly and accurately measures student achievement against the State's content standards. These assessments include the Forward Exam 3-8, the ACT, ACT WorkKeys, ACT Aspire, Dynamic Learning Maps (DLM), and ACCESS for ELLs and may include other state level assessments that may be developed.

The purpose of the assessments and procedures developed by OSA is to accurately measure and report student achievement relative to the Wisconsin content standards. The procedures must be standardized in order to create a fair and equitable measure for all students. All administrative procedures must be carefully adhered to so that each student's achievement results are a reflection of his or her individual skills and abilities. All educational staff participating in administering the assessments play a critical role in helping to achieve fair and accurate student results by closely adhering to these guidelines. Failure to follow these guidelines could result in invalidation of student tests, serious consequences for the students, schools, school districts, and staff.

This document represents the expected professional conduct of educators who administer OSA assessments in order to ensure proper assessment and academic integrity. It is intended to be used by districts and schools in the fair and appropriate administration of the state assessments. State assessments are an important and required tool used to monitor state, district, school, and student achievement. For these assessments to yield fair and accurate results, they must be given under standardized conditions to all students. Test Security policies specific to individual assessments are available in the specific test administration manuals and other resources specific to the relevant assessments. The ACT assessment has some additional educator roles such as the test coordinator and room supervisor who play key roles in the implementation of the ACT assessments. It is highly important for the district staff and other high school educators involved in the ACT assessment to review and understand the test security policies specific to the ACT available in the ACT Manuals and Resources and on the DPI ACT Test Security webpage.

Importance of Test Security

The primary goal of test security is to protect the integrity of the examination and to assure that results are accurate and meaningful. All summative test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.

Who Is Responsible for Test Security?

Everyone who works with the assessments, communicates test results, and/or receives testing information is responsible for test security (also see Test Security Roles and Responsibilities). This includes:

- Wisconsin Department of Public Instruction (DPI) staff;
- District Administrators (DA);
- District Assessment Coordinators (DACs);
- School Assessment Coordinators (SACs);
- Test Coordinators (TC)
- Room Supervisors
- Proctors

- Students, parents, and the community at large;
- Certified and non-certified school staff; and
- Cooperative Educational Service Agency (CESA) staff.

All school districts and schools should have a policy on security, and the policy and consequences should be made known to all staff involved with test administration. All appropriate staff should be well-versed with the assessment-related publications listed below:

- Guide for District and School Assessment Coordinators.
- Test Administration Manual.
- Proctor Guidelines.
- Test Security Trainings.

To protect the security of the tests, each school district and school must establish written procedures that address the following components:

- Identification of personnel authorized to have access to the tests or the testing system;
- Identification of personnel authorized to proctor assessments;
- Procedures for proctors/room supervisors to follow when monitoring students during test sessions;
- Procedures for handling and tracking test materials before, during, and after testing for paper/pencil assessments;
- Procedures for distribution and handling of test tickets;
- Procedures for investigating any alleged violation of test security provisions; and
- Procedures for annually communicating in writing the test security provisions and discussing them with all district employees and students.

Appropriate Testing Practices

The following is a compilation of appropriate testing practices. These testing practices should be used in determining whether or not a practice related to assessment is consistent with the principles of performing one's duties with honesty, integrity, due care, and fairness to all. Following these practices will also ensure the integrity of the assessment process and the reliability and validity of any inference made from any result of an assessment.

Each school and district must ensure that all appropriate staff has training and knowledge of these appropriate assessment practices and must monitor the practices of all staff to ensure compliance. Each school's and district's duties include the following:

Training:

- Communicate in writing to all appropriate staff at least once annually the standards defining what is an unethical or inappropriate practice.
- Clearly define and communicate in writing at least once annually to all appropriate staff how the standards will be monitored, what sanctions will apply for any violations of the standards, and under what circumstances such sanctions will apply.
- Clearly define and communicate in writing to all appropriate staff at least once annually all security procedures established by the school or school district for a secure assessment.
- Require personnel responsible for the testing program to be properly instructed and participate in the training for the assessment's appropriate test administration and security procedures.

- Require each school/district staff who has access to the test to complete the required assessment and security trainings and sign a Confidentiality Agreement.
- Provide any other information and training necessary to ensure that all appropriate staff has the knowledge and skills necessary to make appropriate decisions to prepare students for an assessment, to administer an assessment, and to interpret or use any result of an assessment.
- Establish written procedures for reviewing what materials and practices should be used to prepare students for an assessment, and clearly communicate in writing these procedures, materials, and practices at least once annually to all appropriate staff.
- Periodically review materials and practices related to preparing students for an assessment, administering an assessment, interpreting or using any result of an assessment in order to ensure that the materials and practices are up-to-date, and clearly communicate in writing any additions or changes at least once annually to all appropriate staff.
- Prohibit any person without sufficient and appropriate knowledge, skills, or training from administering an assessment.

Assessment Preparation

- Prohibit any student preparation that undermines the reliability and/or validity of an assessment.
- Prohibit teachers from providing any preparation practice that results solely in raising scores or performance levels on a specific assessment without simultaneously increasing a student's achievement level as measured by other tasks and/or assessments designed to assess the same content.
- Prohibit teachers from providing any preparation that includes a question, task, graph, chart, passage, or other material included in an assessment, and/or material that is a paraphrase or highly similar in content to what is in an assessment.
- Prohibit student preparation for an assessment that focuses primarily on the assessment, including its format, rather than on the objectives being assessed.

Assessment Administration

- Remove or cover all displays, related to assessment content, prior to the administration of the state test.
- Prohibit staff from prompting or assisting students in any manner with their answers.
- Prohibit possession of any electronic devices, including cell phones, by students while taking the state tests.
- Require students to follow the testing guidelines in the Test Administration Manual (TAM) and the calculator use policy for the specific assessment for the use of calculators.
- Administer tests only during the testing window established by the DPI.
- Require test administrators and proctors of standardized tests to rigorously follow the appropriate administrative procedures as directed in the TAMs.
- Ensure that all test administrators and proctors strive to create a positive testing environment.
- Prohibit test administrators and proctors from indicating answers, pointing out the rationale of an item, or prompting students in any manner.
- Monitor students, test administrators, and proctors, by walking around unobtrusively, to ensure appropriate test-taking procedures and test security measures are followed.
- Prohibit the display of specific content information in the classroom during test administration.
- Provide students with only the references or tools specifically designated in the test.
- Provide accommodations, as appropriate, for students with Individual Education Programs (IEPs), Section 504 Plans, or English Language Learners (ELL).

- Prohibit change in procedures for administering the assessment to create a nonstandard condition for one or more students inconsistent with approved testing practices (with the exception of allowable accommodations).
- Prohibit any practice immediately preceding or during an assessment that assists a student in the assessment, including the use of a gesture, facial expression, body language, language, or any other action or sound that may guide a student's response; and providing to a student any definition or clarification of the meaning of a word or term contained in an assessment, other than that specified in the TAM.
- Administer state tests as prescribed in the TAMs and Guides appropriate for the relevant assessment.
- Supervise students at all times during testing sessions.

Overall Assessment Security

- Each participating school shall cooperate with DPI in conducting an investigation of any alleged inappropriate assessment practice.
- Report any observed test security violation to the DAC and the DPI's Office of Student Assessment, including reporting: missing materials, testing misadministration, copyright infringement, and other deviations from acceptable security requirements by completing the Test Security Incident Report Form. Test Security Incident Forms can be found on the department website at: <http://dpi.wi.gov/assessment/forms>. Additional irregularity reports should be submitted to ACT for the ACT assessment.
- Uphold the integrity and accuracy of the testing by preventing any dishonest or fraudulent behavior and promoting a fair and equitable testing environment.
- Ensure that no one compromises test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
- Ensure that student test scores and test performance are not disclosed to any unauthorized person.
- Encourage the community to voice any concern about any practice that they may consider inappropriate by contacting the Office of Student Assessment.
- Establish written procedures for investigating any complaint, allegation, or concern about an inappropriate practice. The procedures should ensure the protection of individual's rights, the integrity of an assessment, and the integrity of assessment results.
- Prohibit the use of any assessment for purposes other than that for which it was intended.

Physical Security

- Secure all state test materials prior to, during, and following each test administration and prohibit unauthorized access to secure test questions at all times.
- Prohibit the copying or reproducing of any portion of the secure test.
- Prohibit the creation, sharing, or distribution of answer keys to tests.
- Prohibit any form of cheating.
- Establish and implement procedures to ensure maximum test security and limit access of secure materials to authorized personnel only.
- Before each test administration, materials must be examined, counted, and stored according to instructions provided with the test.
- Prohibit students from having access to secure test questions or answer keys.
- Ensure that no secure test materials, questions, or student responses are retained, reproduced, paraphrased, or discussed in any manner.
- Prohibit the reproduction of assessment materials, regardless of the medium or purpose of the reproduction.

Paper/Pencil Assessments

- Test materials should be stored in a locked and secured location.
- Prohibit the copying or reproducing of any portion of the secure test book and writing prompt.
- Return all secured test materials to the testing company following the procedures outlined in the TAM and guides specific to the assessment.
- Tests must be secured at all times during test administration, including all breaks in the testing sequence. All test booklets (used and unused) and answer sheets, if applicable, must be counted, reconciled, and returned to the testing vendor per the policy in the TAMs and guides relevant to the specific assessment.

Electronic Security

- Ensure that each authorized user accesses the electronic testing environment using a unique username and password. Staff is prohibited from sharing usernames and passwords for use in accessing the electronic testing environment.
- Ensure that the DAC is responsible for granting access rights to the electronic testing environment and to have a system in place to verify that only authorized staff is given access.
- Ensure that administration of online assessments is permitted only through the student interface via a secure browser in a controlled setting.

All tests are subject to the same strict test security procedures. Specifically, no person shall reveal, cause to be revealed, release, cause to be released, reproduce, or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral. All tests, including special versions, must be kept secure until the day of testing, serially numbered and tracked, and then returned to the scoring contractor. Special versions of the P /P tests include Braille, large print, etc. No secure test materials may be photocopied or duplicated in any manner. Loading, storing, transferring, or copying the test into a central server to be vectored to individual terminals would constitute a reproduction. As soon as the data is stored, a security breach has occurred. Therefore, loading, storing, transferring or copying the test into a central server to be vectored to individual terminals is strictly prohibited.

District/School Administration Violations

- Any practice that supports or assists others in conducting inappropriate preparation activities.
- Any practice that supports or assists any person in inappropriate practices during administration or scoring of an assessment.
- Any practice that corrects or alters any student's response to an assessment either during or following the administration of an assessment.
- Any practice of excluding one or more students from an assessment due in-part because a student has not performed well, or may not perform well, on the assessment, or because the aggregate performance of a group may be affected by the student's performance on the assessment.
- Any practice that results in a potential conflict of interest or exerts an undue influence on a person administering or scoring an assessment.
- Any practice that either makes, or appears to make, an assessment process unfair.

Consequences of Test Security Violations

Administrators, certified and non-certified school staff, students, and parents must adhere to Appropriate Testing Practices. Consequences of violations may include the invalidation of student test results and liability for copyright infringement. Disciplinary measures for educators and school staff may be determined at employment level based on a school board's policy and the severity of the test security violations. Examples might include a written reprimand, suspension, or termination of contract. The DPI may also pursue its own sanctions of department-licensed individuals for testing irregularities.

Invalidation of test results for individual students or groups of students may have multiple consequences, including:

- Parents will not receive scores on their child's report;
- Public reporting will reflect all invalidated tests as "not tested." This may reduce the percentage of students meeting proficiency; and/or
- Schools may have a more difficult time meeting accountability requirements.

Testing Procedures

Test administrators must strictly follow the written test administration procedures included in the directions for test administration for each assessment administered. These procedures include planning for the test, organizing the classroom, preparing students to take the test, completing student-identification information, and following time requirements of testing sessions (for timed tests only). Failure to follow the specified procedures jeopardizes the validity and integrity of the test results.

Testing Environment

Testing conditions should be comfortable for all students. School assessment coordinators and test administrators should ensure that announcements are not made on the public address system during testing sessions, lighting is adequate, chairs and desks are available, and "QUIET" signs are posted. This will permit students to do their best work. It is recommended that paper and pencil testing sessions be conducted in small groups in classrooms, rather than in a large group in auditorium-type halls. For online assessments, computer updates may be disabled prior to the onset of test window so that student work stations are not interrupted during the administration of the test.

Testing Materials

Paper/Pencil Assessments

Before students begin taking the test, test administrators must ensure that adequate and complete sets of test materials are available to all students, including test booklets, scratch paper, pencils, calculators, and, as required, manipulatives such as rulers, protractors, punch-out tools, and geometric shapes as appropriate for the assessment per the directions in the TAMs.

Online Assessments

Before students begin taking the test, test administrators must ensure that appropriate materials are available to all students such as test tickets, scratch paper, graphing, headphones, etc. as appropriate for the assessment.

Test Administration

Test administrators must be completely prepared and familiar with the test directions before entering any testing session. Test administrators should anticipate and be ready to answer questions about the test. When reading test directions aloud, test administrators must ensure that all students understand what is expected of them. Test administrators must not answer questions about specific test items.

Special Populations

The DPI is committed to including ALL students in testing. Special-population students must be included on all required assessments and, when necessary, be provided with approved accommodations to ensure their participation.

The Dynamic Learning Map assessments (DLM) are given to students with significant cognitive disabilities if a student's Individualized Education Program (IEP) team determines that the student is unable to participate in the Forward Exam, ACT Aspire or ACT and WorkKeys, even with accommodations. IEP teams must use the DLM Participation Checklist to determine which assessment each student will take.

Student Privacy

School and school district staff must follow strict confidentiality measures to protect individual student test scores and maintain student privacy, as required by federal and state laws. Students' scores should be made available only to authorized personnel (i.e., the student, the student's parents or legal guardians, and the specific staff responsible for the student's education).

Security Procedures Throughout the Testing Process

The purpose of test security procedures is to describe what constitutes appropriate and inappropriate practices related to the security of test books before, during, and after the administration of all state required assessments.

All test materials for state required assessments must be kept secure. **Do not photocopy or duplicate** any portion of any test at any time. Paper/pencil assessment test books must be kept in a locked storage cabinet or area before and after all testing sessions. Test security is the responsibility of the entire school community.

Districts must develop a protocol for proper test material handling. Failure to handle materials securely may result in test invalidations due to misadministration. If any questions arise, the DAC, SAC, and test coordinator must be able to assure the DPI that every step to ensure security of the test books has been taken. The following are requirements for administration of state required assessments:

- Proctors or other school / district staff shall not logon to the online assessment using the student credentials for any reason. All test tickets must be accounted for and stored in a secure and locked location before, during, and after testing.
- Test tickets must be secured while in the school's possession and must be stored in a locked location and not be stored in open classrooms before or after testing. Test tickets must be distributed just prior to administration and collected from students at the end of each session. Proctors must not review student responses (or view test items) on any online assessments.
- School and district staff should not review completed student tests.

Paper/Pencil Assessments:

- Labeling should be done in a secure location.
- All test materials must be accounted for and stored in a secure and locked location before, during, and after testing.
- Students may not have access to the test books before the first testing session.
- All test books (both used and unused) must be returned to the testing vendor. No test materials may be disposed of at the school or district site.
- Missing test books or any test irregularities must be reported to the SAC and the DAC and DPI.

Ensuring the validity and reliability of test results on annual statewide assessments are primary goals of the DPI's Office of Student Assessment (OSA) and should be primary goals of all schools and districts. Following the steps and resources below will help school and district staff confidently administer statewide standardized assessments in alignment with proper test administration protocol.

Confidentiality Forms

Confidentiality agreement forms should be signed by anyone handling testing materials or accessing the secure online testing environment

Before the Testing Window

All staff should read and review all test security resources from the Office of Student Assessment (OSA). The OSA annually provides schools and districts with information about expected test administration practices. The test security materials include:

- Test security training modules for district assessment coordinators (DACs) and school assessment coordinators (SACs) provide an overview of test security that delineates specific procedures. The purpose of the modules is to improve overall understanding of test security procedures and emphasize the importance of test security. Assessment manuals, guides, and trainings identify the requirements for administering WSAS assessments.
- Proctor Guidelines: This is available on the OSA website and in the publications.

All trainings and resources are accessible through the "DAC Corner" of the OSA website at: <http://dpi.wi.gov/assessment>.

Test Security Roles and Responsibilities

District Assessment Coordinators (DACs)

DACs have many responsibilities around testing, one of which is test security. DACs should work closely with SACs/ACT Test coordinators to coordinate the administration of the Wisconsin Student Assessment System. On a daily basis, DACs and SACs should make sure that all printed test materials are placed in locked storage when the materials are not in use in a testing session. DACs and SACs should ensure that the online testing environment security is maintained at all times. DACs must make sure that students do not share information about test content when the tests are administered to same grade-level students at different times. If there is any test security violation in the school or school district, the Office of Student Assessment (OSA) must be notified immediately. ACT test violations should also be reported to ACT following protocols listed in the ACT Test Administration Manual.

Test security violations may require the invalidation of the test scores of individuals or entire classrooms, as well as other disciplinary actions. The best way to maintain test security is to limit test access to those educators who must have access, and to ensure that all personnel understand the crucial need for test security.

Prior to Testing

DACs must meet the following requirements prior to the testing window:

- Confidentiality agreement forms should be signed by anyone handling testing materials or accessing the secure online testing environment (<http://dpi.wi.gov/assessment/forms>).
- Ensure that SACs, test administrators, and proctors are trained on standardized test administration, test security, and testing accommodations.
- Verify that all student demographic information is correct. School districts are strongly encouraged to check data for all students to prevent potential errors that may impact students' IPRs, public student reporting, and decisions related to school and district accountability determinations.
- Ensure that the test tickets are printed and stored in a secure location for online tests.
- Ensure SACs arrange for and train proctors on test administration, test security, monitoring students during testing, and accommodations.
- Report any testing irregularities to the DPI, including missing test materials.
- Be familiar with all testing procedures by reviewing this manual, the test administration manuals, and the District and School Assessment Coordinators Guide.
- Ensure that SACs have arranged for one or more proctors to help monitor students' work and to assist during the distribution and collection of test materials when tests are administered in large group sessions.
- Distribute photocopies or urls for important publications and information to all staff.
- Maintain, promote, and ensure security of the test materials at all times.

Paper/Pencil Tests

- Inventory and secure all test materials immediately after receipt. Printed test materials must be locked and securely stored in a single location at the central district office or at a school.
- Maintain an accurate count of all materials.
- Send the test materials to the SACs in a secure manner.
- Ensure that SACs inventory test materials immediately after receipt.
- ACT Test Coordinators will handle the paper copies of the test books in accordance with the directions in the ACT TAMS.

During Testing

DACs must meet the following requirements during the testing window:

- Supervise and, if necessary, help coordinate the schools' daily handling and security of test materials.
- Report test security violations to the DPI.
- Ensure that students are supervised by trained proctors during testing sessions. *Proctors are trained staff employed by the school district, including administrators, teachers, and paraprofessionals, and may also include student teachers who have responsibility for supervising students. Parent volunteers should not be allowed to proctor examinations.*

School personnel who are parents or guardians should not be allowed to proctor their own children. For specific policy around proctoring for each assessment, refer to the relevant assessment proctor guidelines.

- Ensure that standardized test administration practices are followed. Follow testing policies for electronic devices, including calculators and cell phones.
- Secure all test materials daily.
- Help organize makeup sessions to ensure that every student has had the opportunity to test during the testing window.

After Testing – Paper and Pencil Testing

DACs must meet the following requirements after the testing window:

- **Ensure that all test books**—those to be scored and those not to be scored—**are to be returned to the test vendor.**
- Ensure that test books are not checked out to individual educators for review.
- Ensure that all unused testing materials that were shipped to the school by the test vendor are returned to the test vendor.
- Ensure that all students have been accounted for in the school district.
- Verify that all student demographic information is correct. School districts are strongly encouraged to check data for all students to prevent potential errors that may impact students' IPRs, public student reporting, and decisions related to school and district accountability determinations.

After Testing – Computer Based Testing

DACs must meet the following requirements after the testing window:

- Ensure that all students have been accounted for in the school district.
- Verify that all student demographic information is correct. School districts are strongly encouraged to check data for all students to prevent potential errors that may impact students' IPRs, public student reporting, and decisions related to school and district accountability determinations.

School Assessment Coordinators (SACs)

SACs have many responsibilities around testing, one of which is test security. SACs should make sure that all paper based test materials are placed in locked storage when not in use in a testing session. (This does not apply to the ACT. ACT test coordinators handle ACT test materials.) They must make sure that students do not share information about test content when the test is administered to same grade-level students at different times. If there are any test security violations in the school or district, the DPI's Office of Student Assessment must be notified immediately.

Test security violations may require the invalidation of the test scores of individuals or entire classrooms, as well as other disciplinary actions. The best way to maintain test security is to limit test access to those educators who must have access, and to ensure that all personnel understand the crucial need for test security.

Before Testing

SACs must meet the following requirements before the testing window:

- Confidentiality agreement forms should be signed by anyone handling testing materials or accessing the secure online testing environment.
- Become familiar with all testing procedures by reviewing this guide, the test administration manuals, the Accommodation Guidelines, and the District and School Assessment Coordinators Guide.
- Conduct staff development and training sessions for teachers and staff around Test Administration, Test Security, and Accommodation Guidelines.
- Collect and keep on file any hard copy confidentiality agreement forms from all staff working with the assessment.
- Distribute photocopies of important publications/information to all staff.
- Ensure that when tests are administered in large group sessions, each teacher will have one or more proctors to help monitor students and assist with administration duties. As a general rule, one proctor for every 15 students is recommended.
- Maintain, promote, and ensure security of the test at all times.

Paper/Pencil Assessments

- Inventory all paper based test materials immediately after receipt from the DAC. The count after testing should match the original inventory; (This does not apply to the ACT. ACT test coordinators handle ACT test materials.) every test book must be accounted for. Report any shortages to your DAC immediately.
- Ensure test materials are locked and securely stored in a single location

During Testing

SACs must meet the following requirements during the testing window:

- Monitor testing sessions and inform the DAC of daily progress and any testing irregularities.
- Check with teachers and proctors before testing begins each day to ensure they are fully prepared and that their questions and concerns are addressed.
- Oversee, coordinate, and ensure test security.
- Make sure students are supervised during testing sessions.
- Facilitate the scheduling of makeup sessions to give every student the opportunity to participate in testing.
- Make sure that all invalidated tests are clearly indicated. Refer to the directions in the Test Administration Manuals for further explanation.
- Ensure that students are supervised by trained proctors during testing sessions. *Proctors are trained staff employed by the school district, including administrators, teachers, and paraprofessionals, and may also include student teachers who have responsibility for supervising students. Parent volunteers should not be allowed to proctor examinations. School personnel who are parents or guardians should not be allowed to proctor their own children.* (see the test administration manuals for each assessment to verify the limitations on who may proctor each assessment. This section identifies DPI limitations on proctoring. Other assessments may place additional limitations on who may proctor).
- Make sure that standardized test administration practices are followed.

- Follow testing policies for electronic devices, including calculators and cell phones.

Paper/Pencil Assessments: (The information below does not apply to the ACT.)

- Secure all tests daily.
- Prepare the test books and student answer documents for scoring by following the steps in the test administration manuals.
- For paper and pencil testing, inventory the test materials. The count should match the original inventory. Make note of any discrepancies and report them to the DAC.
- Review test books to verify that student demographic information has been properly coded. Coding should consist of either a student pre-ID label or bubbling of information on the student information page.

After Testing

SACs must meet the following requirements during the testing window:

- SACs must ensure all paper based tests are returned to the DAC immediately after testing.
- SACs must verify that each online test session was ended properly.
- SACs must verify that each student was provided the opportunity to complete all portions of the assessment. If students do not complete all portions of an assessment, the SAC should determine why this did not occur and take steps to either have the students complete testing or document why students went untested.

ACT Test Coordinator (TC) Responsibilities:

TCs for each high school are assigned by the respective DACs during the ACT test establishment process. The TCs will be primarily responsible for implementation of ACT testing in high schools. The test coordinator can serve at only one school. The TC must ensure that the examinees are tested under the same conditions as examinees at every other site and ensure the security of the examinations. The test coordinator is expected to participate in training conducted by ACT. Staff who have any family members or relatives who will be testing at any school in the state under statewide or district ACT testing should not assume the role of test coordinators as they will have access to test materials. More information on Relative Testing is available in the ACT Administration manual.

Before Testing:

- Read the Test Administration Manual and comply with the policies and procedures it describes.
- Arrange for application of Pre-ID labels on the back page of the answer documents.
- Arrange for **all** examinees complete the non-test portions of their answer documents in a scheduled, supervised session at school before test day.
- Select and train qualified room supervisors and proctors before test day.
- Select and reserve test rooms.
- Plan seating arrangements for each room.
- Prepare test rooms prior to test day.

During Testing

- Be present at school to receive, count, and secure test materials.
- Arrange for a phone for calling ACT on test day.
- Create a roster of examinees scheduled to test in each room.
- Conduct a pretest briefing session for testing staff on each test date.
- Ensure that testing begins on time in all rooms on each test date.
- Document any irregularities that occur, and as required, void examinees' tests.
- Distribute test materials to staff; collect and account for all materials immediately after each administration.
- Ensure completeness and accuracy of all required test date documentation.

After Testing

- Return ALL required forms, answer documents, and test booklets immediately after each test date.
- Order makeup testing materials immediately after the initial test date.
- Work Collaboratively with ACT and DPI or district assessment office in resolving irregularities.

Proctoring the Test Session

Test administrators, proctors and ACT room supervisors must carefully monitor the testing session to ensure that all students have the opportunity to succeed. It is not acceptable for test administrators to leave the room, visit with another person, read, or ignore what is happening in the testing session. ACT room supervisors, test administrators and proctors must be trained to follow the testing procedures and to understand the significance of their responsibilities. Test administrators should review the test security information.

While it is not appropriate to teach students how to answer specific questions that they will take on statewide tests, it is appropriate to prepare students for the different types of content measured by the tests. Several tools are provided by DPI, including practice tests on the Office of Student Assessment (OSA) website (<http://dpi.wi.gov/assessment>). Resources on the OSA website provide more detailed information about the test and content standards.

Proctors must also review the proctor guidelines relevant to the assessment they administer.

Proctors are staff employed by the school district, including administrators, teachers, and paraprofessionals, and may also include student-teachers who normally have responsibility for supervising students. Parent volunteers are not allowed to proctor examinations.

Prior to assisting in administering state assessments, schools and school districts must ensure that proctors have received the same preparation and training as teachers and others who administer the tests. This training should include, but is not limited to, the following:

- Reading the test administration manual, test security manual, proctor guidelines, and accommodation guidelines and familiarization of their content.
- Watching the Test Security Training Module.
- Reading and signing the Proctor Confidentiality Agreement Form.

Proctors must be familiar with appropriate testing accommodations and ensure proper test security. This includes, but is not limited to, the following:

- Remain in the classroom during the entire testing time.
- Ensure that students do not receive improper assistance during testing.
- Prevent and report any acts of academic dishonesty, including cheating, plagiarizing, stealing, and copying the assessment questions and answers.
- Prohibit the copying, altering, or modification of test materials, including photocopying student writing samples.
- Follow testing policies for electronic devices, including calculators and cell phones.
- Ensure that completed student answers are not reviewed by staff for completeness or thoroughness.
- Prevent students and others from talking about or sharing answers.
- Collect any test materials at the end of the testing session.
- Ensure that test materials (test books, test tickets, etc.) are locked and secure when not in use.
- Report all testing irregularities to the SAC, including if a student cheated, or had an unallowable accommodation.

Paper/Pencil Assessments

- Collect and account for all paper based test materials and deliver them to the SAC immediately.
- Ensure that students do not view paper based test materials prior to testing.
- Ensure that test materials are properly distributed to appropriate students.
- For assessments with multiple sections, ensure that students do not go back and complete previous sections of the test.
- Make sure that students are working in the correct place in their test books.

Proctors may help with the following:

- Arrange the testing room.
- Supervise students during short breaks (students requiring use of restroom facilities must be escorted by the test administrator or a proctor).
- Monitor students during testing.

The ACT assessment has an additional educator role called the “Room Supervisors.” Each room is required to have a room supervisor who must serve in one room for the entire session. A room supervisor may assume responsibility for only one test room. The test coordinator normally serves as the room supervisor if only one room is used. Room Supervisors should read the Test Administration Manual and comply with the policies and procedures it describes. Proctor may assist the room supervisors with these activities

Students

Students are not allowed to review any tests from prior years. Sample test items are available for practice purposes at (<http://dpi.wi.gov/assessment>). Students are expected to observe complete honesty in testing. This includes, but is not limited to, the following:

- Students must not use unauthorized materials or receive unauthorized assistance during testing.
- Students must not copy information from another student during testing.
- Students must not provide assistance to another student by knowingly permitting him or her to see or copy all or a portion of the test.
- Students may not try to obtain knowledge of test materials from prior years.
- Students should report any testing irregularities to school staff or parents.

Retention of Paper/Pencil Test Books

Districts and schools are not allowed to keep any copies of test books or test materials. All copies of used and unused test books must be returned to the appropriate test vendor.

Destruction of Secure Test Materials

Districts should securely destroy **any** copies of secure test materials. When a district destroys any secure test materials, a “Confirmation of Destruction” Form for that assessment must be completed and sent to the appropriate location indicated on the form. These forms are available online at <http://dpi.wi.gov/assessment/forms>.

The following are allowable methods of destruction:

- Commercial document shredding/destruction service. If this method is used, a certificate must be secured from the vendor. This method is recommended for larger amounts of test materials.
- Crosscut shredders. This is recommended for small amounts of test materials.
- Incineration.

**This policy does not apply to the ACT. All ACT secure test materials should be sent back to the ACT.*

Process to Report Test Security Violations

Administrators, certified and non-certified school staff, parents, and students, must adhere to appropriate testing practices. Violations of these procedures will be investigated, and appropriate sanctions may be taken by the local school board and the DPI. Further test security violations may result in liability for copyright infringement.

School and school district staff must immediately report all incidents of test administration irregularities, breaches of security, or incidents of cheating by students or staff to the district assessment coordinator (DAC) and the DPI’s Office of Student Assessment (OSA) at (608) 267-1072. The report of an incident may be submitted to the OSA by telephone, fax, letter, e-mail, or by submitting an Incident Report Form. As the result of a report, the OSA may ask for the Incident Report Form to be completed and submitted within 24 hours, or the form may be completed by the OSA staff member during the initial call. Test security violations may also be reported by students, their parents or other family members, and persons in the community. It should be noted that OSA may also detect test irregularities by erasure analysis, unusual score gains, and other statistical measures.

When a testing irregularity is alleged to have occurred, the OSA will contact the DAC (if they are not the reporting individual). Depending on the perceived severity of the allegation, the OSA may ask the school district to conduct a thorough fact-finding investigation of the alleged irregularity and report the results of its investigation to the DPI within two weeks. The OSA has put together guidelines to assist school districts documenting investigations of alleged incidents. (See Appendix A) After receipt of the fact-

finding report, OSA staff will consult with the school district on the details of the alleged testing irregularity. The school district may receive a follow-up letter from OSA requesting additional information or informing the school district that the investigation has been closed.

Because the validity and reliability of the examinations rest with the DPI, the OSA will ultimately determine whether the irregularity should be declared a testing violation, whether the test results should be invalidated, and at what level. This may impact the Wisconsin School Performance Report and the determination of school and school district accountability.

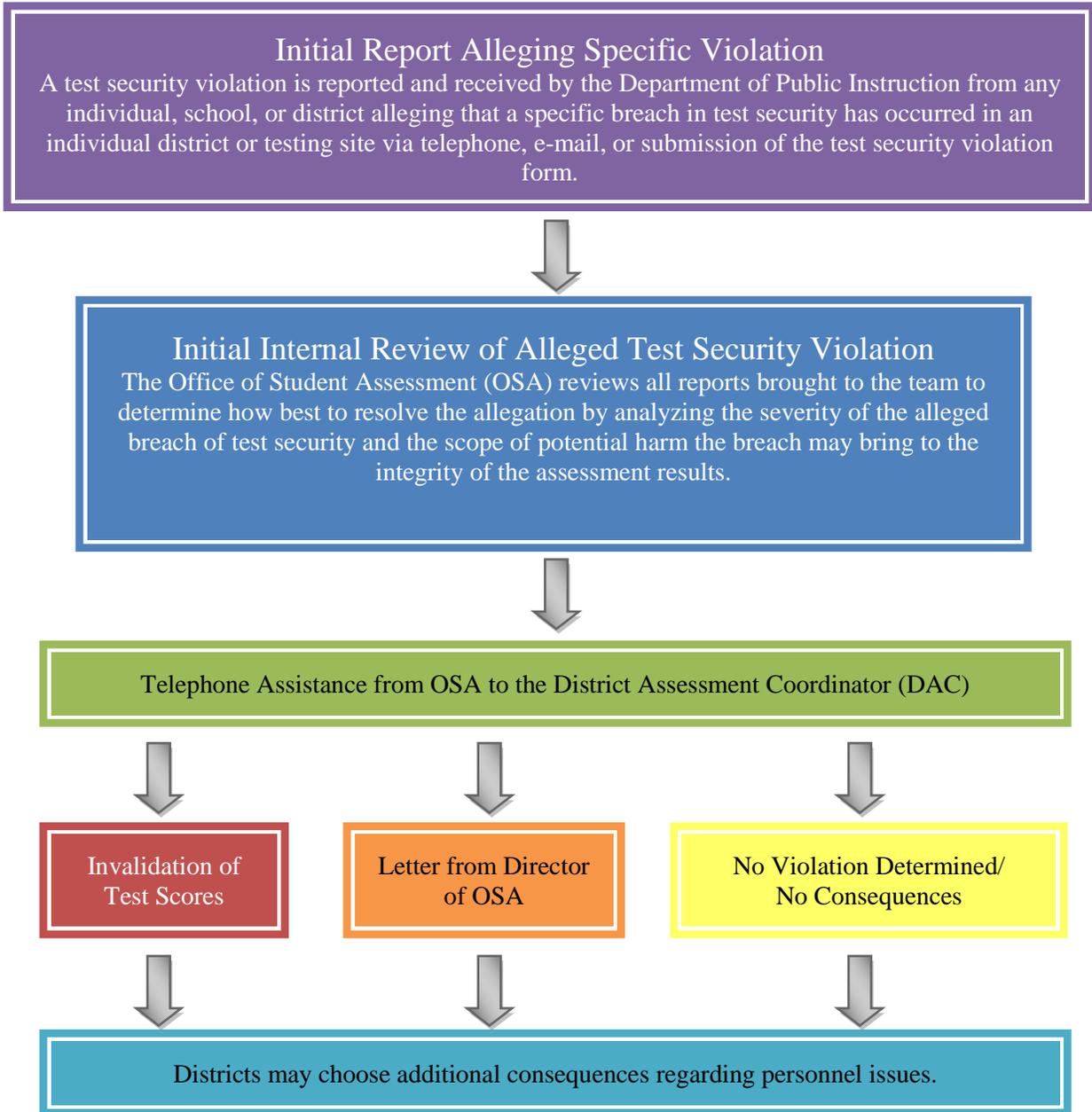
Consequences of violations may include invalidation of student test results and could result in civil legal liability for copyright violations. At either the school or school district level, a test irregularity could result in the loss of a year's test results for the grade(s) and subject(s) affected by the test irregularity. There will be no opportunity to retest. When test results are invalidated, the student(s) do not receive test results for those content areas. The school district should be prepared to explain this to students' parents.

Disciplinary measures for educators and school staff should be determined by local school board policy. Depending on the severity of the test security violations, examples might include a written reprimand, suspension, or termination of contract. The DPI may also take disciplinary actions against department-licensed individuals.

Test security breaches involving student cheating can result in an unfair advantage for that student and compromise the validity of the standardized test. The tests for such students should be invalidated in that content area. The DPI should be notified when student tests have been invalidated. Disciplinary measures for students are handled at the school or school district level.

**High Schools should complete the ACT irregularity reports and send them on to ACT for incidents specific to the ACT, in addition to the DPI incident report forms. More Information on ACT irregularity reports is available in the ACT Test Administration manual and Room Supervisors manual.*

Process Flow Chart for Handling Test Security Violations



Test Invalidation Policies and Procedures

Test administrators, proctors, school assessment coordinators (SAC), and other school and district staff **must notify DACs** immediately of any testing irregularity. DACs should report any testing violation to the DPI. Situations that will lead to the invalidation of test scores include but are not limited to:

- A student used an unauthorized electronic device during testing, including using a calculator when not permitted.
- A student cheated.
- A student became ill and was unable to finish the test (only relevant for situations where the student is not allowed to complete the test at a later date).
- A student was given an unallowable accommodation or an accommodation that was not in the student's Individualized Education Program (IEP), 504 plan, or English Language Learners (ELL) plan.
- A student was not provided an allowable accommodation which was in the student's IEP, 504 plan, or ELL plan, and the lack of accommodation significantly affected the student's performance.
- An error occurred in test administration or procedures that could have compromised the validity of the test results.
- A disruption occurred during testing due to a circumstance out of the student's control.
- A student was given unauthorized assistance during the test.

Use of Calculators and Personal Electronic Devices

Use of Calculators varies for different assessments. The specific calculator policy for the relevant assessment should be consulted prior to the test for appropriate usage. Cell phones and personal electronic devices are NOT allowed in the testing environment during testing. Therefore, students, test administrators, and proctors are prohibited from carrying or using cell phones and electronic handheld devices during test administrations. Cell phones and personal electronic devices are not to be used by staff in the location where test materials are handled or the test administration takes place. (Please refer to the ACT and WorkKeys Test Administration Manuals for specific information for these assessments on this topic.)

Testing Students in Non-Public Settings

To ensure that testing protocols are followed per the State Security Guidelines, a full-time staff member is required to serve as an assessment coordinator for the mandated statewide assessments. District Assessment Coordinators (DACs) must ensure that they are testing 100 percent of the students with disabilities including students at all schools, campuses, and students enrolled in in-state non-public entities. In addition to the general guidelines provided in this document, school districts must meet specific requirements relating to the testing of students in non-public settings. A school district must:

- Appoint a school-based assessment coordinator for each school district's sites to include non-public affiliated sites.
- Inform the DPI of the name, school location, e-mail, phone, and address of each non-public affiliated site.
- Confirm that all personnel involved with testing have signed a Confidentiality Agreement Form.
- Conduct assessment coordinator training. The school district must confirm that each school district affiliated site has received test materials, inventoried, secured and stored test items,

administered the standardized test, and shipped the test materials (scorable and non-scorables) to the testing company.

The ACT assessment has a specific off-site testing policy

<http://www.act.org/aap/pdf/OffSiteTesting.pdf>

Testing Students in Alternative Settings

All public school students receiving temporary instruction at a program (or alternative school) other than the school to which they are regularly enrolled, as provided by their school district, are to be assessed at the schools in which the students are enrolled or at alternative testing sites approved by the district assessment coordinator (DAC). Use of an alternate testing site is permitted only in the case of an emergency or a situation where the student is deemed reasonably unable to attend the school site, and test security should be ensured. This population includes students that are homebound, in a hospital, detained in juvenile centers, or incarcerated. For students tested at alternative testing sites, the DAC will directly communicate with the school assessment coordinator or principal of the local school to make arrangements for testing. The test may be administered by district staff who have been trained in test administration and test security for that specific test.

Appendix A - Guidelines to Assist Districts in Documenting Possible Test Security Violations



Guidelines to Assist Districts in Documenting Possible Test Security Violations

When conducting an investigation, the district will be asked to answer the following questions:

- What is the allegation and where did it happen?
- Who is investigating the incident (name and title)?
- Did the alleged incident occur?
- What exactly occurred and how did it occur?
- How many were involved or will be effected (staff and students)?
- What is the district's plan to ensure this type of incident does not occur in the future?
- Summary of determination.

In order to assist districts in investigating and documenting the possible test security violation, the following guidelines have been established.

Describe what occurred in the building/classroom during the test administration in the written report.

- Have you determined that testing procedures were followed by all school staff?
- Have you interviewed all individuals who were involved in, or may have information about, the affected school/classroom(s)?
- If you found evidence indicating a violation, have you described exactly what happened and why?
- If you found evidence indicating a violation, did you prepare a timeline, if necessary, to establish when the event(s) occurred?

If evidence of indication of a test violation is discovered, appropriately document the testing irregularity.

- Have you ensured that the report and any provided statements clearly lay out the sequence of events and explain what happened?
- Have you received statements from all individuals who were involved in, or may have information about, the violation?

If evidence or indication of a testing irregularity is discovered, describe a plan to correct and mitigate any future occurrences of the testing violation.

- Does the plan include a description of the specific procedure(s) that will be implemented to help prevent future occurrences of this type of violation?
- Does the plan include the name and role (title) of the person(s) responsible to implement the plan?
- Have you submitted all statements in letter form on paper or letterhead? Are they typed, signed, and dated?
- Have you submitted a final, written determination about what happened and who is responsible?

Appendix B: General Security Reminders

- **Remove or cover all instructional materials** that might assist students in answering questions displayed on bulletin boards, chalkboards, dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas, etc.).
- Ensure adequate spacing between students. Students must be seated so there is enough space between them to minimize opportunities to look at each other’s monitor, or they should be provided with tabletop partitions or other visual barriers.
- Place a “TESTING—DO NOT DISTURB” sign on the door of the testing room
- Provide a quiet environment void of distractions.
- Establish procedures for students that finish testing ahead of others by either having the students exit the room quietly and report to another area, or work silently on designated activities at their workstation.
- No unauthorized electronic devices that allow availability to outside information are allowed. Electronic communication among students, photographing, or copying test content are prohibited during testing. This includes any device with cellular, messaging, or wireless capabilities such as cell phones, personal digital assistants (PDAs), iPods, cameras, and electronic translation devices.
- Unauthorized staff, other adults, or students not participating in the assessment are not allowed in the room where the test is being administered. Only students participating in the assessment may view test questions.
- TAs and/or other trained staff are not permitted to review or analyze any test questions or student responses, including students’ notes on scratch paper.
- Digital, electronic, or manual devices are not to be used to record or retain test items, reading passages, or writing prompts.
- Do not review, discuss, or analyze test items, stimuli, reading passages, or writing prompts at any time, including before, during, or after testing. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, e-mail, social media websites, etc.
- Do not use any test items, stimuli, reading passages, or writing prompts for instruction.

Unauthorized electronic device are prohibited during testing. This includes all devices with cellular, messaging, or wireless capabilities.

