WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Tony Evers, State Superintendent

Test Security Manual

Test Security Manual

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Introduction

Appropriate testing practices are not always universally understood or followed. Good testing practices are sometimes violated because the individual involved is not informed about what is appropriate for a standardized assessment administration. To help school staff securely administer the state assessment and have a common understanding of what practices are appropriate, the Department of Public Instruction has prepared these guidelines.

This document describes general principles and operational standards for various types of assessments, including standardized multiple-choice tests. Topics include: test security, testing conditions, and post-test activities and procedures.

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. To ensure that trends in achievement results can be calculated across years in order to provide longitudinal data, a certain number of test questions must be repeated from year to year. If any of these questions are made public, the validity of the test may be compromised. If the reliability or validity of a test is compromised, the test scores of individual students or entire classes may be invalidated, and other disciplinary actions may be taken.

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;
- District Assessment Coordinators (DACs);
- School Assessment Coordinators (SACs);
- Students, parents, and the community at large;
- Certified and non-certified public school staff; and
- Cooperative Educational Service Agency (CESA) staff.

All districts 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
- Policy & Procedures Manual
- Directions for 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 test;
- Procedures for handling and tracking test materials before, during, and after testing;
- 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 have 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 district assessment coordinator (DAC) to complete the required assessment and security trainings and sign a District Assessment Coordinator's Confidentiality Agreement. The agreements must be filed with the DPI prior to the fifteenth of September each year.
- Require principals and school assessment coordinator (SACs) to complete each required DAC's assessment training and sign a Principal or School Assessment Coordinator Confidentiality Agreement. The agreement must be on file with the DAC prior to the fifteenth of September each year.
- Require any individual who administers, handles, or has access to secure test materials at the school or district to complete each required assessment's training as appropriate and sign either a Test Administrator's/Proctor's/Scribe's Confidentiality Agreement or a District/School Personnel Confidentiality Agreement. The agreement should remain on file in the appropriate office each year.
- Provide any other information and training necessary to ensure that all appropriate staff have 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 test.
- Require students to follow the testing guidelines in the Test Administration Manual (TAM) on 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 TAM(s).
- Ensure that all test administrators and proctors strive to create a positive testing environment.
- Limit assistance by test administrators and proctors to only those issues concerning the mechanical aspects of marking answers, clarifying directions, and finding the right place on answer sheets.
- 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 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 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 TAM and the District and School Assessment Coordinator's Guide (DAC Guide) by the appropriate grade and subject.
- 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" see appendix H of this document.
- 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 individuals' 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. Test materials should be stored in a locked and secured central location by the DAC or SAC in accordance with the Guide for District and School Assessment Coordinators (The DAC Guide).
- Prohibit the copying or reproducing of any portion of the secure test book and writing prompt.
- Prohibit the creation, sharing, or distribution of answer keys to tests.
- Prohibit any form of cheating.
- Return all secured test materials to the publishing company following the procedures outlined in the TAM and DAC Guide. Establish and implement procedures to ensure maximum test security and limit access of secure materials to authorized personnel only.
- Ensure that the DAC is responsible for the test booklets received by the school district. The DAC should maintain a record of the booklets sent to each school in accordance with the DAC Guide.
- Before each test administration, materials must be distributed and stored according to instructions provided with the test. 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 a centrally located, locked, and secured area immediately upon the completion of each daily testing session.
- 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.

All test booklets 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 tests include Braille, large print, Read Aloud Scripts, Language Translation Scripts and bilingual test booklets. No secure test materials may be photocopied or duplicated in any manner. Loading, storing, transferring, or copying the test CD 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.

- Prohibit the reproduction of assessment materials, regardless of the medium or purpose of the reproduction.

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 in testing. 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 on WINSS 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 adequate progress requirements.

The following statement appears on the cover of every test book:
TEST SECURITY: All passages, stimuli, and questions used in the Wisconsin Student Assessment System are CONFIDENTIAL and must be kept SECURE at all times. Unauthorized use, duplication, or reproduction of ANY or ALL portions of the test material are prohibited. Violation of security can result in district disciplinary action, prosecution, and/or penalties by the Department of Public Instruction or CTB/McGraw-Hill. Districts are not allowed to make copies of student writing prompts or copies of test items used in current or previous years. It is also not acceptable to modify a test item and use it for practice.

Testing Procedures

Test administrators must strictly follow the written test administration procedures included in the Directions for Test Administration, which is provided to districts as part of the Wisconsin Student Assessment System materials. These procedures include planning for the test, organizing the classroom, preparing students to take the test, completing student-identification information, and, for the Wisconsin Knowledge and Concepts Examination (WKCE), following time requirements of testing sessions. 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 the testing sessions be conducted in small groups in classrooms, rather than in a large group in auditorium-type halls.

Testing Materials

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, pencils, calculators, and, as required, manipulatives such as rulers, protractors, punch-out tools, and geometric shapes.

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. Students must be given the opportunity to ask questions and understand how to mark their answers before they begin taking the test. However, test administrators must not answer questions about specific test items. They may only repeat the initial instructions about item format and timing.

Special Populations

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

The Wisconsin Alternate Assessment for Student with Disabilities (WAA-SwD) is given to students with significant cognitive disabilities if a student's Individualized Education Plan (IEP) team determines that

the student is unable to participate in the WKCE, even with accommodations. IEP teams must use the WAA-SwD Participation Checklist to determine whether a student will participate in the WKCE, the WKCE with accommodations from the Assessment Accommodations Matrix, or the WAA-SwD.

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 WKCE and WAA-SwD test administration.

All WKCE test materials must be kept secure. **Do not photocopy or duplicate** any portion of the test book at any time. 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 and each SAC 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 WKCE administration:

- Secure materials must be delivered to school buildings only during the school's hours of operation.
- Labeling should be done in a secure location.
- All WKCE test materials must be accounted for and stored in a secure and locked location before, during, and after testing.
- The SAC is responsible for the distribution and collection of the test materials to and from the WKCE test administrators and proctors each day that the test is administered.
- WKCE test books must be secured while in the WKCE test proctor's possession, and testing materials must not be stored in classrooms before or after testing. If WKCE test books are stored in classrooms, the DPI cannot be assured test security has been maintained, which may result in test invalidations.
- WKCE test books must be distributed just prior to administration. Test proctors are not to have extended access to materials before administration.
- WKCE test proctors may have access to test books only on the day the content area is assessed. This is to prevent a test being given at the wrong time, which may result in the test not being properly administered.
- Students may not have access to the test books before the first testing session.
- All WKCE test books (both used and unused) must be returned to CTB/McGraw-Hill. No test materials may be disposed of at the school or district site.
- All WKCE Large Print and Braille test books must be included with unused materials and returned to CTB/McGraw-Hill. The scannable test book into which student responses have been transcribed with a No. 2 pencil must be returned with the other student test books to be scored.
- Missing WKCE test books or any test irregularities must be reported to the SAC and the DAC.

- Proctors must not review completed student answer books for completeness of answers.
- School and district staff should not review completed student answer books prior to shipping.

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, including:

- Proctors and Test Administrators should sign the Test Administrator/Proctor Confidentiality Agreement and submit it to the SAC who will retain the signed forms at the school level.
- Teachers and other school/district staff who handle test materials should sign the District/School Staff Confidentiality Agreement Form and submit it to the SAC who will retain the signed forms at the school level.
- SACs should sign the School Assessment Coordinator Confidentiality Agreement Form and send them to the DAC who will retain the signed forms at the district level.
- DACs should sign the District Assessment Coordinator Confidentiality Agreement Form and send them to DPI.
- CESA staff who work with the assessment should sign the CESA Staff Confidentiality Agreement Form and send them to the CESA-SIS representatives who will retain the signed forms at the CESA office.
- CESA SIS representatives should sign the CESA SIS Confidentiality Agreement form and send them to DPI.

(Only signed DAC and CESA SIS forms should be sent to the DPI.)

CESA staff should follow the test security protocols when they facilitate the public access review of test materials. Specifically, CESA staff must collect and save signed Public Access Confidentiality Agreement Forms from individuals who request to review the test materials in accordance with the requirements of Wis. Stat. § 118.30 (3).

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 webcasts for district assessment coordinators (DACs) and school assessment coordinators (SACs), which provide an overview of test security that delineates specific procedures. The purpose of the webcasts is to improve overall understanding of test security procedures and emphasize the importance of test security. A district overview of test security that delineates specific procedures to improve overall understanding of test security with test proctors and other school staff
- WSAS Policy Manual: This is available in the Guide for District and School Assessment Coordinators.
- Proctor Guidelines: This is available on the OSA website and in the publications.

All trainings are accessible through the "DAC Corner" of the OSA website http://oea.dpi.wi.gov/.

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 to coordinate the administration of the Wisconsin Student Assessment System. On a daily basis, DACs and SACs should make sure that all test materials are placed in locked storage when the materials are not in use in a testing session. DACs 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 is any test security violation in the school or school district, the Office of Student Assessment (OSA) 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.

Prior to Testing

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

- Sign the DAC Confidentiality Agreement form and send it to DPI. (See Appendix A for DAC Confidentiality Agreement Form)
- Inventory and secure all test materials immediately after receipt. 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.
- Ensure that SACs sign the SAC Confidentiality Agreement form and keep the forms on file.
- Send the test materials to the SACs in a secure manner.
- Ensure that SACs inventory test materials immediately after receipt.
- Ensure that SACs, test administrators, and proctors are trained on standardized test administration, test security, and testing accommodations.
- 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, the District and School Assessment Coordinators Guide, the Test Security PowerPoint Training, and the Pre-Test Workshop PowerPoint.
- 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. As a general rule, one WKCE proctor for every 15 students is recommended. (See Appendix J for WKCE Proctor Guidelines)
- Distribute photocopies of important publications and information to all staff.
- Maintain, promote, and ensure security of the test materials at all times.

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 the student teachers who have responsibility for supervising students. Parent volunteers should not be allowed to proctor examinations.*
- Ensure that standardized test administration practices are followed.
- Ensure that each session in a content area should be administered in one sitting.
- Follow testing policies for electronic devices, including calculators and cell phones.
- Secure all tests daily.
- Help organize makeup sessions to ensure that every student has had the opportunity to test during the testing window.

After 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 CTB/McGraw-Hill.**
- Ensure that test books are not checked out to individual educators for review.
- Verify that the information printed on the School/Group Lists and School Header Sheets is accurate.
- Ensure that all unused testing materials that were shipped to the school district are returned to CTB/McGraw Hill in the "NOT TO BE SCORED" materials.
- Ensure that all students have been accounted for in the school district. If a student in a testing grade does not participate in the WKCE or WAA-SwD, it will still be necessary to return a blank test book or WAA-SwD Student Answer Document for that student. The blank test book or Student Answer Document must either have barcode labels applied for the student or have student information bubbled in if the barcode label for the student is not available. All such students count as "not tested" for the purposes of determining school and district accountability.
- Review the Record Editing System (RES), which is the only system used to identify and correct student data errors and omissions prior to the Individual Profile Reports (IPRs) being created. The RES window is seven days in early January. 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 test materials are placed in locked storage when not in use in a testing session. 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:

- Sign the SAC Confidentiality Agreement Form and provide it to the DAC. (See Appendix B)
- Ensure that all staff involved in the administration or handling of the WSAS sign the SAC Confidentiality Agreement Form.
- Inventory all test materials immediately after receipt from the DAC. The count after testing should match the original inventory; 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.
- Become familiar with all testing procedures by reviewing this guide, the test administration manuals, the Accommodation Guidelines, and the Test Security PowerPoint Training http://oea.dpi.wi.gov/oea_webcasts.
- Conduct staff development and training sessions for teachers and staff around Test Administration, Test Security, and Accommodation Guidelines.
- Collect and keep on file confidentiality agreement forms from all staff working with the assessment.
- Distribute photocopies of important publications/information to all staff.
- Ensure that when WKCE tests are administered in large group sessions, each teacher will have one or more proctors to help monitor student work and to assist with the distribution and collection of test materials. As a general rule, one proctor for every 15 students is recommended. (See Appendix J for WKCE Proctor Guidelines)
- Maintain, promote, and ensure security of the test materials at all times.

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. (See Appendix J)
- Facilitate the scheduling of makeup sessions to give every student the opportunity to participate in testing.
- Prepare the WKCE test books and WAA-SwD Student Answer Documents for scoring by following the steps in the packaging and shipping PowerPoint presentation available on the OSA website.
- Inventory the WKCE materials. The count should match the original inventory. Make note of any discrepancies and report them to the DAC.
- Review the back covers of the WKCE test books to make sure that all information has been provided and that all appropriate information has been filled in on the Student Assessment Report (SAR).
- Make sure that a student pre-ID label has been affixed to the front of each student's WKCE test book or that the Student Information Page is filled out completely and accurately.
- Make sure that all invalidated WKCE tests are marked clearly. Refer to the Directions for 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*.
- Make sure that standardized test administration practices are followed.
- Ensure that each session in a content area should be administered in one sitting.
- Follow testing policies for electronic devices, including calculators and cell phones.
- Secure all tests daily.

After Testing

SACs must ensure **all tests** are returned to the DAC immediately after testing.

Proctoring the Test Session

Test administrators and proctors 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. 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 Training.

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 the DPI, including practice tests on the Office of Student Assessment (OSA) website (http://oea.dpi.wi.gov/oea_wkce). Resources on the OSA website provide more detailed information about the test and content standards.

Proctors must also review the proctor guidelines. (See Appendix J)

Proctors

WKCE 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 the WKCE, schools and school districts must ensure that proctors have received the same preparation and training as teachers and others who administer the tests. (See Appendix J for Proctor Guidelines) 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 PowerPoint Training.
- 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:

- Ensure that students do not view the WKCE test materials prior to testing.
- 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 WKCE.
- Ensure that test materials are properly distributed to appropriate students.
- Ensure that students do not go back and complete previous sections of the test.
- 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 answer books are not reviewed for completeness of answers.
- Make sure that students are working in the correct place in their test books.
- Prevent students and others from talking about or sharing answers.
- Collect test materials at the end of the testing session.
- Ensure that test materials are locked and secure when not in use.
- Report all testing irregularities to the SAC, including if a student went back to a previous session, cheated, or had an unallowable accommodation.
- Collect and account for all test materials and deliver them to the SAC immediately.

Proctors may help with the following:

- Arrange the testing room.
- Fill in the Student Information Page (if student pre-ID labels were not used).
- Prepare punch-out tools for distribution to the students by removing the punch-out tools from the sheets.
- Supervise students during short breaks (students requiring use of restroom facilities must be escorted by the test administrator or a proctor).

Students

Students are not allowed to review any tests from prior years. Sample test items are available for practice purposes at http://oea.dpi.wi.gov/oea_releaseitems. 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 Test Books

Districts and schools are not allowed to keep any copies of the WKCE or the WAA-SwD test materials. CESAs will have copies on hand for public access. All copies of the WKCE and the WAA-SwD (used and unused) must be returned to CTB/McGraw-Hill.

Destruction of WKCE Test Books

Districts should securely destroy **any** copies of WKCE test books retained from prior years. When the district destroys any testing materials, a "Confirmation of Destruction" Form must be completed and sent to CTB/McGraw-Hill. This form is available online at http://oea.dpi.wi.gov/oea_dacforms.

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.

Process for Public/Parental Review of Test Materials

Pursuant to Wis. Stat. § 118.30(3) and Wis. Admin. Code § PI 20, interested members of the public are allowed to view Wisconsin Student Assessment System examinations in a manner that does not threaten the security and confidentiality of the examinations. Persons interested in viewing a copy of the tests should submit a written request to the CESA in which they reside, and the CESA should arrange with the person to view the test within 90 days of the end of the testing window (but NOT DURING the testing window). Any review of the test by school staff or a member of the public is restricted by stringent security measures, including:

- The test viewer must sign a Public Access Confidentiality Agreement form (see Appendix G) prior to reviewing the test.
- A trained CESA staff person must be present at the time any person is reviewing the test.
- The test may not be taken out of the room for any purpose.
- The test viewer may not discuss, disseminate, describe, or otherwise reveal the contents of the test to any third party with the intent to violate the copyright or compromise the validity of the test.
- The test viewer may not make copies of the test or any test items, take notes, or otherwise reproduce the test or test items.
- The test viewer may not publish, or cause to be published, the test or any of the test items.
- The test viewer may not have any electronics out or near the test materials during the review.

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, email, or by submitting an Incident Report Form. (See Appendix H) 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 I) 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.

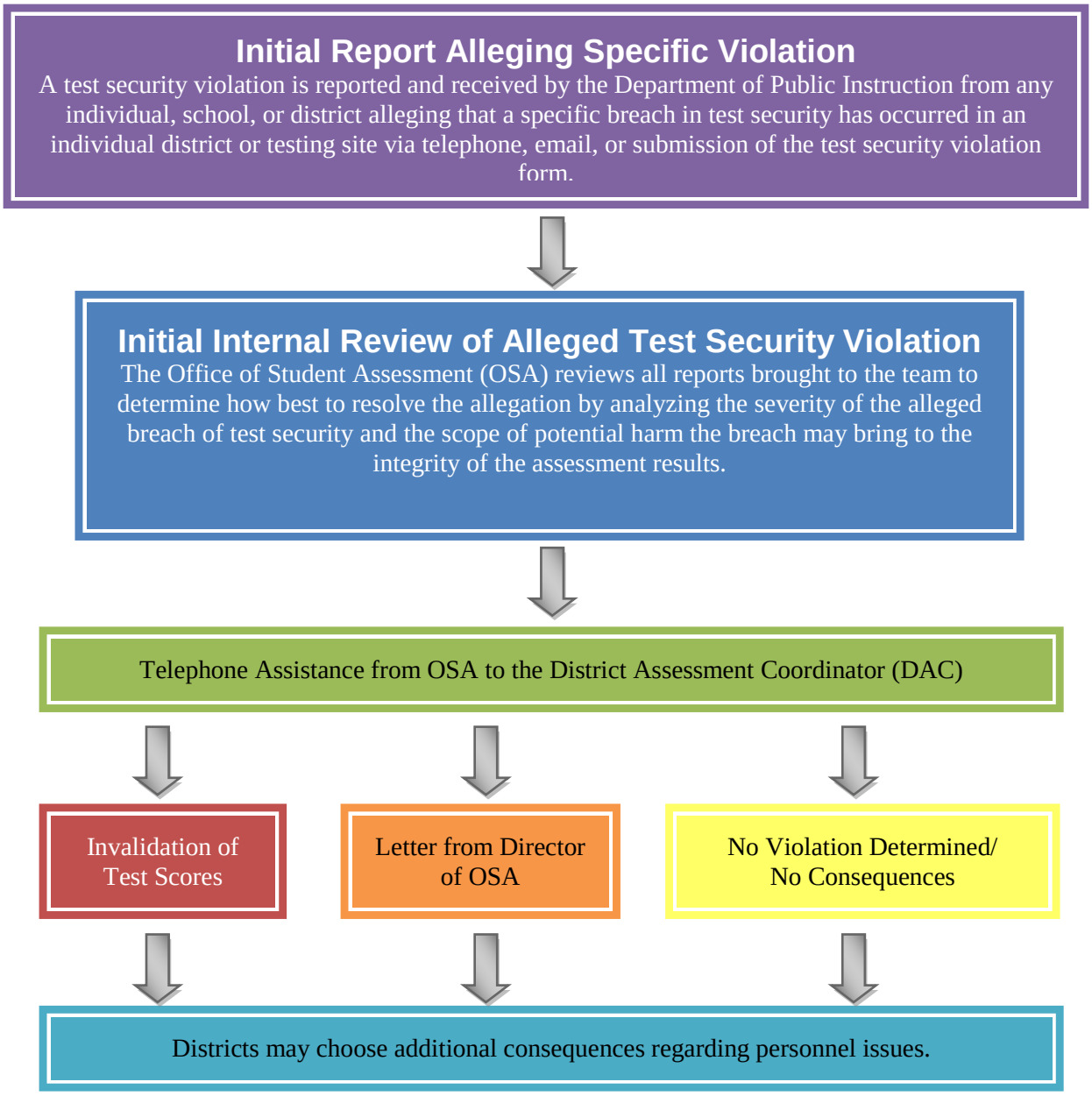
Because the validity and reliability of the examinations rest with the DPI, the OSA will ultimately determine whether the irregularity should be declared a testing violation, whether the WKCE results should be invalidated, and at what level. This may impact the Wisconsin School Performance Report and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

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 during a non-calculator session.
- A student cheated.
- A student became ill and was unable to finish the test.
- A student was not allowed the correct amount of time to take the test.
- 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.
- A portion of the reading test was read to a student.

Use of External Devices

The test administration manuals (TAMs) specify the grades and sections of the mathematics assessment which may be completed with the aid of a calculator. In these instances only, general education students may use a calculator. For students who receive special education services and who hold a current Individualized Education Program (IEP) which provides for the use of a calculator, a calculator will be allowed in accordance with the testing directions provided by the test publisher. Any programs and information that are not factory-installed on the calculator are not permitted on graphing calculators during test administration. Therefore, it is imperative that teachers make sure that the memory on the scientific calculators is cleared before testing begins. The following items are not allowed for use as a calculator:

- Laptop or portable/handheld computer;
- Calculator that has QWERTY (typewriter-like) keypad, uses an electrical outlet, makes noise, or has a paper tape;
- Electronic writing pad or pen-input/stylus-driven device;
- Pocket organizer; and
- Cell phone calculator.

Cell phones and other electronic handheld 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, electronic handheld devices, tablets or other computer systems are not to be used by staff in the location where the distribution and collection of copyrighted test materials takes place.

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% 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, email, phone, and address of each non-public affiliated site.
- Confirm that all personnel involved with testing have signed a Confidentiality Agreement Form. Please refer to Appendices A-G for a copy of the Confidentiality Agreement(s).
- 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.

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, their home, 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 the delivery and return of test materials. These materials must be signed in by the proctor each day upon receipt and returned to the school. Proctors must also sign the Test Administrator/Proctor Confidentiality Agreement Form.

Appendix A

District Assessment Coordinator Confidentiality Agreement

WISCONSIN STUDENT ASSESSMENT SYSTEM
AGREEMENT TO MAINTAIN CONFIDENTIALITY

The WSAS tests are secure, proprietary test instruments by CTB/McGraw-Hill with components copyrighted by CTB/McGraw-Hill and other components copyrighted by the Wisconsin Department of Public Instruction. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments. I hereby agree that I will not disclose to any person, any materials (such as, but not limited to test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research data) related to the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment at Grades 3, 4, 5, 6, 7, 8, and 10.

I acknowledge that I will have access to secure assessments in the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment. I also acknowledge that I have read, understand, and agree to adhere to the Wisconsin Appropriate Testing Practices. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understand the Test Security Manual, District/School Assessment Coordinators Guide, Test Administration Manual, and the Accommodations Guidelines.
2. I have viewed the Test Security PowerPoint Training.
3. I have trained appropriate district staff and school assessment coordinators on test administration and test security procedures.
4. I have collected confidentiality agreement forms from all school assessment coordinators and other appropriate district staff who will be working with the assessments.
5. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
6. I will not use test items, test booklets, or any of the information contained in the assessment to review/prepare students for a test.
7. I will not allow any person not authorized to access the test materials.
8. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will monitor Test Administrators/Proctors and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
11. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, consequences may include invalidation of student test results, civil legal liability for copyright violations, and district level disciplinary action in the form of written reprimand, suspension, or termination of contract.

Signature	*Date*

Name	*Title*

District (and School if appropriate) Name

Appendix B

School Assessment Coordinator Confidentiality Agreement

WISCONSIN STUDENT ASSESSMENT SYSTEM
AGREEMENT TO MAINTAIN CONFIDENTIALITY

The WSAS tests are secure, proprietary test instruments by CTB/McGraw-Hill with components copyrighted by CTB/McGraw-Hill and other components copyrighted by the Wisconsin Department of Public Instruction. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments. I hereby agree that I will not disclose to any person, any materials (such as, but not limited to test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research data) related to the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment at Grades 3, 4, 5, 6, 7, 8, and 10.

I acknowledge that I will have access to secure assessments in the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment. I also acknowledge that I have read, understand, and agree to adhere to the Wisconsin Appropriate Testing Practices. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understand the Test Security Manual, District/School Assessment Coordinators Guide, Test Administration Manual, and the Accommodations Guidelines.
2. I have viewed the Test Security PowerPoint Training.
3. I have trained appropriate school staff on test administration and test security procedures.
4. I have collected confidentiality agreement forms from all test administrators/proctors and other school staff who will be working with the assessments.
5. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
6. I will not use test items, test booklets, or any of the information contained in an assessment to review/prepare students for a test.
7. I will not allow access to the test materials by any other person not so authorized.
8. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will monitor Test Administrators/Proctors and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
11. I will check testing rooms prior to the beginning of test administration to ensure that all specific information is not displayed in the room during the test administration.
12. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, consequences may include invalidation of student test results, civil legal liability for copyright violations, and district level disciplinary action in the form of written reprimand, suspension, or termination of contract.

Signature	*Date*

Name	*Title*

District and School Name

Appendix C

Test Administrator/Proctor Confidentiality Agreement

WISCONSIN STUDENT ASSESSMENT SYSTEM
AGREEMENT TO MAINTAIN CONFIDENTIALITY

The WSAS tests are secure, proprietary test instruments by CTB/McGraw-Hill with components copyrighted by CTB/McGraw-Hill and other components copyrighted by the Wisconsin Department of Public Instruction. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments. I hereby agree that I will not disclose to any person, any materials (such as, but not limited to test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research data) related to the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment at Grades 3, 4, 5, 6, 7, 8, and 10.

I acknowledge that I will have access to secure assessments in the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment. I also acknowledge that I have read, understand, and agree to adhere to the Wisconsin Appropriate Testing Practices. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understand the Test Security Manual.
2. I have viewed the Test Security PowerPoint Training.
3. I have read and reviewed the Test Administration Manual.
4. I have reviewed the Accommodation Guidelines.
5. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
6. I will not use test items, test booklets, or any of the information contained in an assessment to review/prepare students for a test.
7. I will not allow access to the test materials to any student or any other person not so authorized.
8. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will adhere to the accommodations listed therein if I serve as Test Administrator/Proctor for students with IEPs, Section 504 Plans, or ELLs.
11. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, consequences may include invalidation of student test results, civil legal liability for copyright violations, and district level disciplinary action in the form of written reprimand, suspension, or termination of contract.

Signature	*Date*

Name	*Title*

District and School Name

Appendix D

District/School Staff Confidentiality Agreement

WISCONSIN STUDENT ASSESSMENT SYSTEM
AGREEMENT TO MAINTAIN CONFIDENTIALITY

The WSAS tests are secure, proprietary test instruments by CTB/McGraw-Hill with components copyrighted by CTB/McGraw-Hill and other components copyrighted by the Wisconsin Department of Public Instruction. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments. I hereby agree that I will not disclose to any person, any materials (such as, but not limited to test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research data) related to the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment at Grades 3, 4, 5, 6, 7, 8, and 10.

I acknowledge that I will have access to secure assessments in the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment. I also acknowledge that I have read, understand, and agree to adhere to the Wisconsin Appropriate Testing Practices. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understand the Test Security Manual.
2. I have viewed the Test Security PowerPoint Training.
3. I have read and reviewed the Test Administration Manual.
4. I have reviewed the Accommodation Guidelines.
5. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
6. I will not use test items, test booklets, or any of the information contained in an assessment to review/prepare students for a test.
7. I will not allow access to the test materials or answer keys to any student or any other person not so authorized by the Principal.
8. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will adhere to the accommodations listed therein if I serve as Test Administrator/Proctor for students with IEPs, Section 504 Plans, or ELLs.
11. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, consequences may include invalidation of student test results, civil legal liability for copyright violations, and district level disciplinary action in the form of written reprimand, suspension, or termination of contract.

Signature	*Date*

Name	*Title*

District and School Name

Appendix E

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

CESA SIS Confidentiality Agreement

WISCONSIN STUDENT ASSESSMENT SYSTEM
AGREEMENT TO MAINTAIN CONFIDENTIALITY

The WSAS tests are secure, proprietary test instruments by CTB/McGraw-Hill with components copyrighted by CTB/McGraw-Hill and other components copyrighted by the Wisconsin Department of Public Instruction. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments. I hereby agree that I will not disclose to any person, any materials (such as, but not limited to test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research data) related to the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment at Grades 3, 4, 5, 6, 7, 8, and 10.

I acknowledge that I will have access to secure assessments in the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment. I also acknowledge that I have read, understand, and agree to adhere to the Wisconsin Appropriate Testing Practices. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understand the Test Security Manual, District/School Assessment Coordinators Guide, Test Administration Manual, and the Accommodations Guidelines.
2. I have viewed the Test Security PowerPoint Training.
3. I have trained appropriate CESA staff on test administration and test security procedures.
4. I have collected confidentiality agreement forms from all appropriate CESA staff who will be working with the assessments.
5. I will collect confidentiality agreement forms from any constituent who requests to view the assessment under public access statutory requirements and will monitor the review of the assessment to ensure test security.
6. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
7. I will not use test items, test booklets, or any of the information contained in the assessment to review/prepare students for a test.
8. I will not allow any person not authorized to access the test materials.
9. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
10. I will not disclose individual student test scores or test performance data to unauthorized persons.
11. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, consequences may include invalidation of student test results, civil legal liability for copyright violations, and disciplinary action in the form of written reprimand, suspension, or termination of contract.

Signature	*Date*

Name	*Title*

CESA #

Appendix F

CESA Staff Confidentiality Agreement

WISCONSIN STUDENT ASSESSMENT SYSTEM
AGREEMENT TO MAINTAIN CONFIDENTIALITY

The WSAS tests are secure, proprietary test instruments by CTB/McGraw-Hill with components copyrighted by CTB/McGraw-Hill and other components copyrighted by the Wisconsin Department of Public Instruction. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments. I hereby agree that I will not disclose to any person, any materials (such as, but not limited to test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research data) related to the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment at Grades 3, 4, 5, 6, 7, 8, and 10.

I acknowledge that I will have access to secure assessments in the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment. I also acknowledge that I have read, understand, and agree to adhere to the Wisconsin Appropriate Testing Practices. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understand the Test Security Manual, Test Administration Manual, and the Accommodations Guidelines.
2. I have viewed the Test Security PowerPoint Training.
3. I will collect confidentiality agreement forms from any constituent who requests to view the assessment under public access statutory requirements and will monitor the review of the assessment to ensure test security.
4. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
5. I will not use test items, test booklets, or any of the information contained in the assessment to review/prepare students for a test.
6. I will not allow any person not authorized to access the test materials.
7. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
8. I will not disclose individual student test scores or test performance data to unauthorized persons.
9. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, consequences may include invalidation of student test results, civil legal liability for copyright violations, and disciplinary action in the form of written reprimand, suspension, or termination of contract.

Signature	*Date*

Name	*Title*

CESA #

Appendix G

Public Access Confidentiality Agreement

WISCONSIN STUDENT ASSESSMENT SYSTEM
AGREEMENT TO MAINTAIN CONFIDENTIALITY

The test instrument you are about to view was developed for the Wisconsin Student Assessment System (WSAS).

The WSAS tests are secure, proprietary test instruments by CTB/McGraw-Hill with components copyrighted by CTB/McGraw-Hill and other components copyrighted by the Wisconsin Department of Public Instruction. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments. I hereby agree that I will not disclose to any person, any materials (such as, but not limited to test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research data) related to the Wisconsin Knowledge and Concepts Examinations and the Wisconsin Alternate Assessment at Grades 3, 4, 5, 6, 7, 8, and 10.

I understand the test is a secure, confidential, and proprietary test instrument, and I agree that I will NOT do any of the following (including but not limited to):

- Discuss, disseminate, describe, or otherwise reveal the contents of the test to any third party with the intent to violate the copyright or compromise the validity of the test;
- Publish, or cause to be published, the test or any of the test items; and
- Make copies of the test or any test items, take notes, modify, or otherwise reproduce the test or test items.

Signature	*Date*

Name	*Title*

Organization/Employer Name

Street Address	*City, State, Zip*

Appendix H

WKCE/WAA-SwD
Test Security Incident Report Form

Please complete all requested information and submit to:
Department of Public Instruction
Office of Student Assessment
PO Box 7841, Madison, WI 53707-7841
osamail@dpi.wi.gov
Fax: 608-266-8770

Date of Submission:

Date of Incident:

Name of Informant:

Title: **Phone:**

District Name:

Building Name:

School Phone No.:

District Assessment Coordinator:

Subject(s) Affected: ☐ Science ☐ Social Studies

Grades Affected: ☐4th ☐8th ☐10th

Test Affected: ☐ WKCE ☐ WAA-SwD

Description of the alleged test security incident (continue on page 2 if needed)**:**

DPI action taken:
Date of Case Closure:

Appendix I

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Guidelines to Assist Districts in Documenting Possible Test Security

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 J

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

WKCE Proctor Guidelines

A qualified proctor for the WKCE is an employed district staff member (including administrators, teachers, and paraprofessionals) who has been trained in test administration, test security, and appropriate use of test accommodations. All proctors should attend WKCE test administration training within their district prior to each year's test administration. DPI provides a seven-minute test security PowerPoint training that can be used to supplement district training available at http://oea.dpi.wi.gov/oea_webcasts.

Responsibilities of a WKCE proctor should include but not limited to the following:

- Attend WKCE test administration training session such as the test security training for proctors prior to each year's test administration.
- Sign a confidentiality form and return to school assessment coordinator.
- Ensure security of the WKCE test books before, during, and after testing. Test materials should be stored in a locked central location and not in classrooms.
- Read and follow the directions as stated in the Test Administrator's Manual.
- Ensure that students have their assigned test book by asking the students to check the name on the front of the book prior to beginning the session.
- Remain in the room throughout the entire test administration and periodically walk around the room to:
    - Ensure that students are not using any prohibited electronic devices
    - Monitor student progress (i.e., check if the students are in the correct content area and session)
    - Ensure that students are filling in the bubbles correctly using a # 2 pencil
    - Make sure that the students are paying attention to the task
- The proctor should ensure that the test sessions are administered within the allotted time.
    - Provide information on what a session means such as "A session has 15 to 20 test questions and it ends with the last item in the page where the STOP sign is present" so that students are not spending too much time on the first items and rushing at the end
    - Provide clear directions on staying in the session of the test being administered
    - Make sure students are progressing and not on page one or two the entire time
    - Proctors should provide a couple of time reminders (eg. halfway, five minutes to the end of the test)
- Report all testing irregularities to the school assessment coordinator such as
    - Student going back to the previous session, or proceeding ahead to the next session
    - Student cheating
    - Use of unallowable accommodations that are not available in the assessment accommodation matrix (i.e., reading the reading test)
- Proctor should always administer one session in a single sitting; however, under unavoidable circumstances such as a fire alarm, students should be instructed to put their pencils down on the current page and close their test books. Proctors should keep a note of the exact time used for that session up until the fire alarm, so that when the students return they can be allowed to continue the test with the remaining time allotted for that session.