

SUCCESS ACADEMY - DISTRICT TEST SECURITY PROCEDURE

District Test Security Procedures for Success Academy School District for school year 2023-2024

ASSESSMENT STAFF

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

Tanner Goslin

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

School Assessment Coordinator	School(s)
Sara Aden Safiyo Hassan	Success Academy Bloomington Success Academy St. Cloud

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring testing within in the district by the District Assessment Coordinator (or other designated staff) is as follows:

All staff in the school will have the test security procedures and have the test monitor trainings completed by the first day of ACCESS testing. The trainings will be done in two sessions in January, 2024. Staff will sign that they have been trained in test security procedures and the records will be kept in the testing cabinet.

The following trained individuals conduct and monitor the testing sessions at the Bloomington Campus:

- Sara Aden - School Assessment Coordinator
- Bujar Ramadani - Director of Technology
- Tanner Goslin - District Assessment Coordinator
- Raqiya Abdi - School Site Director

The following trained individuals conduct and monitor the testing sessions at the Student. Cloud Campus:

- Safiyo Hassan - School Assessment Coordinator & School Site Director
- Bujar Ramadani - Director of Technology
- Tanner Goslin - District Assessment Coordinator

Observers use the “Minnesota Assessment Monitoring List” observation checklist when observing. If any concerns arise, the DAC is notified and follow up is conducted between the DAC, observer and Test Monitor/Test Administrator. (MDE procedures are to be followed as well in the event that information is

required to be sent to MDE.)

Observers will sign, date and time stamp the observation sheets to send to the DAC for review after observations.

DAC will read the weekly Assessment Updates to ensure all timelines are met. DAC will complete the online trainings in the Pearson Learning Management System prior to the staff training in January, 2024.

A secure file cabinet in a locked room has been established for storage of testing materials. When test materials arrive, they will be locked in the file cabinet until DAC or SAC can inventory the test materials. On test days, only the materials needed for testing will be accessed. At the end of the test sessions, the items will be secured in the testing file cabinet.

For testing days, there will be a minimum of two adults who have completed the testing security procedures will be in the testing room to ensure that there is active monitoring throughout the session.

If students complete a test early, they will be kept in their classroom and have alternate activities to do (i.e. reading or drawing)

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

- DAC, SAC, Technology Director

TESTING CALENDAR

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

District Assessment Coordinator

The DAC is responsible for collaborating with the Site Directors and the Technology Directors to determine and finalize the testing calendar, ensuring that it is posted on the district website by the start of the school year, and keeping test administration dates updated.

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

Technology Director and DAC

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

Technology Director and DAC

TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Member	Method(s) for Verifying Training Completed
DAC, SAC	Signature (Test Security Checklist) Signature (Test Security Checklist)

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

Role	Additional Trainings
DAC	District Assessment Coordinator trainings, orientations, and Q & A's. All Tests Posted on the LMS

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

Method(s) for Providing District Policies and Procedures	Staff Member
Staff Meetings	DAC - District Assessment Coordinator, SAC- School Assessment Coordinator (St. Cloud)

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

Staff Member	Method(s) for Providing Information
DAC and SAC	Staff Meetings

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
DAC and SAC will work with the teachers about resources available to prepare students for testing: item samplers, item types tutorial, and navigation tutorials. as provided by Pearson. DAC, SAC, and classroom teachers will meet with	Grades 3,4,5,6,7,8

students about the need for honesty and keeping test content secure.	
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The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

Staff Member	Method(s) for Communicating
DAC, SAC, Classroom Teachers, and Test Monitors	Ongoing meetings with all students in classes.

The district's processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

Process for Documentation	Method(s) for Communicating
The school's executive director will be handling communication regarding parents wanting to exempt their child from statewide testing. The ED be sending out the <i>Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing</i> form to parents who request to do so.	Parents contact the School's Executive Director. Information regarding this is posted on the school website.

The district's process for ensuring that students take the correct assessment and receive the general supports, linguistic supports, and/or accommodations required is explained below:

The DAC andSAC will be in communication with the SPED, ELL, and classroom teachers at the sites to ensure students are noted for the correct assessments and/or accommodations. Test Administrators will be notified of any student in their grade who requires accommodations or supports.

The district's procedure for preparing testing rooms is explained below:

<ol style="list-style-type: none"> 1- Students will have a folder guard around their device when they are working at their seats. 2- Testing will be done in the students' classrooms. Classrooms will have all posters and academic materials that are posted removed from or covered on the walls. 3- Students will be spaced at least 4' apart at their own desk within the classroom. 4- Students will each have their own device and headphones to use for testing.
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The district's procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Procedure	Staff Member
Student classrooms do not have cameras.	N/A

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

Materials	Staff Members	Collection and Distribution Plan
Test tickets (school)	DAC, SAC, Test Monitors	Test tickets will be in envelopes by class for bringing to and from the test site. They will be distributed only to those in attendance on the testing day.
Scratch paper and pencils (school)	DAC, SAC, Site Director	Testing Monitors will bring and collect after each testing session.
Laptops (school)	DAC, SAC, Site Director Technology Director - Director or Technology	Sign in and sign out will be supervised by the test monitors each day.
Headphones (school)		Distribution, collection and cleaning of the headphones will be supervised by the text monitors each day.

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

Plan	Staff Member
<p>MCA: On day 1 and 2 of each subject, students will be taking their tests in their grade level classrooms.</p> <p>Access: Students will be picked up from their classroom and escorted to the testing location by the School Assessment Coordinator and/or District assessment Coordinator.</p>	DAC, SAC

<p>On make-up days, the school assessment coordinator will pick up students and escort them to the testing room.</p>	
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The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room:

<p>Daily attendance will be taken to determine who is there to test and who will need to be scheduled for make-up testing. Students will be testing with their homeroom (grade) teacher. SAC and the Technology Director will also be present. The DAC will be present when needed and will be doing checks throughout the testing sessions.</p>

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

<p>Students are not allowed to have cell phones in classrooms at Success Academy. Students will be turning in any smart devices or prohibited technology to their classroom teacher prior to the testing session. Students who are found to have prohibited devices will be removed from the test session and the DAC will contact MDE.</p>

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST ADMINISTRATION

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

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

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

<p>Bathroom breaks: Students will be escorted one at a time by a staff member to and from the bathroom. No talking about the test is allowed. Student becomes sick: Staff person will assist student in signing out of the test and the student will be escorted to the office.</p>
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Fire alarm: Students will be instructed to close their laptops and proceed to follow the school's normal fire drill procedure.
 Intruder in the school: Students will be instructed to close their laptops and proceed to follow the school's normal lockdown procedures.

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

DAC, SAC, Dean of Students, School Site Director, Applicable Paraprofessional staff.

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

Staff Member to Contact	Communication Method
DAC SAC Site Director Technology Director	Text or call

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

Procedure	Staff Member to Contact
Student becomes sick: Staff person will assist student in signing out of the test and the student will be escorted to the office. Fire alarm: Students will be instructed to close their laptops and proceed to follow the school's normal fire drill procedure. Intruder in the school: Students will be instructed to close their laptops and proceed to follow the school's normal lockdown procedures.	Sent to the school Nurse
----- Behavior: Students who are having behavioral issues will be asked to close their device and leave the testing sessions. They will be escorted by an adult to a designated break room.	----- -DAC/SAC -Student Dean
----- No testing sessions will be scheduled on days of early dismissal.	

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

As covered above, in a fire alarm, students will be instructed to close their laptops and to leave the building in an orderly and quiet way.
 As covered above, should there be an intruder in the school, students will be instructed to close their laptops and to follow the school’s lockdown policy.

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

Success Academy will have three adults in the testing room during testing. If someone becomes ill, we will still have people available to cover test security. If a security personnel does have to leave due to illness, back up support staff who are designated will be assigned to cover.

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

Procedure	Allowable Activities (if applicable)
If students complete a test early, they will be kept in their classroom (test location) and have alternate activities to do.	Reading a book of choice, Coloring, Drawing.

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

Students who do not finish during the main testing sessions will be scheduled to finish during a make-up testing session.

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

Students who do not finish testing during the main testing sessions will be scheduled to complete their test(s) during a make-up test session.

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

Procedure	Staff Member to Contact
Students will notify the test monitor who will report to the SAC and/or DAC.	DAC, SAC

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

Procedure	Staff Member to Contact
Initial: Call or text to DAC or SAC. Follow up: Written report to DAC or SAC	DAC, SAC, Site Director, ED

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

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

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

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

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

SAC, DAC, Site Director
Assessment responses should be entered within 24 hours of the student completing their test.

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

SAC, DAC, SPED Teacher
Assessment responses should be entered within 24 hours of the student completing their test

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

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

School	Secure Location(s)
Success Academy Bloomington Success Academy St. Cloud	Locked File Cabinet in Executive Director’s office.

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

DAC, SAC, ED, Site Director, Office Manager

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

Staff Member	Procedure
DAC, SAC	Test materials for the grade/subject being tested will be removed from the secure location and brought to the testing location. The materials will be distributed to the corresponding student in the test location.a

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

DAC, SAC, Office Manager, Site Director

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

Staff Member Inventorying Materials	Procedure for Discrepancies
DAC, SAC, Site Director	DAC will contact distributing agency about discrepancy.

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

Staff Member Organizing Materials	Procedure
DAC, SAC, Site Director	The organizing member will collect the required materials for each test session and distribute them to the correct Test Administrator.

Distribution of Materials to Test Monitors or Test Administrators

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

<p>For all testing DAC, SAC, and/or Site Director will supervise the materials and get them to the testing location.</p> <p>In case of an MTAS administration or Alternate ACCESS administration, DAC or SAC will handle distribution and collection of materials.</p>
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Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

DAC/SAC
School Site Director

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

All testing materials will be collected by the DAC and/or SAC. The materials will be brought back to the secure test materials location and stored under lock for use on subsequent testing days.

Return of Materials

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

DAC/SAC
School Site Director

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

Staff Member	Secured Location
DAC/SAC School Site Director	Secure Testing Materials Cabinet

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

DAC, SAC, Site Director

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

DAC, SAC, Site Director, Office Manager

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

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

Once testing is completed, the DAC will share with teachers and Site Directors at each grade level in a group meeting.

The following information is communicated if preliminary results are provided:

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

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

Staff Members	Methods
DAC, SAC, Site Director	The school meets with teachers during workshop week to review outcomes. Each teacher gets a copy of the students Individual Student Report.

The following information is communicated to staff about abiding by the embargo:

Staff are not to discuss student results or school results with people outside the school staff and on a need to know basis.

Individual Student Reports (ISRs) will be provided to families as described below:

Hard copies of the ISR's will be distributed to families during the fall family conferences in October 2024.