

Testing Security and Integrity Policy

Eastern Greene Schools 2020-2021

Eastern Greene Schools supports and adheres to a policy of testing security and integrity as mandated by the Indiana Department of Education and by Indiana law (511-IAC 5-5-3). This policy is reviewed and updated each school year to align with current law and protocol.

1. All teachers, administrators, Corporation Test Coordinator, and staff members who have any involvement with securing, preparing for, administering, proctoring, and/or handling any assessment materials will have knowledge of the *Code of Ethical Practices and Procedures* via participation in testing security and integrity training. All involved staff members are expected to sign the Indiana Testing Security and Integrity Agreement annually. Test security and integrity training generally occurs in September as mandated by the IDOE.
2. In addition, all appropriate staff will receive test administration and test security training prior to actual testing for each specific assessment. Ethical and appropriate practices contained in the *Code of Ethical Practices and Procedures* are presented and/or reviewed.
3. Focused training is provided to staff who are responsible for planning and implementing testing accommodations according to individual student's IEP's, 504 plans, and ILP's. The training includes review of allowable accommodations and how those accommodations will be provided.
4. Staff members are made aware that administrators will monitor the test administration and security procedures and they will ensure that all steps are implemented appropriately and with fidelity.
5. The following steps will be adhered to regarding the security of assessment materials before, during, and after testing.
 - **Before testing:** Assessment materials are delivered to the Eastern Greene School Central Office, checked to ensure adequate numbers of test materials, and stored in the locked safe room in the Central Office.
 - One week or less prior to the assessment date, assessment materials are delivered to the school buildings to a locked secure location for labeling and organization of materials: EG Elementary Principal's internal office, the EG Middle School's conference room, and the EG High School's locked file room are utilized.
 - Building level administrators or designated School Test Coordinators attach test labels and any other needed preparations to the test materials, sign-in/sign-out procedures.

- Building level administrator or STC's ensure that student test labels are correct and, if needed, make corrections according to instructions in the *Examiner's Manual*.
 - Teachers may receive and retain the *Examiner's Manual* approximately a week prior to testing during test administration training (except for the IREAD-3 *EM* with its secure items, which remains under lock and key after training).
 - Teachers and staff will not have access to secure assessment materials more than 24 hours in advance of test administration.
- **During testing:** Teachers sign out only their own class' assessment materials from each building's secure location immediately prior to testing and sign them back in immediately following the day's testing session.
 - Access to the secure rooms in each building is limited to only the staff members who are picking up and/or returning test materials, or who directly work within the secure site. Cleaning or maintenance of the secure rooms is delayed until all testing materials are packed, sealed in shipping boxes, and removed for shipping.
 - Staff members administer the assessments appropriately by adhering to the script and instructions provided within the *Examiner's Manual*.
 - Teachers maintain a list of absent students' names and coordinate with the building level administrator or School Testing Coordinator to ensure that all make-up tests are scheduled.
 - Make-up testing is administered by appropriate staff designated in each school building.
 - **After testing:** At each school building, designated staff members will follow IDOE protocol to prepare testing materials for shipment and will deliver the boxes to the Central Office for scheduled pick-up.
 - Until all secure testing materials are packed and sealed in shipping boxes immediately following the conclusion of testing, access to the secure rooms in each building is limited to the designated staff referenced in the previous paragraph.
 - All other testing materials are boxed and secured in the Central Office locked room until EGS is notified that those materials can be destroyed.
6. Building level administrators or designee will create and distribute an efficient and effective testing schedule which follows the allowed times and order of testing as defined by the IDOE.
 7. At each building level, administrators and teachers will annually review practices and materials used to prepare students for testing according to IDOE protocol. Guidelines provided by the IDOE are followed in regard to choosing and utilizing appropriate test preparation materials that do not violate test security protocol.

8. The building level administrators and designees will monitor the administration of assessment procedures to ensure fidelity in terms of testing protocols and procedures and to ensure that all students eligible for accommodations are receiving them
9. Any complaint, allegation, or concern regarding possible inappropriate testing practices may be made to either building level administrator or the superintendent. The rights of the individuals making the report are to be protected as is the integrity of the assessment.
10. Investigation of any complaint, allegation, or concern regarding possible inappropriate or irregular testing practices will be implemented by teams of building level administrators and/or the superintendent, according to the *Protocol for Reporting and Investigating Alleged Breaches or Irregularities*, as established in 511-IAC 5-5-4.
11. Licensed/certified staff members have the knowledge via the *Indiana Testing Security and Integrity* training that if a breach of test integrity occurs as a result of their action, their license/certification could be suspended or revoked under IC 20-28-5-7 and 511-IAC 5-5-3.