

District Assessment Security Policy Procedures

Secure Test Material Handling Plan

Concrete School District

Security Procedures-SBA/MSP/EOC/Off Grade Tests/WA-AIM

1. All secure testing materials and online test session tickets are kept in locked, limited access storage areas.
2. All secure testing materials and online test sessions tickets are subject to a documented “chain of custody” that is part of each school’s test security procedures.
3. All test proctors and administrators received training in test security and administration.
4. All materials that might help students answer test questions are covered or removed from testing environments.
5. All testing irregularities are reported to the District Assessment Coordinator.
6. All group-testing irregularities are reported to the District Assessment Coordinator.
7. All testing irregularities that involve staff misconduct are reported to the District Superintendent and the OSPI Test Coordinator.
8. All Grades 3-8 testing occurs during the established testing window following a schedule approved by the District Assessment Coordinator.
9. All High School testing occurs during the mandatory testing schedule.
10. School’s Test Proctor Training Logs and Test Security Assurance Forms are kept by the District Assessment Coordinator and available for audit.
11. Pre-ID Rosters signed by the School Assessment Coordinators and school test schedules are kept by the District Assessment Coordinator and available for audit.
12. School/Site Administration and Security Reports signed by principals and School Assessment Coordinators are kept by the District Assessment Coordinator and available for audit.
13. All secure testing material are returned to the state Contractor and online assessment tickets need to be returned to District Assessment Coordinator and destroyed once scores are available.
14. All secure testing materials not returned to the state contractor must be documented and reported to the District Assessment Coordinator and the OSPI Assessment office.
15. The District Administration and Security Report is signed by the superintendent and the District Assessment Coordinator and submitted to the OSPI Assessment Office, with a copy retained and available for audit.

District Assessment Coordinator Responsibilities:

1. The District Assessment Coordinator (DAC) will work closely with the building assessment coordinators.
2. The DAC will submit the following reports to OSPI:
 - a. Administration and Security Report
 - b. Mandated Assessment Inventory Data Collection
 - c. Any Alternative Assessment support documents
 - d. Test Material Variance Forms, if needed

Building Assessment Coordinator Responsibilities:

1. Communicate regularly with DAC
2. Work with DAC to schedule all assessments (MAP, SBA, EOC, CBA, or any other)
3. All testing will be conducted within the approved schedule
4. Assist teachers in getting the necessary materials needed for assessing
5. Know all assessments needed by graduation year
6. Train staff on assessment protocols, security procedures and reporting requirements record on training log
7. Monitor student passage and failures of state assessments
8. Know the protocols for re-takes
9. Use the TIDE website and all its components

10. Use the CIA/CAA Data base for HS graduation
11. Monitor the assessment progress as students take the test; make sure all students are tested including Running Start and Twin Cedar students
12. Make sure any printed tests are stored under lock and key when not being used
13. Return all printed tests to DAC as soon as testing is completed
14. Use the appropriate document for recording issues and process and returned to DAC
 - a. Training Log
 - b. School Site Administration and Security Report
 - c. Test material Variance Form, if needed

Date: 08/31/17

Revised: