



This four-module training series can be used to train building staff on the importance of test security. By participating in this training staff will:

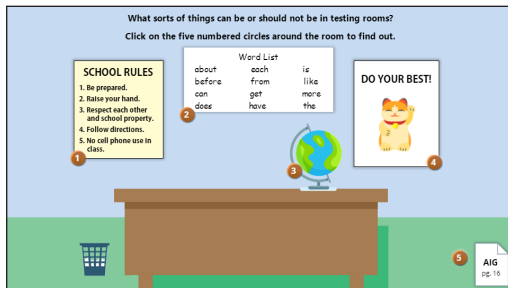
- review the importance of test security during all phases of test administration,
- know how to properly prepare for test administration, and
- understand what to do if something doesn't go as planned.

Each module is designed to be completed in 10-15 minutes. Learners who complete all four modules and demonstrate their knowledge on a short test will be able to print a Certificate of Completion at the end of the training. See the module descriptions below.



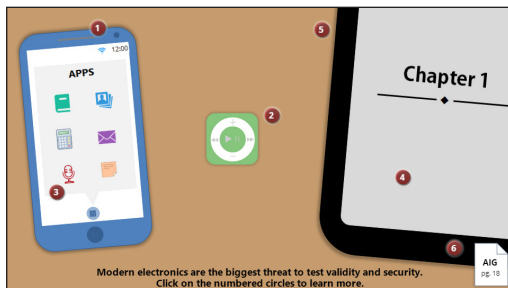
Module 1: An Introduction to Test Security and Planning

This module covers why test security is important and discusses how staff can plan for testing.



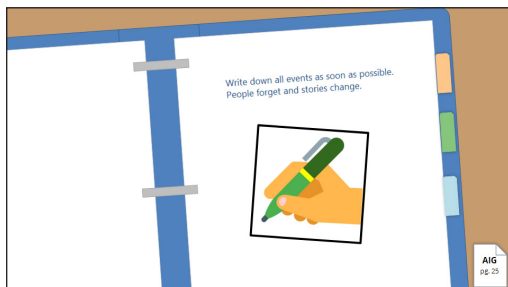
Module 2: Getting Ready for Testing

This module covers steps to take before testing, such as staff training and preparing the testing environment. These steps will help you avoid common security problems.



Module 3: Test Administration

This module covers security concerns and considerations during testing. Certain practices used during testing can help to avoid or minimize problems.



Module 4: Incident Response

This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring and most can be mitigated with a quick and careful response.

This course is available free of charge through Michigan Virtual's Professional Learning Portal. Click on the link below to register.

Register at <http://bit.ly/MDEAssessmentSecurity>