

Overview of Test Security

Relevant assessments:

All Michigan state assessments:

- **M-STEP**
- **MME**
 - » ACT WorkKeys®
 - » SAT® with Essay
 - » M-STEP (Science and Social Studies)
- **MI-Access**
 - » MI-Access Functional Independence (FI)
 - » MI-Access Supported Independence (SI)
 - » MI-Access Participation (P)
- **WIDA™**
 - » WIDA ACCESS for ELLs
 - » WIDA Alternate ACCESS for ELLs
 - » WIDA ACCESS Placement Test (W-APT)
 - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**



The Importance of Test Security



Roles in Security



Breach of Security



Available Resources

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs, of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Assessment Coordinator Quick Reference** readily available for future use.



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Regardless of the test being administered, MDE requires that ALL testing staff read the **Assessment Integrity Guide** and sign the **OEAA Assessment Security Compliance Form**. A signed **Assessment Security Compliance Form**, testing schedules, and training materials should be kept on file for any staff member who participates in the administration of a state assessment or handles secure test materials. A link to the **OEAA Assessment Security Compliance Form** is also provided in the **Assessment Coordinator Quick Reference** chapter of this Training Guide.

Intro

Proper test security will help lead to student results that accurately reflect a valid and reliable measure of what each student knows and is able to do, compared to Michigan's academic standards. This chapter discusses test security for Assessment Coordinators, by answering the following questions:

- ▶ Why is test security so important?
- ▶ What role does a District or Building Assessment Coordinator have in maintaining test security?
- ▶ What constitutes a breach in test security? What should be done if there is a breach?
- ▶ What resources are available to assist in maintaining test security?

IMPORTANT NOTE: The information in this chapter is meant to introduce you to the importance of test security and to provide links to important resources you will need to create a secure testing experience. It is not meant to replace a thorough review of the **Assessment Integrity Guide (AIG)** nor participation in the online **Assessment Security Training Modules** provided by the Michigan Department of Education (MDE) and Michigan Virtual University (MVU).

Why is test security so important?



The primary goal of test security is to protect the integrity of the assessment and to ensure that results are accurate and meaningful.

Good test security helps protect the investments of resources, time, and energy put into creation, distribution, and administration of the tests. Test

security is an integral part of ensuring that no student has an unfair advantage or disadvantage on assessment performance. If any of the test questions are made public, the validity of the test may be compromised because some students may know the questions and answers in advance of taking the assessment.

What role does a District or Building Assessment Coordinator have in maintaining test security?



The **District Assessment Coordinator** will oversee all test procedures and will ensure that the district is in compliance with required standardized procedures. The District Assessment Coordinator also will report irregularities to the Office of Educational Assessment and Accountability (OEAA) as soon as possible and will assist the OEAA in resolving the irregularity. The

District Assessment Coordinator sets the tone of high integrity for the entire district and holds specific responsibilities.

The **Building Assessment Coordinator** is responsible for the overall integrity of the assessment in the assigned building(s). He or she reports irregularities

to the District Assessment Coordinator as soon as possible and assists the coordinator or the OEAA in resolving any irregularities.

Each role has the responsibility to make sure all personnel involved in testing are trained properly in administration of the test and security of the testing materials.

Some common tasks that both the District Assessment Coordinator and Building Assessment Coordinator must do before, during, and after testing include:

- Read and become familiar with all **Test Administration Manuals** and the **Assessment Integrity Guide**.
- Disseminate assessment information to staff, students, and parents where appropriate.
- Establish a **chain of custody** for secure test materials such as test booklets, answer documents, test tickets, and scratch paper, to ensure all material is kept secure before, during, and after testing.

What constitutes a breach in test security? What should be done if there is a breach?



There are many things that can constitute a breach in test security. Examples include, but are not limited to, copying test questions, sharing answers, use of electronic devices on tests, etc.

All suspected breaches in test security must be reported to the Michigan Department of Education (MDE). District Assessment Coordinators will need to file an **Incident Report**, depending on the assessment being administered, as soon as they are made aware of any alleged or suspected violations or misadministrations. Reports of unusual or suspected improper activities can also be made **anonymously** via the **Complaint or Allegation of Misadministration link** on the MDE [Student Assessment web page](#), under the **Complaint or Allegation of Assessment Misadministration** header. You can also call the **OEAA tip line at 877-560-8378, option 1**.

Following a reported incident or complaint, the MDE may determine that questions still remain regarding the security, validity, or authenticity of the test administration and require the District Assessment Coordinator (or designee) to complete an internal investigation and file a self-report. If further questions remain after the internal investigation, or if there appears to be inappropriate behavior by educators, a formal independent investigation into the incident may be warranted and will be initiated by the MDE.

After each investigation, no matter the type, the MDE will create a summary report of findings and determine if there was a basis for the complaint, if the issue was self-corrected, or if remediation is necessary.

What resources are available to assist in maintaining test security?



Every state assessment has own web page. The navigation menu on the left side of the MDE [Student Assessment web page](#) includes a link to each of the assessment web pages. These pages contain a wealth of information, specific to each assessment, on current test administration, student supports and accommodations, professional development, guides for parents, and guides to reporting.

All personnel involved in testing should have access to and should review the **Test Administration Manuals** and [Assessment Integrity Guide](#), which are also found on each assessment web page. **Test Administration Manuals** are published before each testing window and are specific to the test being administered.

Another valuable resource, created by the MDE, is the [Assessment Security Training](#) series. This series consists of four modules that will help prepare testing personnel to establish and maintain appropriate and secure test administration practices. This course is available free of charge through [MVU's Professional Learning Portal](#).

Additionally, Assessment Coordinators should also review the **Appropriate Practices for Test Security** chapter of the training guide.