Test Security And Integrity

MME Day Presentation

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Office of Educational Assessment and Accountability (OEAA)

Michigan Department of Education

MICHIGAN Department of Education

Why Is Test Security So Important?

- Protects integrity of the assessment
- Maintains consistency across all testing
- Ensures that the assessment results are accurate and meaningful

Role of Testing Coordinator

Role of Assessment Coordinator in Maintaining Test Security

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Role of Assessment Coordinator

Resources

OEAA Website: (www.Michigan.gov/oeaa)

- PSAT Website: (www.Michigan.gov/psat)
- M-STEP Website: (www.Michigan.gov/mstep)
- MI-Access Website: (www.Michigan.gov/mi-access)
- MME Website: (www.Michigan.gov/mme)
- WIDA Website: (www.Michigan.gov/wida)

Test Security Resources

MDE Assessment Security and Integrity Website: (https://www.michigan.gov/mde-assessmentsecurity)

Assessment Integrity Guide: (https://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf)

Michigan Virtual Modules: (http://bit.ly/MDEAssessmentSecurity)

OEAA Security Compliance Form:

(https://www.Michigan.gov/documents/mde/OEAA_Security_Compliance_Form_634992_7.pdf)

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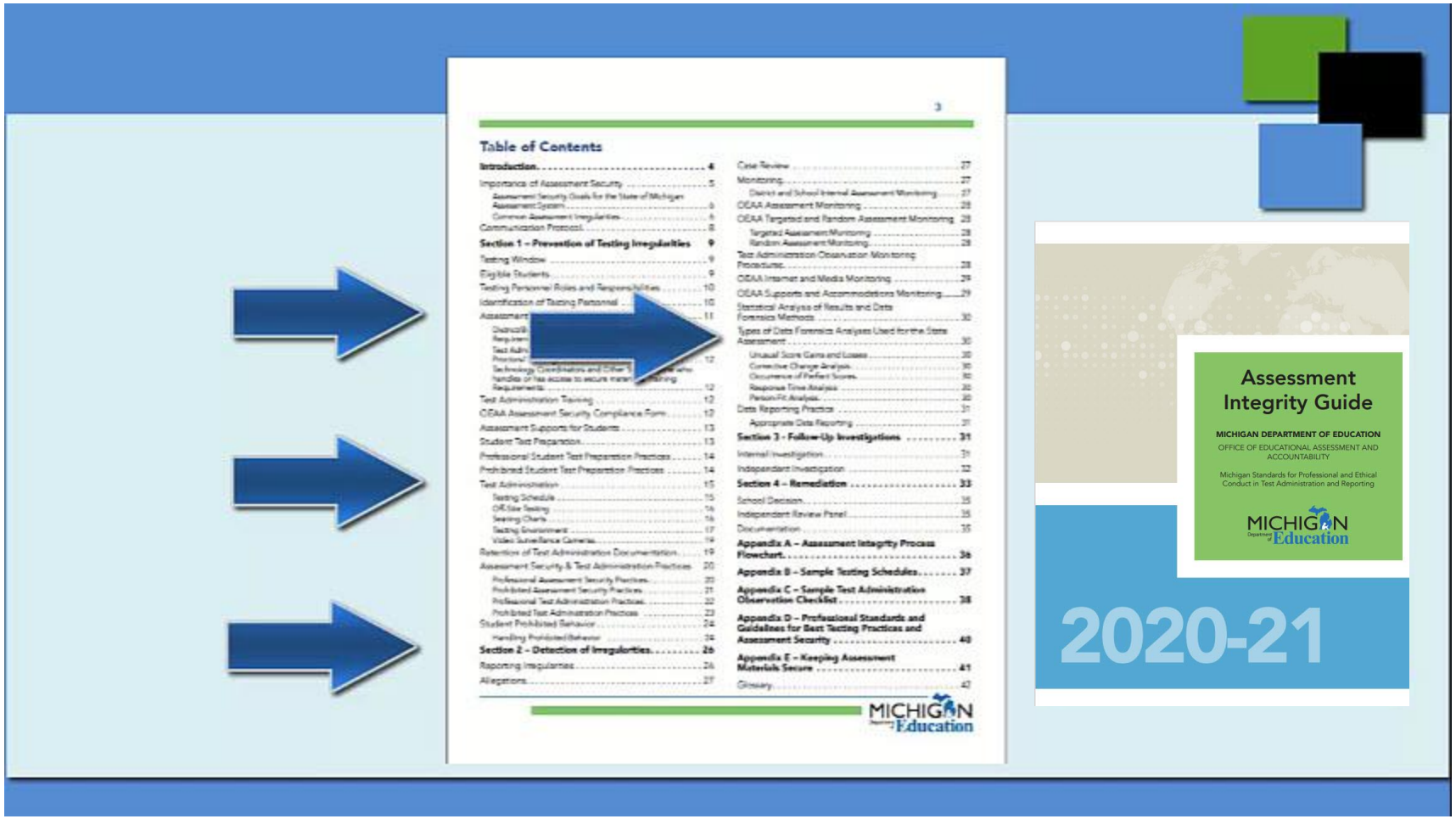
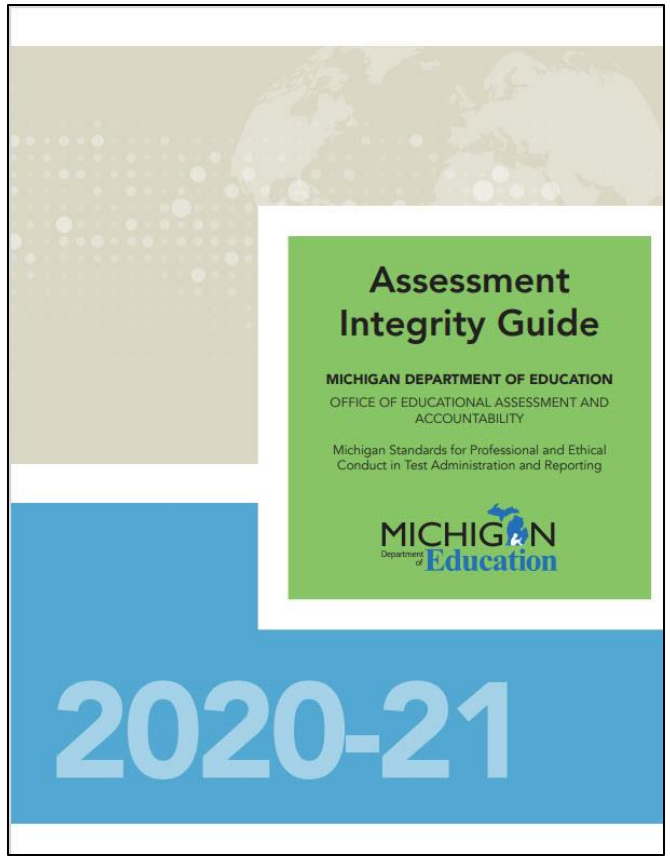
Assessment Integrity Guide



(https://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf)

Required Test Security and Test Administration Training

All staff must be trained in test administration and test security practices.

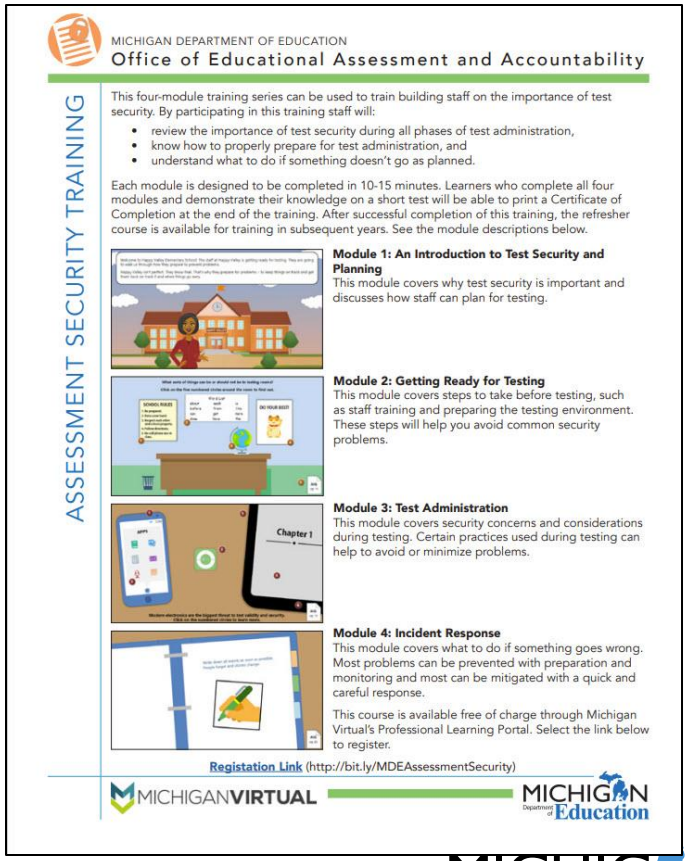


Assessment Security Training Requirements:

Annual security training is a requirement for individuals who will take part in the administration of state assessments; these include ACT WorkKeys, Early Literacy and Mathematics Benchmark, MI-Access, M-STEP, PSAT 8/9, PSAT 10, SAT with Essay, WIDA ACCESS for ELLs, and WIDA Alternate ACCESS for ELLs.

- **District and Building Assessment Coordinators:** Read the Assessment Integrity Guide (AIG) and take the Assessment Security Training course (or the Refresher Course) through the Michigan Virtual (MV) Professional Learning Portal (https://plp.mivu.org/).
- **Test Administrators and Proctors:** Take the Assessment Security Training course (or the Refresher Course) and/or read the AIG.

  The Michigan Department of Education (MDE) recommends that District and Building Coordinators determine which training method is best for their testing staffs, and that the coordinators assume responsibility for ensuring that the training is delivered. This is not a new requirement, just a new way to meet the existing requirement.
- **Technology Coordinators and Other Staff (anyone who handles or has access to secure materials):** Read "Keeping Assessment Materials Secure" in Appendix E of the AIG. The previous requirement was to read "the relevant sections" of the AIG. MDE has collected those sections into this one-page document.



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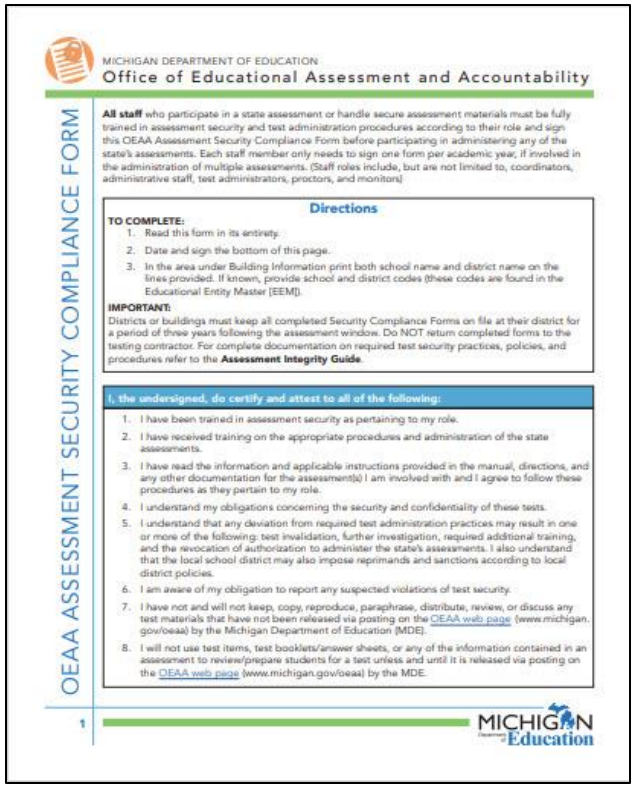
OEAA Assessment Security Compliance Form

Any person involved in the administration of ACT WorkKeys, SAT with Essay, PSAT 8/9 and 10, or M-STEP must sign the OEAA Security Compliance Form.



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Office of Educational Assessment and Accountability

OEAA ASSESSMENT SECURITY COMPLIANCE FORM

All staff who participate in a state assessment or handle secure assessment materials must be fully trained in assessment security and test administration procedures according to their role and sign this OEAA Assessment Security Compliance Form before participating in administering any of the state's assessments. Each staff member only needs to sign one form per academic year, if involved in the administration of multiple assessments. (Staff roles include, but are not limited to, coordinators, administrative staff, test administrators, proctors, and monitors)

Directions

TO COMPLETE:
1. Read this form in its entirety.
2. Date and sign the bottom of this page.
3. In the area under Building Information print both school name and district name on the lines provided. If known, provide school and district codes (these codes are found in the Educational Entity Master [EEM]).

IMPORTANT:
Districts or buildings must keep all completed Security Compliance Forms on file at their district for a period of three years following the assessment window. Do NOT return completed forms to the testing contractor. For complete documentation on required test security practices, policies, and procedures refer to the **Assessment Integrity Guide**.

I, the undersigned, do certify and attest to all of the following:

1. I have been trained in assessment security as pertaining to my role.
2. I have received training on the appropriate procedures and administration of the state assessments.
3. I have read the information and applicable instructions provided in the manual, directions, and any other documentation for the assessment(s) I am involved with and I agree to follow these procedures as they pertain to my role.
4. I understand my obligations concerning the security and confidentiality of these tests.
5. I understand that any deviation from required test administration practices may result in one or more of the following: test invalidation, further investigation, required additional training, and the revocation of authorization to administer the state's assessments. I also understand that the local school district may also impose reprimands and sanctions according to local district policies.
6. I am aware of my obligation to report any suspected violations of test security.
7. I have not and will not keep, copy, reproduce, paraphrase, distribute, review, or discuss any test materials that have not been released via posting on the OEAA web page (www.michigan.gov/oeaa) by the Michigan Department of Education (MDE).
8. I will not use test items, test booklets/answer sheets, or any of the information contained in an assessment to review/prepare students for a test unless and until it is released via posting on the OEAA web page (www.michigan.gov/oeaa) by the MDE.

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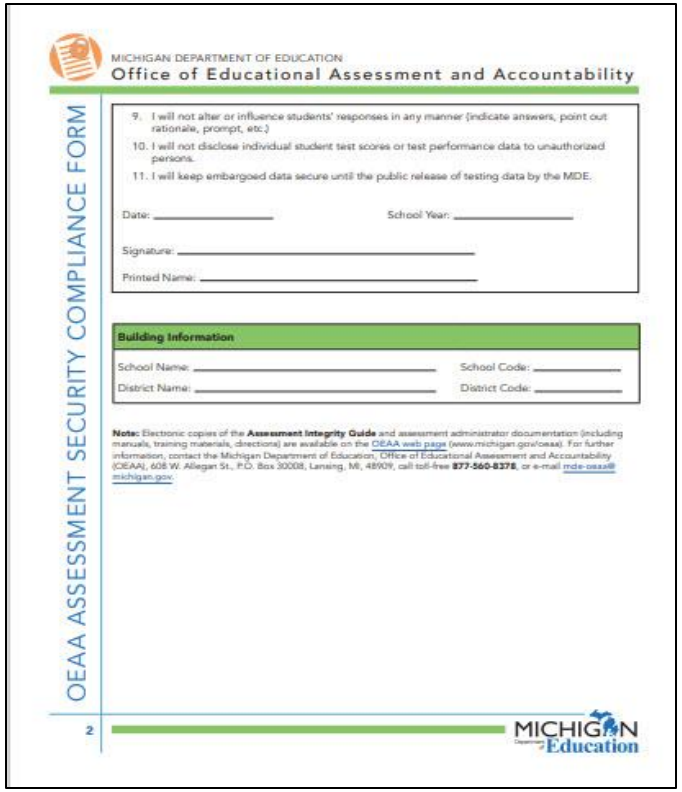

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9. I will not alter or influence students' responses in any manner (indicate answers, point out rationale, prompt, etc.)
10. I will not disclose individual student test scores or test performance data to unauthorized persons.
11. I will keep embargoed data secure until the public release of testing data by the MDE.

Date: _____ School Year: _____

Signature: _____

Printed Name: _____

Building Information

School Name: _____ School Code: _____

District Name: _____ District Code: _____

Note: Electronic copies of the **Assessment Integrity Guide** and assessment administrator documentation (including manuals, training materials, directions) are available on the OEAA web page (www.michigan.gov/oeaa). For further information, contact the Michigan Department of Education, Office of Educational Assessment and Accountability (OEAA), 608 W. Allegan St., P.O. Box 30008, Lansing, MI, 48909, call toll-free **877-560-8378**, or e-mail mde-oeaa@michigan.gov.

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Assessment Security Compliance forms must be kept on file for 3 years.

This form is in addition to any security form required by individual assessments such as PSAT 8/9 & 10 and SAT with Essay

(https://www.Michigan.gov/documents/mde/OEAA_Security_Compliance_Form_634992_7.pdf)

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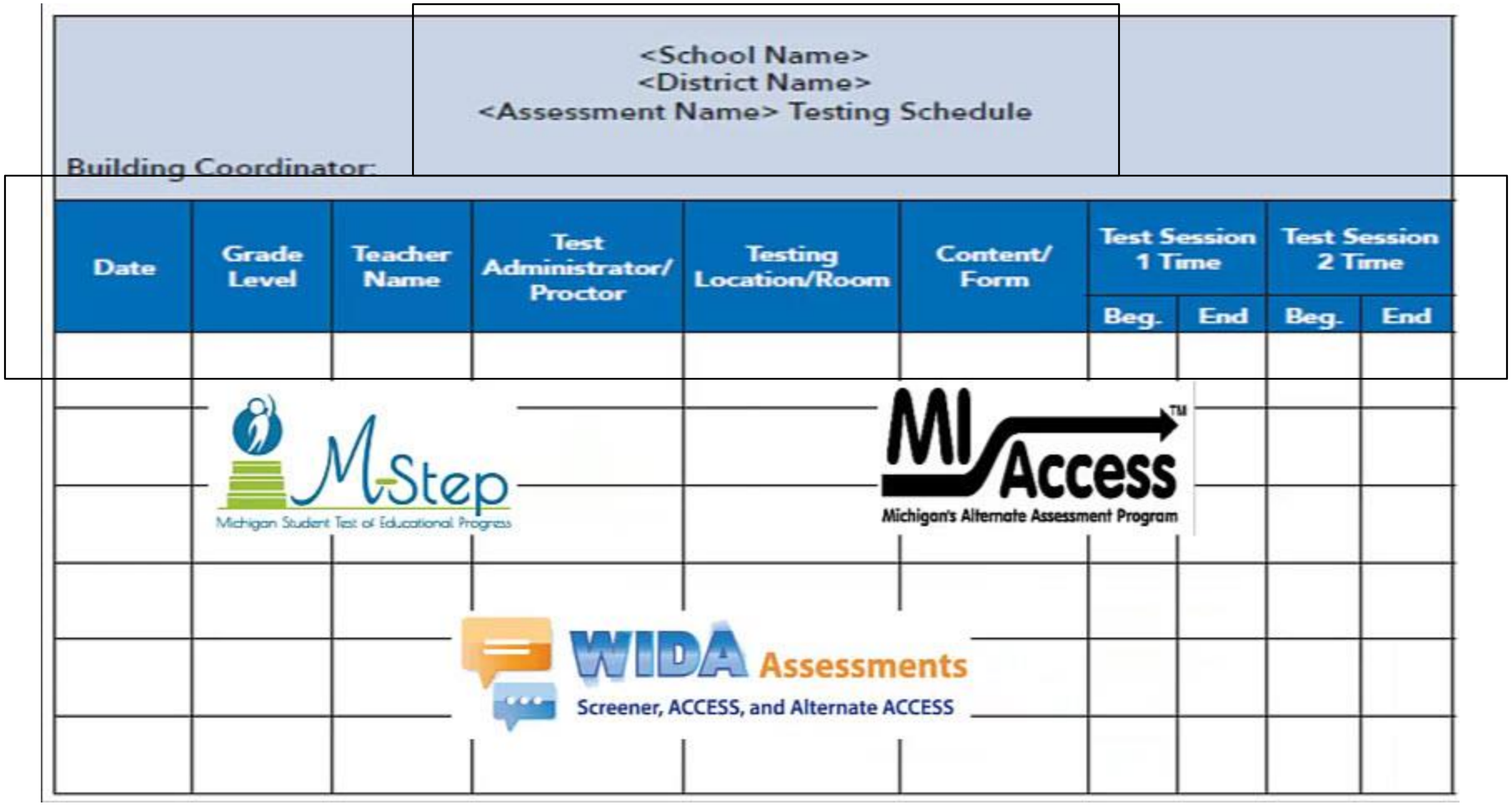
Creating Testing Schedule



<School Name>
<District Name>
<Assessment Name> Testing Schedule

Building Coordinator:

Date	Grade Level	Teacher Name	Test Administrator/ Proctor	Testing Location/Room	Content/ Form	Test Session 1 Time		Test Session 2 Time	
						Beg.	End	Beg.	End

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Creating Testing Schedule

PSAT 8/9 & 10 and SAT with Essay need to follow the testing schedule requirements documented in the Coordinator Manual for each assessment.

CollegeBoard

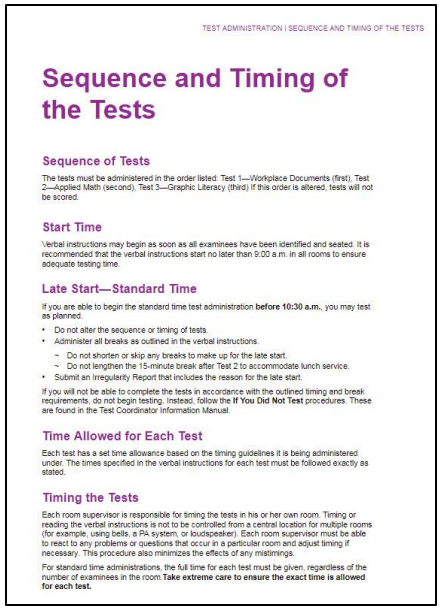
SAT and PSAT Assessment Timing Organizer

The sample schedule does not include any preadministration activities. The testing duration only includes the time spent testing, including the scheduled breaks. The list is also not exhaustive of all possible timing combinations. The sample schedule assumes testing begins at 8:00. Include your own school's schedule below based on the time you expect testing to start.

SAT	Day 1			Day 2			Organization
	Testing Duration	Sample Schedule	Your School's Schedule	Testing Duration	Sample Schedule	Your School's Schedule	Room Names/Numbers
Standard Time	4 hrs 7 min	8:00-12:07		Not applicable			
50% Extended Time (Math only)	4 hrs 58 min	8:00-12:58		Not applicable			
50% Extended Time (Essay only)	4 hrs 37 min	8:00-12:37		Not applicable			
100% Extended Time (Math only)	5 hrs 37 min	8:00-1:37		Not applicable			
100% Extended Time (Essay only)	5 hrs 2 min	8:00-1:02		Not applicable			
Standard Time with Extra Breaks	4 hrs 22 min	8:00-12:22		Not applicable			
50% Extended Time (Reading)	3 hrs 24 min	8:00-11:24		2 hrs 50 min	8:00-10:50		
Reader (Automatic 50% ET)	3 hrs 24 min	8:00-11:24		2 hrs 50 min	8:00-10:50		
Scribe (Automatic 50% ET)	3 hrs 24 min	8:00-11:24		2 hrs 50 min	8:00-10:50		
100% Extended Time (Reading)	4 hrs 25 min	8:00-12:25		3 hrs 42 min	8:00-11:42		
100% Extended Time (Math & Essay)	2 hrs 45 min	8:00-10:45		3 hrs 42 min	8:00-11:42		
MP3 Audio	4 hrs 20 min	8:00-12:20		4 hrs 37 min	8:00-12:37		

PSAT 10	Day 1			Day 2			Organization
	Testing Duration	Sample Schedule	Your School's Schedule	Testing Duration	Sample Schedule	Your School's Schedule	Room Names/Numbers
Standard Time	2 hrs 55 min	8:00-10:55		Not applicable			
50% Extended Time (Reading)	4 hrs 34 min	8:00-12:34		Not applicable			
Reader (Automatic 50% ET)	4 hrs 34 min	8:00-12:34		Not applicable			
50% Extended Time (Math only)	3 hrs 41 min	8:00-11:41		Not applicable			
100% Extended Time (Math only)	4 hrs 15 min	8:00-12:15		Not applicable			
Standard Time with Extra Breaks	3 hrs 10 min	8:00-11:10		Not applicable			
Scribe (Automatic 50% ET)	4 hrs 34 min	8:00-12:34		Not applicable			
100% Extended Time (Reading)	3 hrs 20 min	8:00-11:20		2 hrs 30 min	8:00-10:30		
MP3 Audio	4 hrs 10 min	8:00-12:10		2 hrs 30 min	8:00-10:30		

ACT WorkKeys testing schedule requirements are documented in the TAM.



TEST ADMINISTRATION | SEQUENCE AND TIMING OF THE TESTS

Sequence and Timing of the Tests

Sequence of Tests

The tests must be administered in the order listed: Test 1—Workplace Documents (first), Test 2—Applied Math (second), Test 3—Graphic Literacy (third) If this order is altered, tests will not be scored.

Start Time

Verbal instructions may begin as soon as all examinees have been identified and seated. It is recommended that the verbal instructions start no later than 9:00 a.m. in all rooms to ensure adequate testing time.

Late Start—Standard Time

If you are able to begin the standard time test administration **before 10:30 a.m.**, you may test as planned.

- Do not alter the sequence or timing of tests.
- Administer all breaks as outlined in the verbal instructions.
  - Do not shorten or skip any breaks to make up for the late start.
  - Do not lengthen the 15-minute break after Test 2 to accommodate lunch service.
- Submit an Irregularity Report that includes the reason for the late start.

If you will not be able to complete the tests in accordance with the outlined timing and break requirements, do not begin testing. Instead, follow the **If You Did Not Test** procedures. These are found in the Test Coordinator Information Manual.

Time Allowed for Each Test

Each test has a set time allowance based on the timing guidelines it is being administered under. The times specified in the verbal instructions for each test must be followed exactly as stated.

Timing the Tests

Each room supervisor is responsible for timing the tests in his or her own room. Timing or reading the verbal instructions is not to be controlled from a central location for multiple rooms (for example, using bells, a PA system, or loudspeaker). Each room supervisor must be able to react to any problems or questions that occur in a particular room and adjust timing if necessary. This procedure also minimizes the effects of any mistimings.

For standard time administrations, the full time for each test must be given, regardless of the number of examinees in the room. **Take extreme care to ensure the exact time is allowed for each test.**

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Off-site Testing

ACT WorkKeys, MI-Access, M-STEP, and WIDA requests must be submitted through the OEAA Secure Site.

PSAT 8/9 & 10 and SAT with Essay must be submitted through the College Board.

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Material Security

All materials must be inventoried upon receipt and kept in a secure, limited access, location.

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Role of Assessment Coordinator During Testing

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Monitoring Test Administration

The test coordinator should monitor all active test sessions to ensure procedures are being followed according to the TAM. The test administrator should monitor all testers.

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Supporting Staff

Be sure to have a plan in place to allow for staff breaks, student emergencies, and hall monitoring.

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Incident Reporting

Ensure that any irregularities are communicated and reported.

ACT WorkKeys	College Board	MI-ACCESS and M-STEP
Complete Irregularity Report Call ACT	Complete Irregularity Report Call College Board	Report through OEAA Secure Site

Specific requirements for incident reporting by assessment can be found in each TAM and coordinator manual.

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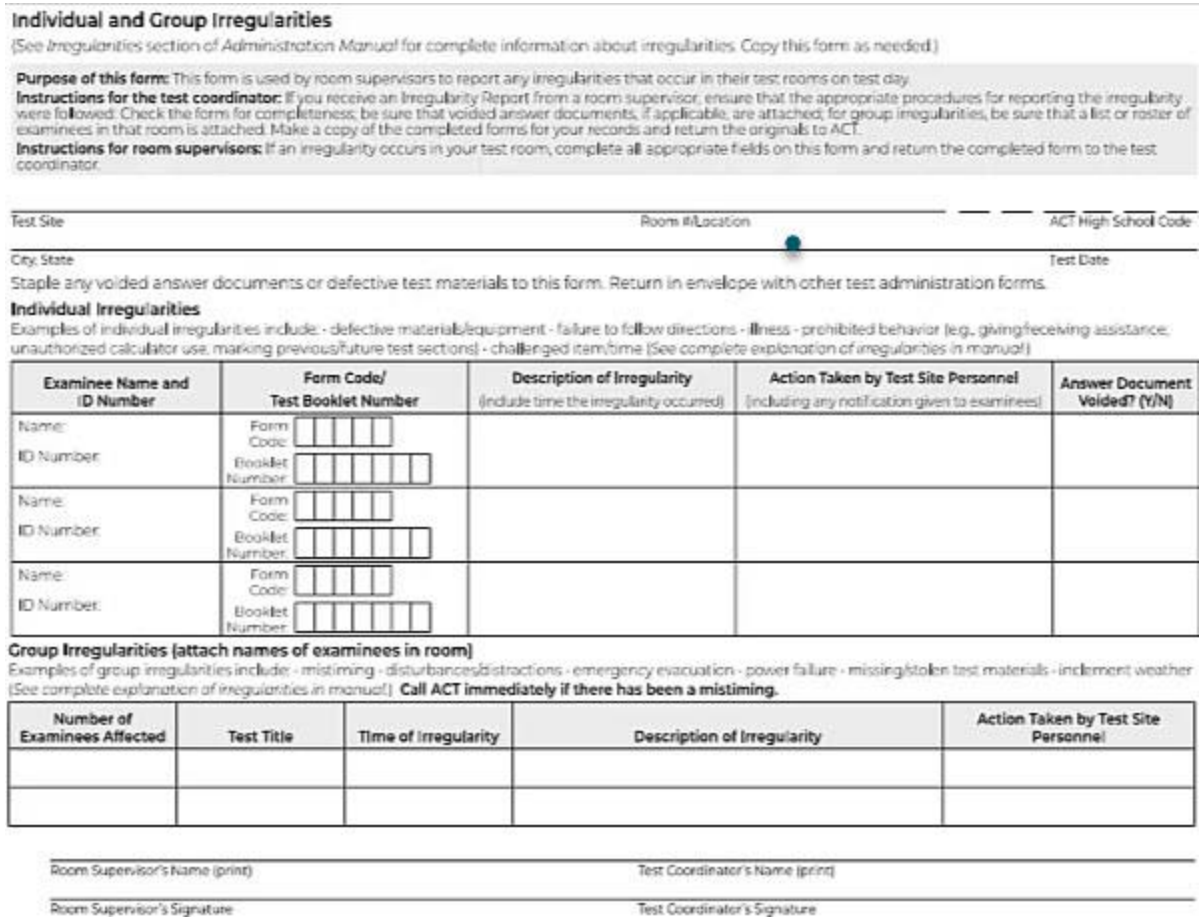
ACT WorkKeys

There are two types of irregularities: individual and group



Individual and Group Irregularities

(See *Irregularities* section of *Administration Manual* for complete information about irregularities. Copy this form as needed.)

Purpose of this form: This form is used by room supervisors to report any irregularities that occur in their test rooms on test day.
Instructions for the test coordinator: If you receive an Irregularity Report from a room supervisor, ensure that the appropriate procedures for reporting the irregularity were followed. Check the form for completeness; be sure that voided answer documents, if applicable, are attached; for group irregularities, be sure that a list or roster of examinees in that room is attached. Make a copy of the completed forms for your records and return the originals to ACT.
Instructions for room supervisors: If an irregularity occurs in your test room, complete all appropriate fields on this form and return the completed form to the test coordinator.

Test Site | Room #/Location | ACT High School Code

City, State | Test Date

Staple any voided answer documents or defective test materials to this form. Return in envelope with other test administration forms.

Individual Irregularities

Examples of individual irregularities include: - defective material/equipment - failure to follow directions - illness - prohibited behavior (e.g., giving/receiving assistance; unauthorized calculator use; marking previous/future test sections) - challenged item/time (*See complete explanation of irregularities in manual.*)

Examinee Name and ID Number	Form Code/ Test Booklet Number	Description of Irregularity (include time the irregularity occurred)	Action Taken by Test Site Personnel (including any notification given to examinees)	Answer Document Voided? (Y/N)
Name: ID Number:	Form Code: Booklet Number:			
Name: ID Number:	Form Code: Booklet Number:			
Name: ID Number:	Form Code: Booklet Number:			

Group Irregularities (attach names of examinees in room)

Examples of group irregularities include: - mistiming - disturbances/distractions - emergency evacuation - power failure - missing/stolen test materials - inclement weather (*See complete explanation of irregularities in manual.*) **Call ACT immediately if there has been a mistiming.**

Number of Examinees Affected	Test Title	Time of Irregularity	Description of Irregularity	Action Taken by Test Site Personnel

Room Supervisor's Name (print) | Test Coordinator's Name (print)

Room Supervisor's Signature | Test Coordinator's Signature

An irregularity report must be completed by the room supervisor.

See the Irregularities section of Administration Manual for complete information about irregularities.

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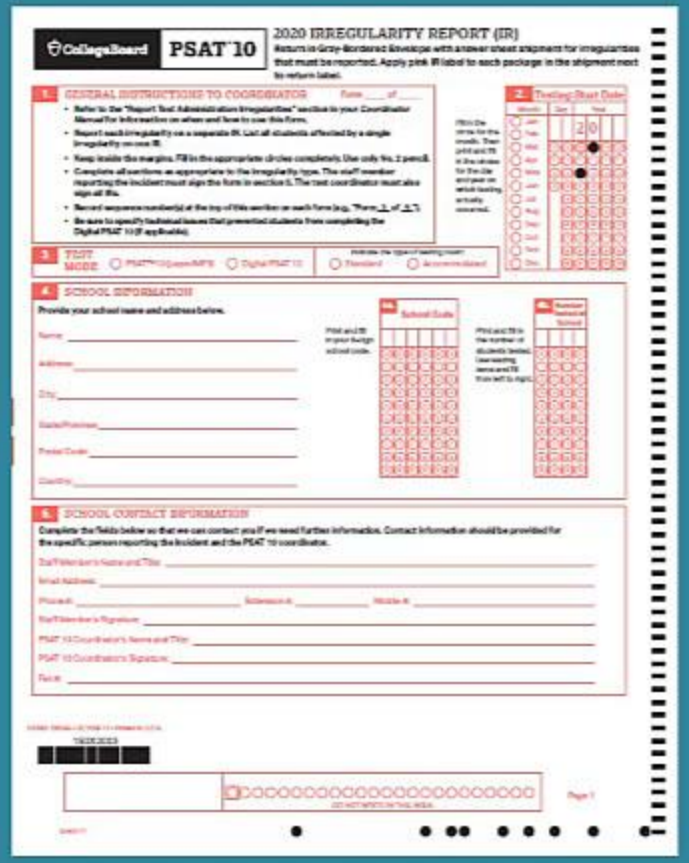
College Board Assessments



The process for creating an irregularity report for PSAT 8/9, 10, and SAT with Essay is the same.

Each assessment has its own irregularity report.

Instruction on completing an irregularity report can be found in the TAM and coordinator manual for each assessment. All IR's must be returned with the assessment materials.

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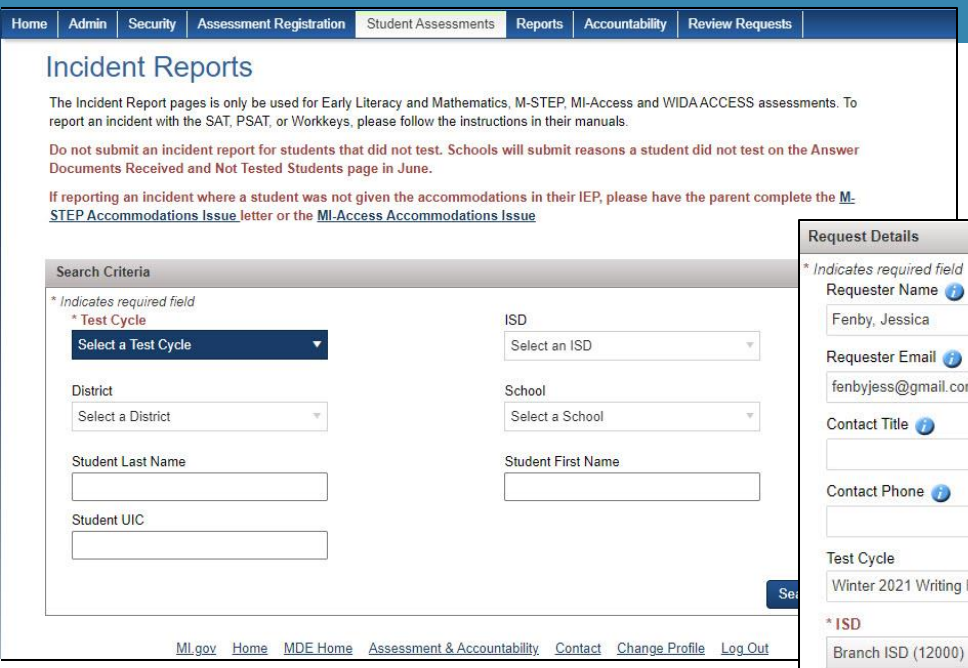
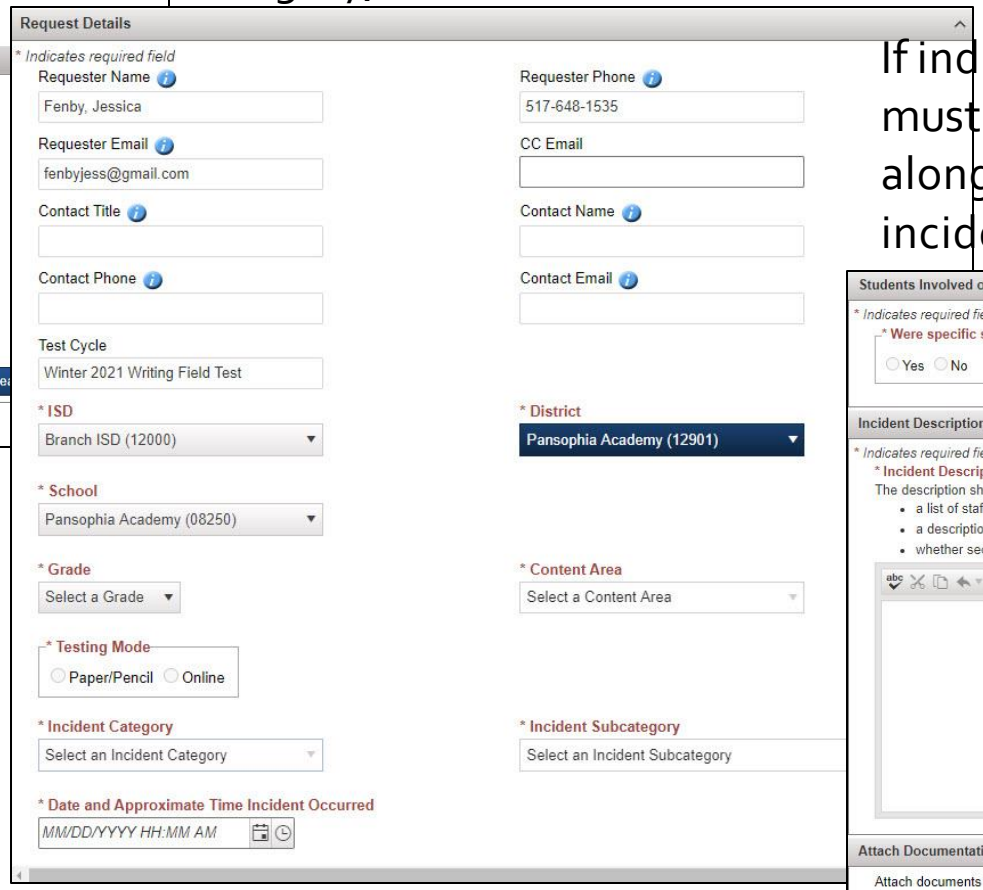
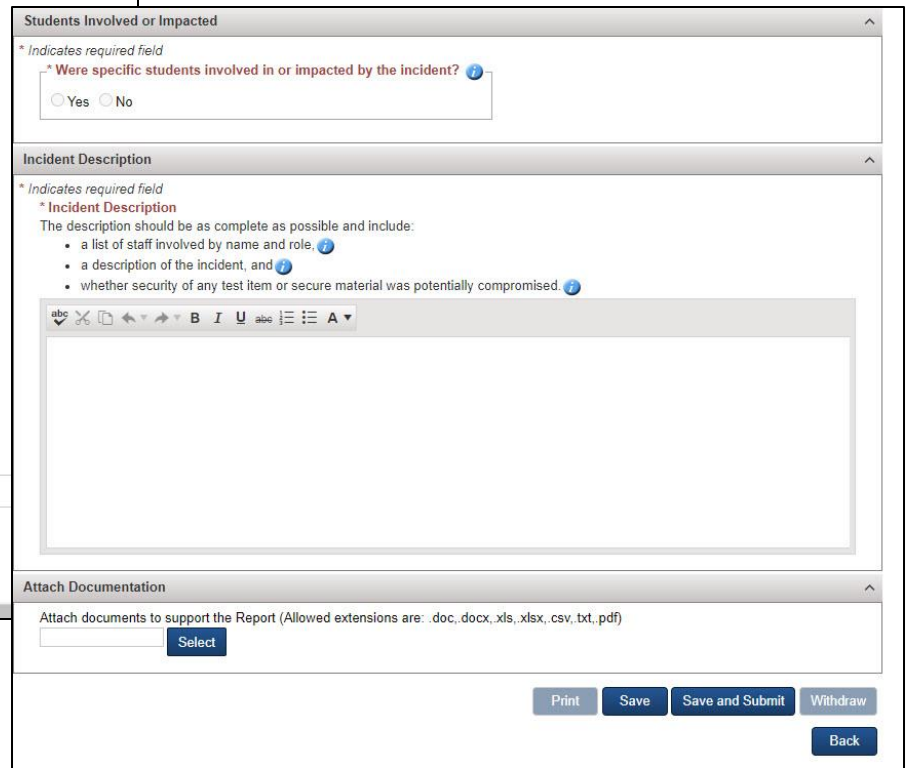
MI-Access, M-STEP, WIDA Incident Reporting



Details specific to the incident must be recorded including grade, testing mode, content area, incident category, and date of incident.



If individual student are involved, they must be recorded in the incident report along with a general description of the incident.



Incident report must be filed within the OEAA Secure Site. The IR form is created by district and school.

Role of Assessment Coordinator After Testing

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Material Collection and Return to Vendor

All materials must remain secure during distribution, use, and return.

District and Building Coordinators should continue to monitor test administrators and students to ensure that all materials were returned.

Ensure all materials are kept securely stored until returned to vendors. Districts/schools are responsible for returning all materials. Each assessment has specific requirements on how materials are to be boxed and returned. Reference the test coordinator manuals for more information.