Test Security And Integrity

MME Day Presentation

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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

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Role of Testing Coordinator

Role of Assessment Coordinator in Maintaining Test Security

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Role of Assessment Coordinator

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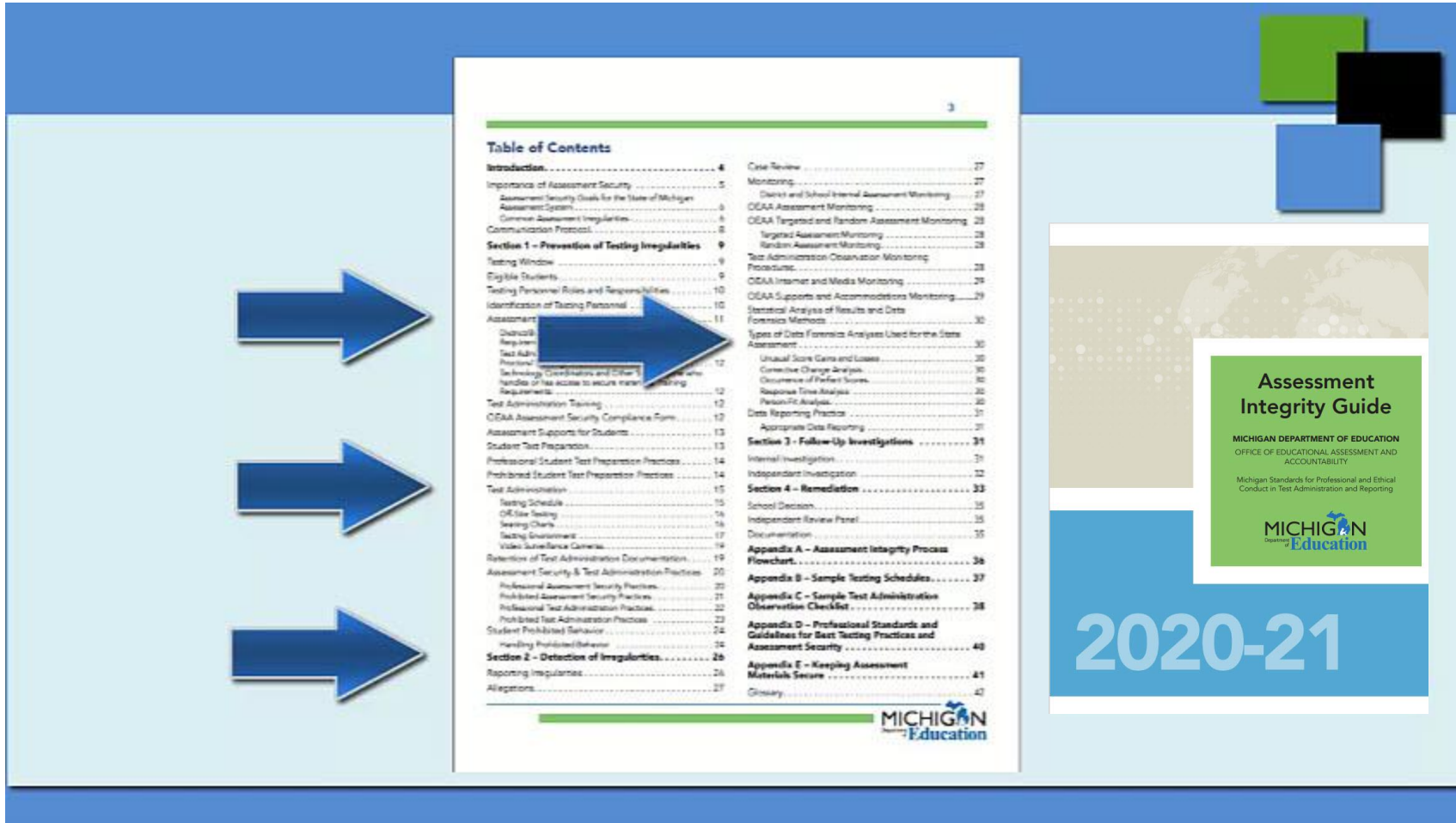
MDE Assessment Security and Integrity Website: (https://www.michigan.gov/mde-assessmentsecurity)

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_2919507.pdf)

Required Test Security and Test Administration Training

All staff must be trained in test administration and test security practices.
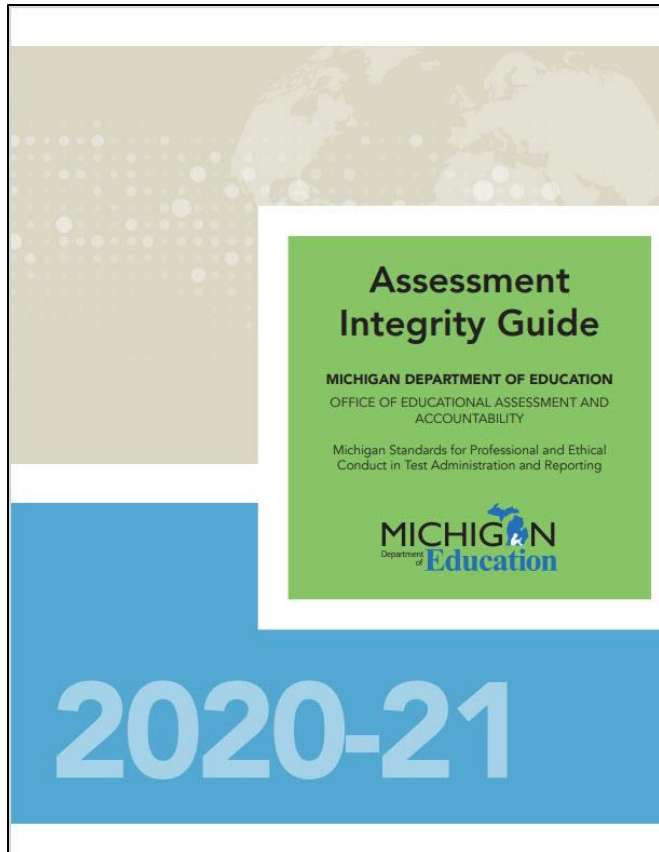
Assessment Security Training Requirements:

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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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. After successful completion of this training, the refresher course is available for training in subsequent years. 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.
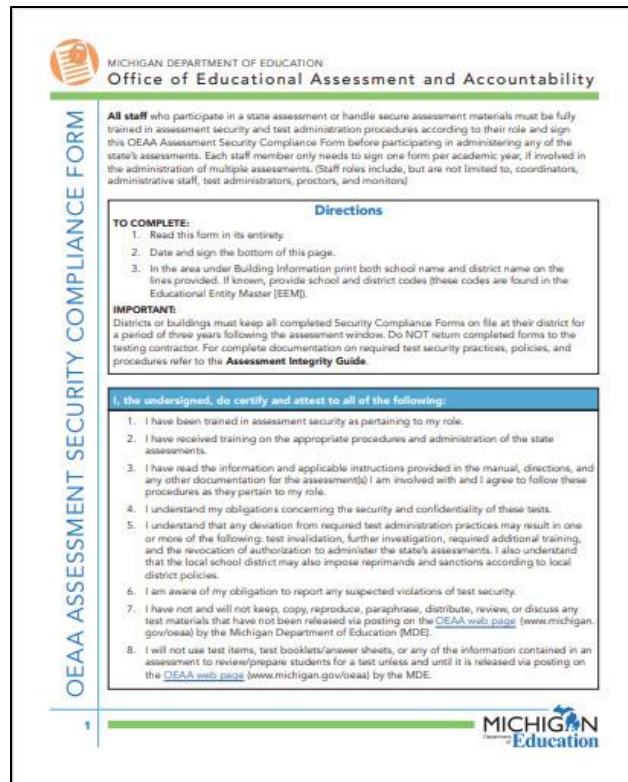
Module 4: Incident Response
This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring and most can be mitigated with a quick and careful response.

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

Registation Link (http://bit.ly/MDEAssessmentSecurity)

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.

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)

Creating Testing Schedule

						Test Session 1 Time		Test Session 2 Time	
						Beg.	End	Beg.	End

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.

ACT WorkKeys testing schedule requirements are documented in the TAM.

Off-site Testing

Off-site Test Administration Requests

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.

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.

Supporting Staff

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

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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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 materials/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.

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.

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.

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