

Assessment Security MME and High School Test Administration Training

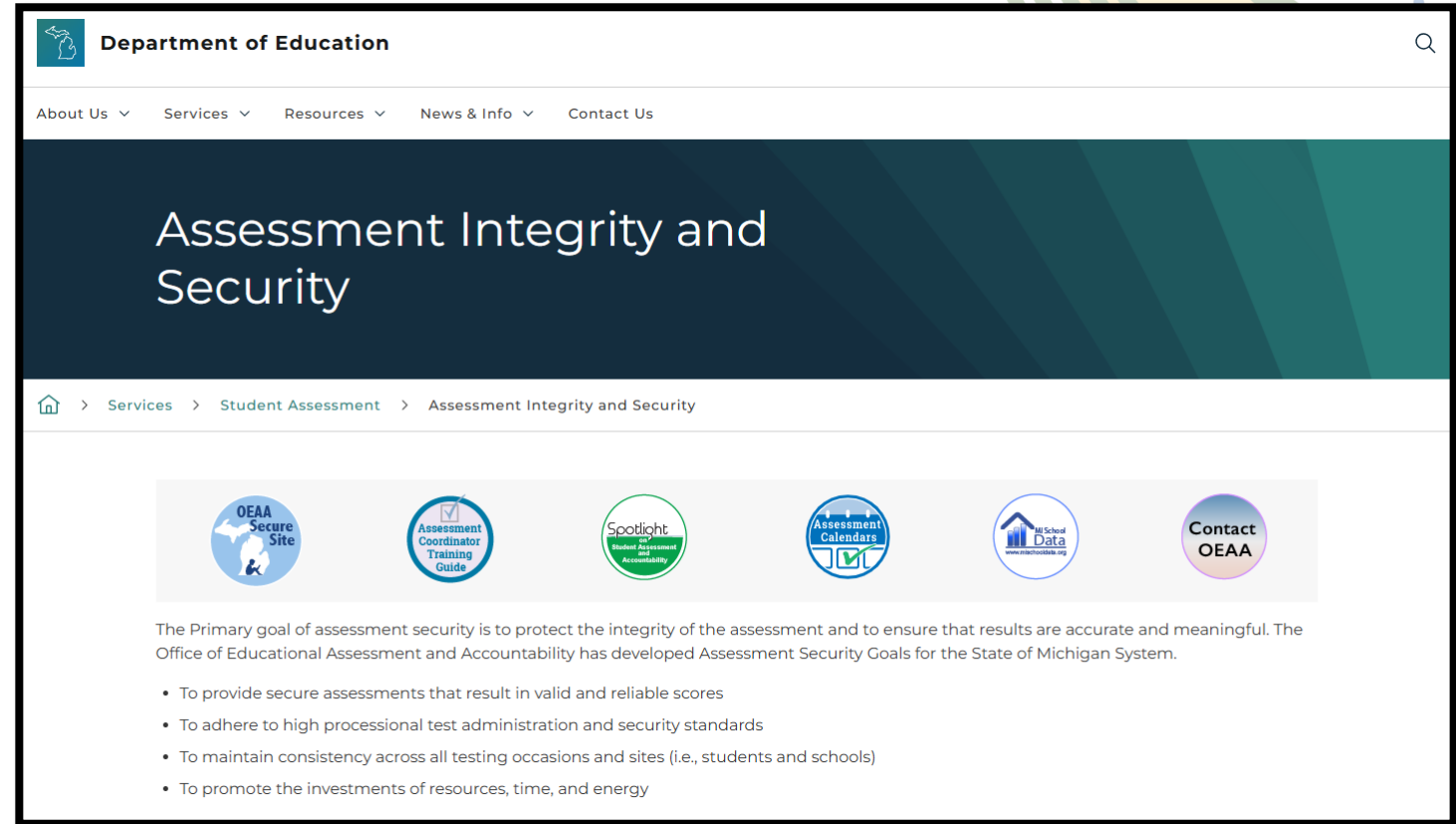
Office of Educational Assessment and
Accountability

Michigan Department of Education

Assessment Integrity and Security Resources

<https://www.michigan.gov/mde/services/student-assessment/assessment-integrity-and-security>

The OEAA provides a website dedicated specifically to Assessment Integrity and Security Resources.



Assessment Security Training

Assessment Security Training

- [Assessment Security Training Modules](#)

All staff members who participate in the administration of a state assessment must be fully trained in assessment security each year.

District/Building Assessment Coordinator Training Requirements:

- complete the [MDE Assessment Security](#) online course through Michigan Virtual. After completion of the training course a refresher course is available for subsequent years' training.
- read the [Assessment Integrity Guide](#)

Test Administrators/Room Supervisors/ Proctors/ Training Requirements:

- read the [Assessment Security for Test Administrators](#) document and/or complete the MDE Assessment Security online course through [Michigan Virtual](#).

Technology Coordinators and Other Staff (anyone who will handle or have access to secure materials) Training Requirements:

- read the *Keeping Assessment Materials Secure* training document (refer to Appendix E in the [Assessment Integrity Guide](#) for the document)

Allegation Reporting Resources

- **To report cheating and unethical behavior by a district or school regarding state assessments** call 877-560-8378, select option 1 or complete the online [Complaint or Allegation of Misadministration form](#).
- **Districts or schools wishing to report a testing irregularity or misadministration** involving M-STEP, WIDA Access for ELLs, MI-Access, and Early Literacy and Mathematics (K-2) must complete the [Incident Report](#) on the [OEAA Secure Site](#).

On the website, you can find information about the required Assessment Security Training for Test Administration staff as well as links to the documents and trainings.

Documents and Planning

To help ensure a smooth test administration on the OEAA provides various documents to help districts and schools plan for test administrations.

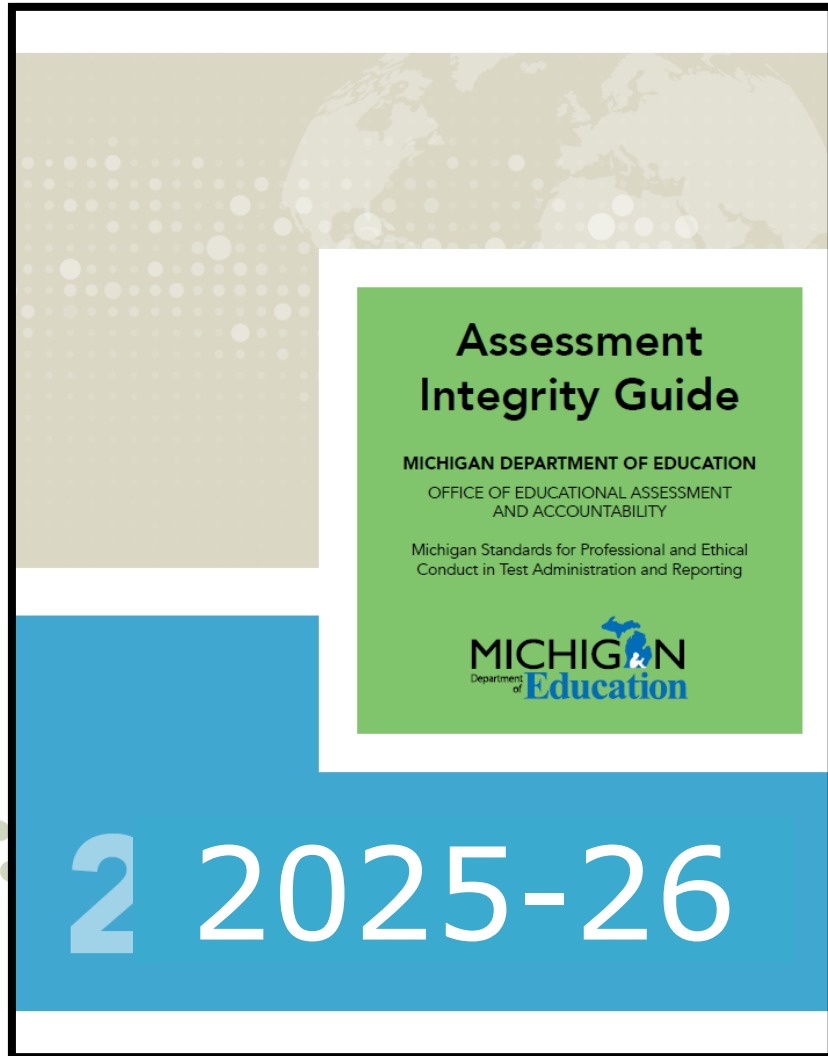
Assessment Security Documents

- [Assessment Integrity Guide](#) - guidelines to be followed to assist school staff to securely administer state assessments and have a common understanding of appropriate practices
- [Security Compliance Form](#) - required to be signed each year by all staff participating in test administration of any and all state assessments. The completed forms must be retained by the building/district for 3 years
- [Electronic Device Policy](#)

Assessment Security Planning Documents

- [Testing Schedule Template](#) - Use this template to create and document your testing schedules. Testing Schedules must be documented each year.
- [Material Storage and Chain of Custody Form](#) - Use this form to document your internal material storage procedures as well as the chain of custody process you will use before, during, and after testing.
- [Supports and Accommodations Plans and Procedures](#) - Use this form to document your district/building plans and procedures around providing needed supports and accommodations for students on the state assessments.
- [Incident Reporting Plans and Procedures](#) - Use this form to document your district/building plans and procedures for filing incident reports to report irregularities before, during, and after testing.
- [Testing Staff and Verification of Training](#) - Use this form to document the test administration and test security training that staff receive before administering the assessments.
- [Observation Checklist](#) - Use this observation checklist to complete your internal monitoring of test administration observations.

Assessment Integrity Guide



Each section provides information on the specific tasks that are required by the:

District Superintendent
District Assessment Coordinator
Building Assessment Coordinator
Building Principal
Test Administrator

Assessment Security and Test Administration Monitoring

Test
Administration
Observations

Incident Report
Monitoring

Off-site Test
Administration
Monitoring

Missing Material
Monitoring

Allegation Report
Monitoring

Online and
Social Media
Monitoring

Supports and
Accommodations
Usage
Monitoring

Data Forensic
Analysis

Each school year the OEAA monitors the test administrations to ensure that appropriate test administration and test security policies and procedures are followed.

Test Administration Observations Monitoring

Each year the OEAA conducts on-site test administration observations at approximately 75 schools during the designated testing windows.



Off-Site Test Administration Monitoring



Schools that need to test students outside of the building where students regularly receive instruction must submit an Off-site Test Administration Request.

The OEAA does not allow students to test remotely for the MI-Access, M-STEP, SAT Suite of Assessments, WIDA assessments, or WIN Work Readiness Assessments.

Incident Report Monitoring

Incident reports submitted through the OEAA Secure Site are used to help monitor test administration and test security irregularities that occur during testing.

Testing irregularities can occur for different reasons. A student may be observed using a cell phone, copying another student's work, or engaging in some other type of prohibited behavior.

Other irregularities may involve student supports and accommodations— either a student was not assigned the correct accommodation or support or was assigned an accommodation or support that the student should not have had.

Technical issues, building emergencies, or other unexpected events also might occur during testing.



Allegation Report Monitoring

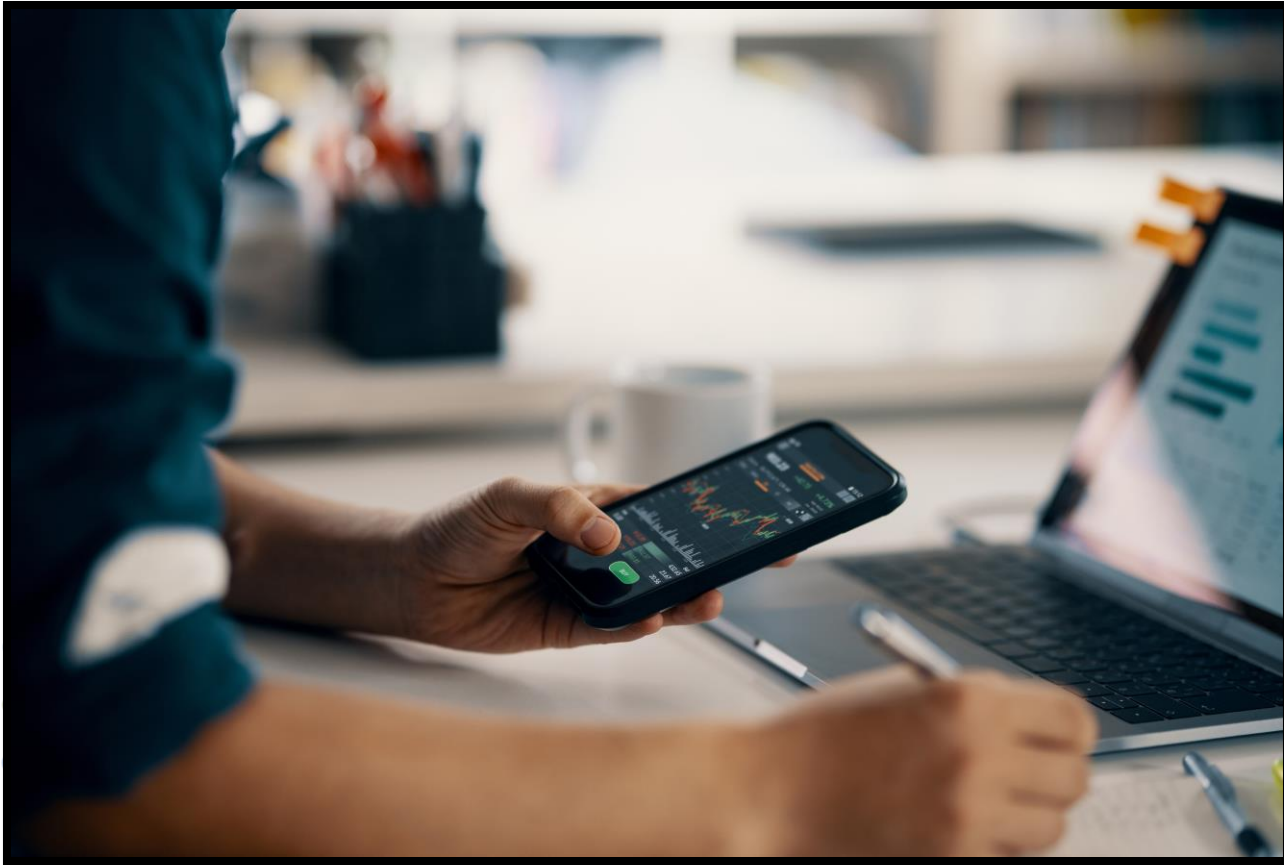
OEAA Test Misadministration Complaint Form

(<https://forms.office.com/g/hMhWH6hvP8>)



This form is to be used to report improper testing procedures and or practices for any of the Office of Educational Assessment and Accountability's (OEAA) test administrations including Early Literacy and Mathematics Benchmark, MI-Access, M-STEP, SAT Suite of Assessments, WIDA ACCESS/Alternate ACCESS, and WIN Work Readiness Assessments.

Online and Social Media Monitoring



Online and Social Media platforms are searched for test related posts by students and adults.

Student answer responses are also reviewed for the possibility of using an AI generated response or using an answer found from an online source.

Supports and Accommodations Usage Monitoring

Student use of supports and accommodations is monitored to ensure that students are receiving the appropriate supports on the assessments.

Use of accommodations by students without an IEP or section 504 plan is also monitored.



Missing Materials Monitoring



Each assessment has secure paper/pencil and accommodated testing materials that are required to be returned to the testing vendor.

The OEAA monitors to ensure that each district and school returns all required materials.

Data Forensic Analysis

Forensic analysis is conducted each year on student assessment results to identify irregularities in data that may indicate students receiving or using outside help on the assessments.



Thank You

For any further questions or comments,
please contact:

mde-oeaa@michigan.gov