

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



Test Security
Training
Requirements



Available
Resources



Breach of Security

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed 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 Training Guide 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 **Quick Reference** chapter readily available for future use.



608 W. Allegan St.
P.O. Box 30008
Lansing, Michigan 48909

Website: www.michigan.gov/oeaa
Email: mde-oeaa@michigan.gov
Phone: 877-560-8378
Fax: 517-335-1186

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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 are 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 are the test security training requirements for staff participating in the administration of the state’s assessments?
- ▶ What resources are available to help maintain test security?
- ▶ What constitutes a breach in test security and what should be done if there is a breach?

Note: The information in this chapter introduces you to the importance of test security and provides links to important resources you will need to ensure 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 (MV).

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 protects the investment of resources, time, and energy put into the creation, distribution, and administration of the assessments.

Test security is integral in ensuring that no student has an unfair advantage or disadvantage in their assessment performance. For example, public disclosure of test questions before test administration may compromise the validity of test results, as some students would have advance knowledge of specific items included on the assessment.

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



The District Assessment Coordinator oversees all test procedures and ensures that the district is in compliance with the required standardized policies and procedures. He or she has specific responsibilities to ensure high integrity in the assessment process for the entire district. This

individual also reports irregularities to the Office of Educational Assessment and Accountability (OEAA) as soon as possible and assists 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 their assigned building(s). He or she makes sure all personnel involved in testing are trained properly in administration of the test and security of the testing

materials. This individual also reports irregularities to the District Assessment Coordinator as soon as possible and assists the coordinator or the OEAA in resolving any irregularities.

What are the test security training requirements for staff participating in the administration of the state's assessments?



The District Assessment Coordinator is responsible for providing clear and comprehensive annual training on test administration and security procedures to building-level staff and must comply with state assessment requirements. All staff members who participate in a state assessment must be fully trained in assessment security.

■ District/Building Assessment Coordinator Training Requirements:

- » Complete the MDE [Assessment Security Training](#) online course through [Michigan Virtual](#). This four-module training series is used to train building staff on the importance of test security by following the Assessment Integrity Guide. Upon completion of the four modules and demonstration of knowledge on a short test, participants will receive a Certificate of Completion, which must be retained on file with signed security compliance forms. After successful completion of this training, staff are required to participate in the refresher course in subsequent years.
- » Read the [Assessment Integrity Guide \(AIG\)](#).

■ Test Administrators/Room Supervisors/Proctors Training Requirements:

- » Read the [Assessment Integrity Guide \(AIG\)](#) and/or complete the MDE [Assessment Security Training](#) online course through [Michigan Virtual](#). This four-module training series is used to train building staff on the importance of test security by following the Assessment Integrity Guide. Upon completion of the four modules and demonstration of knowledge on a short test participants will receive a Certificate of Completion, which must be retained on file with signed security compliance forms. After successful completion of this training, staff are required to participate in the refresher course in subsequent years.
- Technology Coordinators and Other Staff (anyone who handles or has access to secure materials) Training Requirements:
 - » Read the [Keeping Assessment Materials Secure](#) training document (found in Appendix E of the [AIG](#)).

What resources are available to assist in maintaining test security?



Every state assessment has its 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.

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 [MV's Professional Learning Portal](#).

Additionally, Assessment Coordinators should also review the [Appropriate Practices for Test Security](#) chapter of this training guide.

Another valuable MDE resource is the [Assessment Security Training](#) series. This series consists of four

Resource	Description	Location
Assessment Integrity Guide (AIG)	This describes how state-level assessments should be securely administered and includes information on the roles and responsibilities of testing staff, test preparation, administration irregularities, and security.	On each assessment's web page
Assessment Security Training Modules	This four-module training series is used to train building staff on the importance of test security by following the Assessment Integrity Guide.	Available on Michigan Virtual's Professional Learning Portal, links on each assessment's web page
Security Compliance Form	This is a document that must be signed by all staff who participate in the administration of any of the state's assessments. By signing, staff affirm that they understand their responsibilities in maintaining test security and that they have been fully trained in test security and their role in test administration.	On each assessment's web page
Test Administration Manuals	These are documents, specific to each assessment being administered, that outline proper test administration practices before, during, and after test administration.	On each assessment's web page
Incident Reporting Guide	This supports District and Building Coordinators in identifying incidents that occur before, during, or after test administration and the steps that must be followed to report the incident to the OEAA.	On the M-STEP, MI-Access, and WIDA assessment web pages; also in the M-STEP Test Administration Manual
Sample Testing Schedules	These are templates provided for the documentation of testing schedules for M-STEP, MI-Access, and WIDA assessments.	Appendix B of the Assessment Integrity Guide
Sample Test Administration Observation Checklist	This is a checklist that the OEAA uses while monitoring the administration of the state's assessments. It is recommended that District and Building Coordinators also use this form when monitoring test administrations.	Appendix C of the Assessment Integrity Guide
Keeping Assessment Materials Secure Training Document	This is a document that details how to maintain material security before, during, and after testing.	Appendix E of the Assessment Integrity Guide

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



Many things constitute a breach in test security. Examples include, but are not limited to, copying test questions, sharing answers, and use of electronic devices during testing.

All suspected breaches in test security must be reported to the Michigan Department of Education (MDE). District Assessment Coordinators will 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.

After an incident or complaint has been reported, MDE might determine that questions still remain regarding the security, validity, or authenticity of the test administration, and might 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 might be warranted and would be initiated by MDE.

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