



St. Malachy Catholic School

Local Entity

Testing Security Policy

2021-2022

Purpose

In accordance with Indiana Department of Education policy that “Every school corporation, public school, charter school, accredited nonpublic school, Choice school, or other test administration location that administers tests under the Indiana Assessment System MUST have a locally developed written test security policy,” St. Malachy has developed this policy. This policy details requirements for test security at St. Malachy Catholic School for the 2021-2022 school year. All staff is expected to be familiar with this policy and will be emailed a copy. Upon reading this policy they will complete the sign off document (appendix A) and submit to the Assistant Principal/STC.

Ethical Practices and Procedures

1. All testing materials will be delivered to schools no more than one week in advance of test administration.
2. Teachers and other school staff members are not allowed access to secure materials, except for the Test Administrator’s Manual.
3. It is the policy of St. Malachy Catholic School that security of assessment materials before, during, and after testing will be maintained as follows:
 - a. The Assistant Principal/STC will be responsible for ensuring that teachers and other school staff members do not have access to the secure materials, with the exception of the *Examiner’s Manual*, unless they have checked it out from the STC’s Office on the day of actual testing.
 - b. Storage of all testing materials will be kept in a locked cabinet of the Assistant Principal/STC’s office, which has extremely limited key access to anyone in the building. The cabinet will be locked whenever test materials are present and the STC is not in the office.
 - c. Teachers will sign out all test materials daily on official sign-out sheets created by the STC, and office staff including the principal and administrative assistants will sign materials back in at the first logical opportunity for teachers to return them each day. All staff will count each time to ensure all materials are present and accounted for. These sign-out sheets will be maintained until the order for the destruction of testing documents is given by the DOE.
4. St. Malachy Catholic School will ensure that school staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results of the assessment.

Test Preparation Materials Review

St. Malachy Catholic School will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students:

The following procedures are in place to ensure that practices and materials are used at St. Malachy Catholic School to prepare students for assessments, and communicated at least once annually to all appropriate staff beginning early in the school year.

1. St. Malachy Catholic School will review annually school materials and practices related to preparing students for assessments, administering assessments, securing assessments, and interpreting the results from assessments.
2. St. Malachy Catholic School will ensure test preparation materials used by school staff are appropriate and do not violate test security protocol by giving specific examples, provided by the Department of Education, to show what is appropriate and what is not. Examples from communication pieces disseminated by the Department of Education as well as through the AIR and Moodle will also be used, as appropriate. All staff will be well-versed in the appropriate practices, and the Principal will hold all staff accountable to ensure they are being followed.

Training Requirements

St. Malachy Catholic School assures that all appropriate staff have knowledge of the *Code of Ethical Practices and Procedures* and understand how to secure, administer, and handle the assessments while in their possession.

1. The STC will ensure that all appropriate staff receives test security training. STC will ensure attendance is documented for each test security training. This training will occur prior to any and all testing and usually begins in September with refresher training as testing windows approach. Training will take place at regularly scheduled staff meetings. YouTube link and testing security and integrity agreement pdf is emailed to all staff.
2. The STC will ensure that all appropriate staff receive test administration training prior to testing. The STC will ensure attendance is documented at each test administration training. Staff will view TA training at staff meeting and complete training and print certificate. Certificate will be filed by STC. Certificate will serve as attendance.
3. The STC will ensure that all staff members who will provide students with testing accommodations receive focused test accommodations training prior to testing. The STC will also ensure that all staff members who will provide students with testing accommodations are familiar with each student's individual accommodation needs, as per the student's IEP, ISP, Section 504 plan, CSEP, and/or service plan prior to testing. The

Assistant Principal/STC will ensure attendance is documented at each testing accommodations training. A list of students' accommodations and scheduled proctors will be provided to teachers.

Monitoring

Beginning early in the school year, the Principal and/or STC will provide focused individual trainings and/or refresher updates to all staff members who will be involved in the testing procedures and will:

- Communicate the standards for determining what is ethical or appropriate practice contained in the *Code of Ethical Testing Practices and Procedures* as well as any additional local standards;
- Define and clearly communicate for all appropriate staff how staff implementation of test administration and test security standards and procedures will be monitored by school administrators;
- Define and clearly communicate for all appropriate staff all security procedures established for each assessment;
- Provide any other information and professional development necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results from assessment.
- Have all staff members who will have access to materials or participation in the assessment process sign and date the *Indiana Testing Security and Integrity Agreement*. These forms will be kept on file in the Assistant Principal/STC's office.

Testing Schedule

A testing schedule will be established by the Dean of Students, in consultation with the Assistant Principal/STC, and other appropriate administrators, which covers times for each required class to take the required assessments to meet the requirements set forth by the Department of Education. This testing schedule will be published to the staff via email at least a week prior to the testing window. Only the Assistant Principal/ STC and Dean of Students have the authority to make changes to this testing schedule, and all staff will understand and follow the official schedule so no unauthorized or unknown administrations are made.

Accessibility

The following access policy for test materials will allow for only appropriate staff to have access to test administration manuals prior to the administration of the test and will prohibit the reviewing of any secure test questions before, during, or after the assessment administration.

This process will also ensure all student assessments are secure when they are not being administered.

Storage of all testing materials will be kept in the Assistant Principal/STC's office, which has extremely limited key access to anyone in the building. The cabinet will be locked whenever test materials are present, unless the STC is accessing *Test Coordinator's Manuals* or *Examiner's Manual* for planning purposes prior to the test administration dates.

The Principal and Assistant Principal/STC will be responsible for ensuring that teachers and other school staff members do not have access to the secure materials, with the exception of the *Examiner's Manual*, unless they have checked it out from the STC's Office on the day of actual testing.

Teachers will sign out all test materials daily on official sign-out sheets created by the STC, and the STC, the principal and/or administrative assistants will sign materials back in at the first logical opportunity for teachers to return them each day. All staff will count each time to ensure all materials are present and accounted for. These sign-out sheets will be maintained until the order for the destruction of testing documents is given by the DOE.

Addressing Test Security Concerns

The following procedures are in place to ensure that practices and materials are used at St. Malachy Catholic School to prepare students for assessments, and communicated at least once annually to all appropriate staff beginning early in the school year.

St. Malachy Catholic School will review annually school materials and practices related to preparing students for assessments, administering assessments, securing assessments, and interpreting the results from assessments.

1. St. Malachy Catholic School will ensure test preparation materials used by school staff are appropriate and do not violate test security protocol by giving specific examples, provided by the Department of Education, to show what is appropriate and what is not. Examples from communication pieces disseminated by the Department of Education as well as through the Moodle Test Coordinator forum will also be used, as appropriate. All

staff will be well-versed in the appropriate practices, and the Principal will hold all staff accountable to ensure they are being followed.

2. The Principal, with help from the Assistant Principal/STC and other school administrators and staff as designated, will have ultimate responsibility to monitor testing to ensure staff members are administering assessments with fidelity in terms of testing protocols/procedures, and staff members are appropriately providing students with accommodations included in their Individualized Service Plans. If violations are found, they will be immediately reported to the Archdiocese Office of Catholic Schools and/or the Department of Education through a Testing Irregularity Report.
3. The St. Malachy Catholic School Assistant Principal will be responsible to receive, investigate, and implement appropriate action on all complaints regarding any assessment or standardized testing procedure.
4. Teachers, administrators, students, parents, and other community members will understand their right to voice their concerns about testing practices they consider inappropriate, utilizing the Testing Concerns and Security Violations Report Form in Appendix C of the *Indiana Assessment Policy Manual*.
 - a. The Assistant Principal/STC will investigate any complaint, allegation, or concern about inappropriate testing practices, and ensure protection of both the rights of individuals and of the integrity of the assessment. He/she will interview all relevant witnesses after receiving the complaint and consult appropriate authorities at the Archdiocese Office of Catholic Schools and/or the Indiana Department of Education to render and implement appropriate action.
 - b. The Assistant Principal will follow the Protocol for Reporting and Investigating Alleged Breaches in Appendix A of the *Indiana Assessment Policy Manual*. His/her investigation of any complaint of inappropriate testing practices or testing irregularities will adhere to the requirements listed in this protocol.