

MSD Southwest Allen County Test Security Policy

**ISTEP+ (Spring)
(Grades 3 – 8, Grade 10)**

Paper/Pencil, Part 1

- ISTEP+ paper/pencil test materials are shipped to SACS Central Maintenance.
- Materials are organized, by school and box number and placed in a locked room in the Central Maintenance.
- The Superintendent's office verifies receipt of all boxes and retrieves copies of packing lists contained in the Box 1 of 1 of the Corporation Box(s).
- A timeline for distribution of materials, testing days, and return of testing materials are compiled and e-mailed to building principals for the testing window.
- Time slots are assigned to each school for pick-up of testing materials at the Central Maintenance. If building principals are not available, building head custodians are charged with the responsibility of picking up materials (signing for receipt of materials) and returning the school's materials to the secure school building location.
- STC's conduct an Ethical Testing Practice Meeting at their respective building to include the following: Guidance and coordination of procedures, protocols, training relative to test security access, accommodations, custody of test materials, reporting unethical behavior, and consequences.
- All materials are kept in a secure-locked room until the morning of testing.
- All materials are returned to the secure-locked room at the end of each testing day.
- Upon completion of testing, all materials are returned to Central Maintenance, accounted for, and shipped to the scoring facility. Items not returned to the scoring facility are kept in a secure area pending IDOE notice to destroy.

On-line, Part 2

- Secure test materials for the on-line version include Individual Test Tickets, Summary Test Tickets, user account information, Examiner's and Test Coordinator's Manuals. These items must be kept in locked storage except during the actual test administration.
- STC's conduct an Ethical Testing Practice Meeting at their respective building to include the following: Guidance and coordination of procedures, protocols, training relative to test security access, accommodations, custody of test materials, reporting unethical behavior, and consequences.
- All materials are kept in a secure-locked room until the morning of testing.
- All materials are returned to the secure-locked room at the end of each testing day.

- Examiner's and Test Coordinator's Manuals are returned to the Superintendent's office and accounted for and kept in a secure area pending IDOE notice to destroy.

WIDA ACCESS for ELLs 2.0 – *Online and Paper/Pencil* (Winter)

- WIDA ACCESS for ELLs 2.0 test materials for the annual assessment of limited English proficient students are shipped to the Administration Building.
- The Assistant Superintendent's office verifies receipt of all boxes and retrieves copies of packing lists contained in the Box 1 of 1 of the Corporation Box(s).
- Testing rosters, Examiner's and Test Coordinator's manuals, etc. received annually are kept secure in the Assistant Superintendent's office until the testing window begins.
- Secure test materials for the on-line version include Individual Test Tickets, Summary Test Tickets, user account information, Examiner's and Test Coordinator's Manuals. These items must be kept in locked storage except during the actual test administration.
- Once the testing window opens, building Test Administrator's keep testing materials in a locked-secure room.
- Upon completion of testing, all materials are returned to the Assistant Superintendent's office, accounted for, and shipped to the scoring facility. Items not returned to the scoring facility are kept in a secure area pending IDOE notice to destroy.

End of Course Assessment (ECA) -*Online* (Winter/Spring/Summer)

- ECA Examiner's and Test Coordinator's Manuals are shipped to the Administration Building.
- The Superintendent's office verifies receipt of all boxes and retrieves copies of packing lists contained in the Box 1 of 1 of the Corporation Box(s).
- Secure test materials for the on-line version include access codes and student log-in cards and are kept in a secure-locked room until the morning of testing.
- ECA materials for students requiring a paper/pencil test are shipped to the Administration Building.
- Materials are transported to HHS to a secure-locked room until the morning of testing.
- HHS STC verifies receipt of all boxes and retrieves copies of packing lists contained in the Box 1 of 1 of the Corporation Boxes.
- STC's conduct an Ethical Testing Practice Meeting at their respective building to include the following: Guidance and coordination of procedures, protocols,

training relative to test security access, accommodations, custody of test materials, reporting unethical behavior, and consequences.

- All materials are returned to the secure-locked room at the end of each testing day.
- Upon completion of testing, all paper/pencil materials are accounted for and shipped to the scoring facility. Items not returned to the scoring facility are kept in a secure area pending IDOE notice to destroy.

ACCUPLACER (Grades 11 & 12)—Online (Fall, Part 1; Winter, Part 2)

- STC's conduct an Ethical Testing Practice Meeting at their respective building to include the following: Guidance and coordination of procedures, protocols, training relative to test security access, accommodations, custody of test materials, reporting unethical behavior, and consequences.
- CollegeBoard provides all test materials electronically.
- Accuplacer Proctor prints testing vouchers and these must be kept in locked storage except during the actual test administration.
- All testing is done electronically on the CollegeBoard website.
- Upon completion of testing, all vouchers must be destroyed by the Accuplacer Proctor.

IREAD 3 – *Online* (Spring/Summer)

- IREAD Secure Test Administration Manuals (TAMs) are shipped to the Administration Building.
- The Superintendent's office verifies receipt of all boxes and retrieves copies of packing lists contained in the Box 1 of 1 of the Corporation Box(s).
- Secure test materials for the on-line version include Individual Test Tickets, Summary Test Tickets, user account information and TAMs. These items must be kept in locked storage except during the actual test administration.
- STC's conduct an Ethical Testing Practice Meeting at their respective building to include the following: Guidance and coordination of procedures, protocols, training relative to test security access, accommodations, custody of test materials, reporting unethical behavior, and consequences.
- All materials are kept in a secure-locked room until the morning of testing.

- All materials are returned to the secure-locked room at the end of each testing day.
- Upon completion of testing, all TAMs are returned to the Superintendent's office, accounted for, and shipped to the scoring facility. Items not returned to the scoring facility are kept in a secure area pending IDOE notice to destroy.

Indiana's Standard Tool for Alternative Reporting (ISTAR) – *Online*

Part 1 (Winter-January test administration); Part 2 (Spring-April test administration)

- Secure test materials for the on-line version include **Individual Test Tickets, Summary Test Tickets, user account information** and Text Coordinator's Manuals. These items must be kept in locked storage except during the actual test administration.
- STC's conduct an Ethical Testing Practice Meeting at their respective building to include the following: Guidance and coordination of procedures, protocols, training relative to test security access, accommodations, custody of test materials, reporting unethical behavior, and consequences.
- All materials are kept in a secure-locked room until the morning of testing.
- All materials are returned to the secure-locked room at the end of each testing day.
- Upon completion of testing, all Test Coordinator's Manuals are returned to the Corporation Test Coordinator. Items not returned to the scoring facility are kept in a secure area pending IDOE notice to destroy.

PSAT/NMSQT – *Paper/Pencil* (Fall)

- PSAT paper/pencil test materials are shipped to SACS Guidance and School PSAT Coordinator.
- Head custodian is charged with the responsibility of picking up materials and delivering the school's materials to the secure School PSAT Coordinator office.
- Materials are organized numerically.
- School PSAT coordinator verifies receipt of all boxes and test copies.
- School PSAT coordinator notifies HHS of timeline for distribution of materials, testing days, and return of testing materials.
- STC's conduct an Ethical Testing Practice Meeting at their respective building to include the following: Guidance and coordination of procedures, protocols, training relative to test security access, accommodations, custody of test materials, reporting unethical behavior, and consequences.
- All materials are kept in a secure-locked room until the morning of testing.

- All materials are returned to the secure-locked room at the end of each testing day.
- Upon completion of testing, all materials are returned to HHS secure shipping area and are released by the head custodian to the designated shipping service. Items not returned to the scoring facility are kept in a secure area until placed in the secure shredding bins.

Advanced Placement (AP) – Paper/Pencil (Spring)

- STC's conduct an Ethical Testing Practice Meeting at their respective buildings to include the following: Guidance and coordination of procedures, protocols, training relative to test security access, accommodations, custody of test materials, reporting unethical behavior, and consequences.
- Pre-administration AP materials are shipped to and stored in Guidance office
- AP test materials are shipped to HHS Guidance. Testing materials are organized by subject and placed in the locked testing materials storage room in the high school.
- AP coordinator verifies receipt of all boxes and confirms all exams have been received.
- AP coordinator notifies school of exam schedule.
- All materials are kept in a secure-locked room until the morning of testing.
- All materials are returned to the secure-locked room at the end of each testing day.
- Immediately upon completion of testing, all materials are returned to the AP coordinator, accounted for, and secured in the testing storage area. Week one exams are shipped to the scoring facility at the end of week one. Week two exams are shipped to the scoring facility at the end of the second week. Items not returned to the scoring facility are kept in the locked testing storage area until they can be securely destroyed.
- AP coordinator and/or STC are notified when mailing service arrives so testing storage area can be unlocked and packaged testing materials can be released for shipment to scoring facility.