

# Evansville Vanderburgh School Corporation

## Bylaws & Policies

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### **STUDENT ASSESSMENT**

The School Board, in compliance with law and the rules of the State Board of Education, shall implement Indiana State assessments to assess student achievement and needs in English/language arts, reading, mathematics, social studies, science, and other designated subjects in order to determine the progress of students and to assist them in attaining Corporation and State Department goals.

The Superintendent shall develop and implement a plan which complies with guidelines established by the Department of Education.

### **2623.01 - TEST SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS**

It is the intent of the Board that all staff comply with the requirements of the Indiana Department of Education (IDOE) regarding test security of the statewide assessments.

The Superintendent or designee is designated as the Corporation Test Coordinator (CTC). The CTC responsibilities include, but are not limited to, the following:

- A. inventory and track all assessment materials;
- B. control the secured storage, distribution, administration and collection of tests;
- C. ensure no tests are copied;
- D. return to IDOE all used and unused test materials;
- E. follow all procedures located in the testing manuals and those outlined by the IDOE;
- F. ensure that all appropriate staff has knowledge of the Indiana Ethical Testing Practices and Procedures and understand the procedures to secure, administer, and handle assessment materials while in their possession;
- G. provide test security training for all appropriate staff, including how test security standards and procedures will be monitored;
- H. provide test administration training for applicable staff;
- I. monitor testing to ensure staff are administering assessments with fidelity in terms of testing protocols/procedures and staff are appropriately providing students with accommodations and providing evidence of monitoring upon request;

Upon receipt of assessment materials, the CTC shall provide for storage under lock and key at a central location. Assessment materials shall not be available to unauthorized parties. Teachers and other school staff members shall not have access to secure materials (except for the Examiner's manual) more than twenty-four (24) hours in advance of test administration.

The CTC is responsible for the secure distribution of assessment materials to each school building. Secure test materials shall not be delivered to school buildings more than one week in advance of the designated test window. The Principal/STC (School Testing Coordinator) is responsible for security of assessment materials during the time the materials are in his/her school.

The Principal/STC responsibilities include, but are not limited to, the following:

- A. adhering to the testing schedule established by the CTC; or establishing a testing schedule
- B. prohibiting the review of any secure test questions before, during, or after an administration session;
- C. establishing a process to ensure that all student assessment materials are secure when not being administered;
- D. establishing a sign in and sign out protocol to ensure inventory and tracking of all materials;
- E. ensuring all test examiners are qualified (hold a license granted by the Indiana Department of Education);
- F. informing appropriate staff of Indiana Ethical Testing Practices and Procedures;
- G. arranging for the secure transport of the assessment materials to the CTC at the conclusion of the testing window following procedures outlined in the Examiner's Manual;
- H. ensuring no tests are copied;
- I. provide test security training for staff including how test security standards and procedures will be monitored;
- J. provide test administration training for staff;
- K. ensure that test examiners that will provide testing accommodations to students are familiar with each student's individual accommodation needs and have been trained in providing those accommodations;
- L. monitor testing to ensure staff are administering assessments with fidelity in terms of testing protocols/procedures and staff are appropriately providing students with accommodations;
- M. establish procedures to document the monitoring of testing and ensure this documentation is available upon request;

Each person designated as an examiner is responsible for assuring that all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets by serial number and/or test tickets. All answer documents, and other assessment materials until returned to the Principal/STC at the conclusion of the administration session.

Each examiner must ensure that students receive the appropriate accommodations.

Each examiner, monitor, and other school personnel authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices.

No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

Except for accommodations made in accordance with the rules adopted by the Indiana Department of Education, only materials specifically designed by the IDOE shall be provided to students or permitted in the assessment room during an administration session.

Violations to test security include, but are not limited to the following:

- A. giving examinees access to test questions prior to testing
- B. copying, reproducing or using in any manner any portion of any secure assessment for any reason contrary to this policy
- C. altering answer documents during or after a testing session
- D. sharing actual or paraphrased test items or student responses in a public forum
- E. commenting on test content in a public forum
- F. posting actual test content or paraphrasing test content on social media
- G. taking pictures of test materials
- H. emailing, texting, or instant messaging actual or paraphrased test content
- I. deviating from the prescribed administration procedures specified in the Examiner's Manual
- J. making answer keys available to examinees
- K. reviewing test questions prior to, during or after test administration
- L. scoring student responses on the test locally before submitting the assessment for scoring to the test contractor, as designated by the IDOE
- M. participating in, directing, aiding, counseling, assisting, encouraging, or failing to report any of the above acts prohibited in this section or any other acts violating this policy or the Indiana Code of Ethical Practices and Procedures

The CTC shall establish procedures for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. The CTC shall investigate any complaints of inappropriate testing practices or testing irregularities. These are included in administrative guidance. The CTC shall ensure that any allegations of test security violations or test integrity violations are reported to IDOE pursuant to the Protocol for Reporting and Investigating Alleged Assessment Breaches or Irregularities ("Protocol"), as required by 511 I.A.C. 5-5-4. The Protocol is provided below

- A. a formal process by which all complaints are documented and can be tracked to resolution;

- B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint;
- C. if any evidence of an inappropriate testing practice or testing irregularity exists, a report to the IDOE Office of Student assessment must be sent within the next seven (7) calendar days;
- D. protection of the integrity of any ongoing assessments;
- E. submit a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted;
- F. the final report must clearly indicate any recommendations or findings that would impact the reliability or validity of student scores and detail actions that the School Corporation recommends the State take;

Before the opening of the test window for any standardized test, the IDOE requires that training of any person associated with testing has occurred. This includes, but is not limited to, the CTC, the Principal/STC, test examiners, proctors, and any other person associated with the testing process.

I.C. 20-28-5-7

511 I.A.C. 5-5-3

511 I.A.C. 5-5-4

Indiana Assessment Policies, Administration, and Security Manual

Code of Ethical Practices and Procedures (Indiana Department of Education)

Protocol for Reporting and Investigating Alleged Assessment Breaches (Indiana Department of Education)

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