

Avon Policy Manual

Section

Section 5000 - Instruction and Student Services

5400: Test Security Provisions for Statewide Assessment

The Avon Community School Corporation Board of School Trustees intends for all staff members to comply with the requirements of the Indiana Department of Education (IDOE) regarding test security of the statewide assessments. The school corporation administration will ensure a testing schedule is established within the testing window approved by the state board of education or seek a waiver to test outside of the established testing window if necessary to accommodate the corporation calendar.

Security and Access to Test Materials

Upon receipt, the Superintendent or designee shall ensure all test materials are stored at a central location in a secure manner. Secure test materials should be delivered to school buildings no more than one week (preferably less) in advance of the test administration dates. Teachers and other staff members shall not access secure materials more than four (4) hours in advance of the test administration.

The Superintendent or designee shall establish procedures to ensure all assessment materials are secure before, during and after being administered. Such procedures shall also ensure only appropriate staff members have access to test administration materials. No staff member shall review any secure test questions before, during, or after the assessment administration.

Staff Training

All appropriate staff members shall receive test administration and test security training prior to testing. Such training shall include knowledge of the IDOE Code of Ethical Practices and Procedures, security, administration, and handling of assessments while in staff members' possession.

On an annual basis, prior to the assessment testing period, all staff members shall receive training on test security.

Staff members providing students with testing accommodations as per a student's Individual Education Plan (IEP), Individual Learning Plan (ILP), Section 504 Plan, and/or nonpublic school Service Plan shall receive focused training on providing such accommodations prior to testing. Steps shall be taken to ensure such staff members are familiar with each student's individual needs as provided in their IEPs, ILPs, Section 504 Plans, and/or Service Plans.

Monitoring

All assessment testing sessions will be monitored to ensure assessments are being administered by staff members in accordance with the test security protocol and procedures and appropriate accommodations are being provided to students with an IEP, an ILP, a Section 504 plan and/or a service plan in accordance with their plans.

Reports and Investigations

Teachers, administrators, students, parents, and other community members may report concerns about testing practices they consider inappropriate to the Corporation Testing Coordinator. The Corporation Testing Coordinator shall investigate any complaint, allegation, or concern about inappropriate testing practices, and ensure the protection of both the rights of the individuals and the integrity of the assessment. The investigation will include, but not be limited to, the following.

- A. Reports of potential inappropriate testing practices or testing irregularities shall be immediately made to the IDOE Office of Student Assessment.
- B. Corporation Testing Coordinator shall work with the IDOE Office of Student Assessment to take appropriate next steps consistent with the IDOE's Protocol for Reporting and investigation Alleged Assessment Breaches.

Annual Communication

At least annually, the Corporation shall communicate the following to staff members:

- A. The standards for determining ethical and appropriate practices contained in the Code of Ethical Practices and Procedures and local standards;
- B. The method of school administration monitoring of staff members implementation of test administration and security standards;
- C. All security procedures established for each assessment; and
- D. The procedures for reviewing practices and materials used to prepare students for testing.

Review of Procedures

The Superintendent or his/her designee shall establish an annual process for reviewing the Corporation's practices and materials related to:

- A. Preparing students for assessments;
- B. Administering assessments;

C. Securing assessments; and

D. Interpreting results from assessments.

The Corporation's review shall take into consideration the appropriateness of any materials and compliance with test security protocols that ensure staff members have knowledge and skills to make ethical decisions related to the above items.