

## Test Security Provisions for Statewide Assessments (AG)

The Southwestern Consolidated School Corporation of Shelby County shall abide by the *Indiana Assessments Policy Manual*.

The Corporation shall provide a copy of the *Code of Ethical Practices and Procedures* to all school personnel who may be involved with any part of handling, coordinating, or administering standardized tests.

Any individual who administers, handles, or has access to secure test materials at the school or School Corporation shall complete assessment training and sign *Form C275-E1: Testing Security and Integrity Agreement*. This form is to remain on file in the appropriate building-level office each year. Before the opening of the test window for any standardized test, training of any/all persons associated with testing must have occurred. This includes, but is not limited to, the Corporation Testing Coordinator (“CTC”), principal or designee, test examiners, proctors, and any other person associated with the testing process.

Test Administrators (“TAs”) and Proctors must monitor the testing session. It is not acceptable for TAs and/or Proctors to leave students unsupervised (for any amount of time) to concentrate on other tasks or materials, or to otherwise ignore what is happening.

TAs and Proctors must ensure that all students:

- Receive appropriate accommodations.
- Follow instructions.
- Respond in the appropriate places in answer documents.
- Do not exchange answers.
- Do not interfere with or distract others.
- Use only permitted materials and devices.

School administrators must have a plan in place to monitor during testing to ensure staff are adhering to test administration and test security protocols with fidelity. Documentation (i.e., monitoring logs/reports sharing monitoring dates/times, names of TAs/Proctors monitored, what was observed during monitoring, information referenced in the “Room Observation” section of IDOE’s Onsite Monitoring Checklist, and any concerns) of monitoring conducted during testing must be kept on file at the local level. This documentation will be requested and reviewed during IDOE monitoring of schools.

Any complaint alleging cheating or a security breach, testing administration breach, an intellectual property right infringement, or any breach that undermines the integrity and/or inhibits the effectiveness of Indiana’s assessments, including, but not limited to, ILEARN, I AM, ISTEP+ Grade 10, IREAD-3, Early Childhood Assessments, and WIDA shall be immediately reported to the Indiana Department of Education. The complaint shall be submitted via the completion of Form C275-E1: Testing Concerns and Security Violations Report Form. The

IDOE's process of investigation will follow the *Indiana Assessments Policy Manual Appendix A: Protocol for Reporting and Investigating Alleged Breaches*.

Any of the following issues are considered "Test Security" concerns as defined in 511 IAC 5-5-2:

- A. "Integrity breach" means any action that undermines the integrity and/or inhibits the effectiveness of the assessment from achieving the purposes set forth in IC 20-32-5-1. An integrity breach includes, but is not limited to, any security breach, testing irregularity, testing administration breach, and violation of the Code of Ethical Practices and Procedures.
- B. "Intellectual Property right" means any applicable copyright or trademark that may be contained in test and test preparation materials.
- C. "Security breach" means the failure to observe/follow the documented procedures established to protect, maintain, and implement the testing process, such as the code of ethical practices and procedures, testing security and integrity agreement, and procedures prescribed in the testing manuals by any person administering or assisting with the administration of a systematic assessment.
- D. "Testing administration breach" means the failure to follow the documented test administration procedures that could alter the results or testing environment of the assessment for one (1) or more students, including, but not limited to, timing an untimed test and not implementing required accommodations.
- E. "Testing irregularity" is defined under the administrative regulation to mean "any unexpected event that significantly disrupts the testing environment of two (2) or more students, including, but not limited to, the sounding of the fire alarm or a power outage."

Any "testing irregularity" that is not a testing security concern should be reported by using *Form C275-E2: Testing Irregularity Report Form* and submitted to the Office of Student Assessment. Any testing irregularity must, at a minimum, be locally documented and reported to the BTC, building Principal and CTC. Failure to comply with the protocol identified may constitute evidence of an integrity breach, which may result in an action under IC 20-28-5-7 for the suspension or revocation of a license.

## **Investigations**

The Corporation Testing Coordinator ("CTC") shall investigate any complaints on inappropriate testing practices or testing irregularities. The investigation will include, but not be limited to, the following:

- 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. protection of the integrity of any ongoing assessments, and protection of the integrity of the rights of individuals;
- D. if IDOE requests an investigation, a report must be submitted to the IDOE Office of Student Assessment within ten (10) business days. This report must include all of the documents requested by IDOE and the CTC's determination of whether misconduct occurred, did not occur, or whether the allegations could not be substantiated. The CTC's determination, however, shall not be binding on IDOE or any action that IDOE may take.

511 IAC 5-5

2022-2023 *Indiana Assessments Policy Manual*. <https://www.in.gov/doi/files/2022-2023-Indiana-Assessments-Policy-Manual.pdf>

2022-2023 *Indiana Assessments Policy Manual Appendix A: Protocol for Reporting and Investigating Alleged Breaches*. <https://www.in.gov/doi/files/2022-2023-Protocol-for-Reporting-Investigating-Alleged-Breaches-Final.pdf>

2022-2023 *Indiana Assessments Policy Manual Appendix A: Code of Ethical Practices and Procedures*. <https://www.in.gov/doi/files/2022-2023-Code-of-Ethical-Practices-and-Procedures-Final.pdf>

Associated Forms:

C275-E1 Testing Security and Integrity Agreement

C275-E2 Testing Irregularity and Report Form

C275-E3 Testing Concerns and Security Violations Report

Southwestern Consolidated School Corporation of Shelby County

Adopted: [date]

Revised: [date]