



# Community STE[A]M Academy

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## **District Test Security Procedures for Ohio State Testing**

The District Test Security Procedures ensure all involved that there are purposeful and specific procedures in place to ensure the security and accurate delivery and reporting of Community STEAM Academy-Xenia students' state assessments. If you have any questions about this summary document, please contact the building principal or district test coordinator at 937-800-2720.

Per Ohio Administrative Code 3301-13-05, the district is required to develop and maintain District Test Security Procedures and make them available to parents and students. These procedures, as they pertain to students, are summarized below; staff members receive further, more specific training via the District Test Security Procedures about their involvement with the specific assessments and are required to follow written procedures set forth by the Ohio Department of Education.

These written procedures should be used in conjunction with the following documents:

- Ohio's State Tests, Test Administration Manual
- Ohio's State Tests, Test Administrator User Guide

- Ohio's State Tests Administrator Checklist

The Community STEAM Academy District Test Policy addresses the following requirements:

- Identification of personnel authorized to have access to the test
- Procedures for handling and tracking test materials before, during, and after test sessions
- Procedures for investigating any alleged violation of test security provisions
- Procedures for annually communicating in writing the test security provisions, including but not limited to the Ohio Department of Education's electronic device policy and social media policy, and sharing this information with all district employees, families, and students.

## **Section 1: Authorized Personnel**

Community STEAM Academy-Xenia appoints a district test coordinator who is responsible for handling and tracking test materials before, during, and after published testing windows. Additionally, licensed professionals in the buildings designated as Test Administrators receive a significant amount of training in order to be prepared to administer state assessments.

All designated Test Administrators should familiarize themselves with the document *Test Administrator Manual*, published by ODEW, prior to the start of testing. Each Test Administrator, School Test Coordinator, Technology Coordinator, and Proctor must complete the "Test Administrator Agreement Form," which will be used for Ohio's State Tests.

## **Section 2: Handling and Tracking Procedures for Secure Test Materials**

The district test coordinator is responsible for ordering and availability of all test tools and online materials. The district test coordinator manages secure online test materials and prepares for the secure, electronic delivery of tests to students. Additionally, all designated Test Administrators and Special Education Instructional Assistants are authorized to have appropriate access to testing materials.

No unauthorized person shall have access to any secure test materials. Personnel violating this rule shall be reprimanded in writing and subject to the penalty of dismissal. If the investigation indicates violation of the reproduction standard, providing assistance to a student or student(s), or providing information about the test to any individual, dismissal from employment may result.

## **Section 3: Test Security Violations**

The following suspected security violations must be reported to the district test coordinator who conducts an investigation and reports findings to the Superintendent and the Ohio Department of Education:

### Before or during a test administration:

- Test administrator does not have a current license, certificate or permit issued by the Department at the time of the test administration;
- Reading a test booklet or a student's answer document to review test content or student responses;
- Using a student's login information to access an online test in order to review the test content;
- Reviewing the test and creating a study guide or in some way releasing test items to students;

- Describing or discussing secure test information (for example, the test items) with anyone at any time (for example, a teacher discussing test items with students after the test administration);
- Indicating in some manner that a student's answer is correct, incorrect, blank or deficient;
- Changing, revising or deleting a student's responses with or without the student's knowledge;
- Recording or noting secure test content and/or student responses;
- Test administrator or monitor looking ahead at test subjects or questions printed in a test booklet on a computer;
- Unauthorized persons present during a state test administration;
- Test administrator having a non-test related conversation on a cell phone or with staff during the test administration;
- Students with tests or tests being left unattended; and
- A student having a cell phone, smart watch or other Wi-Fi-enabled non-testing device during a test administration without a valid reason, for example, medical need

#### After the test administration:

- Sharing, recording or posting any test content, verbatim or paraphrased, and/or students' responses before, during or after the test administration;
- Marking, tampering with or contaminating students' responses in any way, unless by a scribe or test administrator with permission to transcribe students' responses making no changes;

- Failing to collect and securely shred any scratch paper provided to and used by students during a test and that contains marks or writing made by students;
- Failing to erase or having students erase any whiteboards used by students before or after a test administration;
- Failing to account for and return any secure paper test materials including secure Directions for Administration Manuals;
- Discussing test questions after the test has been administered;
- Altering any student responses or assisting students to cheat in any other way; and
- Releasing secure test material including test items to any person, student, media or the public at any time.

### Test Violation Consequences

Consequences for security violations by an employee of Community STEAM Academy-Xenia may include one or more of the following and will be determined by the Superintendent via a disciplinary hearing, except where required by law:

- written reprimand placed in personnel file
- suspension from duties with pay
- suspension from duties without pay
- termination of employment
- maximum penalty pursuant to Section 3319.151 of the Ohio Revised Code (suspension or termination of state-issued credentials)

Consequences for confirmed violations of test security may include any or all of the following and will be determined by the building principal, in consultation with the district test coordinator and Superintendent:

- invalidation of state test score
- school discipline pursuant to Board of Education policy and guidelines

## **Section 4: Electronic device and social media policies**

Electronic devices include but are not limited to cell phones, smartwatches, and other WIFI-enabled, non-testing devices, including headphones. An active testing period is defined as the period of time designated for both regular and extended testing. An active testing period may conclude before the publish time if it is determined that all students have completed testing before the communicated time period.

- During active testing periods, students will not be permitted to have personal electronic devices in their possession. Cell phones, smartwatches, and other WIFI-enabled, non-testing devices will need to be placed with the students belongings in a secure location outside the testing room. This includes earbuds and other forms of headphones.
- Students who use an electronic device for medical purposes may have access to the device during the active testing period. The device should support the student during testing for medical reasons and the test administrator must closely monitor the use of the device to maintain test security.
- Additionally, listening to music on school-provided devices during an active testing period is prohibited.
- If students conclude testing prior to the active test period ending, students may be provided with or bring their own silent work that does not require an electronic device
- Test administrators and proctors may have a cell phone or other WIFI-enabled device for medical and technological emergencies, to use as a time keeper, or otherwise perform necessary test-related actions. Test administrators must NOT use these devices for non-test related activities or for personal use.

- Test administrators should never take photographs of students, tests, computer screens or the testing room during the active testing period.
- School security cameras may remain on as usual during the active testing period but may not zoom in on a particular testing device or test content.
- Sharing an image of any test item is a test security violation. Additionally, sharing a description of or basic information about test items is a violation of test security and creates an unfair advantage for some students over others.