

INSTRUCTION – DISTRICT PROCEDURES FOR RECEIVING STATE TESTING MATERIALS

MATERIALS SHIPPED TO SCHOOLS WITH OVERAGE SHIPPED TO DISTRICT

School Receipt of Testing Materials

- A. Materials will be delivered to the School Assessment Coordinators (SAC) immediately upon their arrival.
- B. SAC or designated staff will be immediately informed materials have arrived and are secured.
- C. The DAC/SAC Manual and Procedures Manual will be read and any clarifying questions asked of the MDE contact (found on MDE Web site).
- D. Those who have access to the secured area, inventorying materials, and completing security checklists are the District Assessment Coordinator, District Testing Secretary, School Assessment Coordinators and designated staff and will sign a Non-Disclosure agreement before accessing or handling materials.
- E. School Assessment Coordinators will inventory materials immediately with a written record.
- F. A record of person(s) having access to the secure area, inventorying materials, and completing security checklists will be kept.
- G. District overage materials will be locked in the district test store room upon arrival until the time requested by SACs (schools).
- H. School materials will be locked in the locked building test store room upon arrival until the time of Test Monitor distribution.

Distribution of Materials from School Assessment Coordinator to Test Monitors

- A. The School Assessment Coordinator will be responsible for training the Test Monitors prior to the testing session.
- B. Time frame and expenses for training should be spelled out.
- C. SAC should make arrangements that ensure testing sessions allow for no more than a 30:1 student to monitor ratio, if possible.
- D. SAC will oversee distribution of all testing materials to the Test Monitors. The procedure for the distribution of all testing materials to the Test monitors will be approved by the DAC.
- E. SAC will ensure Non-disclosure agreements are signed by all Test Monitors.
- F. Discrepancies in materials will be reported immediately to the SAC and-if necessary-to the DAC.
- G. Test monitors will sign their name to the inventory sheet for the testing materials they take to their classroom.
- H. Test Monitors will inventory their materials immediately upon receiving their tests.
- I. Test monitors who are in charge of administering an assessment for any part of the tests will have received Test Monitor Directions in advance of the test date(s). Test Monitors are responsible for complying with all information in the monitor directions.
- J. Test Monitors will administer the assessment strictly according to the requirements of the directions. No additional assistance will be given through oral, written, or other means. Classroom bulletin boards that relate directly to learning skills or strategies covered in the Standards will be covered up during the testing times.
- K. If students are taking the tests on multiple days, your building's plan for keeping documents secure between testing sessions includes placing them in a locked area.
- L. Any accommodations used during the testing time will be established through the appropriate means listed in the Procedures Manual. All accommodations must be listed in the students' IEP prior to the testing date(s).
- M. All testing materials are secure testing documents and will not be reproduced in any form.

Return of Materials from Test Monitor to School Assessment Coordinator

- A. Test Monitors will return all testing documents and the classroom security checklist to the SAC immediately after testing.
- B. Classroom testing materials will be inventoried immediately at the time they are returned to the SAC to ensure all materials have been returned.
- C. The Test Monitors will initial the inventory sheet indicating that all materials have been returned.
- D. Testing materials will be placed in the secured area for that building immediately upon their receipt from Test Monitors.

Return of Materials from District and School Assessment Coordinator to Test Vendor

- A. All testing materials will be inventoried a final time by the SAC.
- B. District coverage will be inventoried a final time by the DAC or designated staff.
- C. SAC will follow instructions provided in the DAC/SAC Manual for the return of testing materials.
- D. Test materials will be kept in the secured area until the district warehouse arrives to pick up materials.

GENERAL PROCEDURES

Chain of Custody for Testing Materials

1. The DAC ensures testing materials are inventoried upon arrival and kept in a secure locked location at the district office until distributed to each SAC.
2. The SAC will ensure that the testing materials are inventoried upon arrival and kept in a secure area at the building site until delivered to the Test Monitor.
3. The test materials will be divided into groups for each Test Monitor with a classroom security list on top listing the numerical range for the testing materials.
4. Upon receipt, the Test Monitor ensures that all the testing materials listed on the checklist are accounted for prior to handing out the test materials to the students.
5. The Test Monitor is responsible for the test materials during the testing session until their return to the SAC, or until given to another monitor.
6. When the testing materials are returned to the SAC, they will again be inventoried and the SAC is responsible for those testing materials until shipped to the testing vendor or returned to the DAC.
7. Responsible parties will complete Tracking Forms for test booklets, security checklist forms, and non-disclosure forms.

Test Monitor Training

Training should include:

- Nondisclosure agreements read and signed.
- Review of Test Monitor responsibilities, printed Test Monitor Directions and any special instructions for a particular test given.
- Review any accommodations to be given to students in the monitor's testing session.
- Review of procedures for use of restroom during testing – only one student at a time with an adult – other students may not be left unattended.
- Review procedures to follow if a discrepancy in the testing material occurs.

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- Process to contact the SAC if a problem arises during the testing – without leaving students unattended.
- Test Monitor responsible to double check that they have the tests listed on the classroom security checklist and the same number of tests is returned to the SAC.
- Process for completing the classroom security checklist.
- When and how tests are returned to the SAC.

Breaches in test security

- A. The SAC will complete all necessary inventorying by the day of testing and will record any irregularities immediately.
- B. If there is a concern that test security may have been breached, the DAC will notify MDE within 24 hours of the time of the alleged breach and submit the Test Security Form with any documentation.