

Cell Phone and Device Policy

(from 2016-2017 MDE Procedures Manual)

Students may NOT use or access cell phones, wearable technology, or any other devices at any time during testing, including during breaks or when testing is completed. District and School Assessment Coordinators must develop and train staff on school-specific policies and procedures (i.e., policies on how they will implement the no-cell phone policy) prior to test administration.

- If a student has a cell phone or device out at any point during a test session, the student's test has been compromised and needs to be invalidated, even if the student did not use the cell phone or device. Even if the student has completed testing, cell phones or other devices cannot be used in the testing room.
- Districts must implement policies and procedures restricting student access to cell phones and other devices during test administration in order to maintain test security and prevent disruptions for other students. Examples of district procedures include collecting student phones, verifying phones are turned off, and requiring students to store phones and other devices so they are inaccessible during test administration. Test Monitors must inform students they cannot make or receive calls, or send or view texts or other alerts during test administration.
- It is also a district decision to determine what action will be taken to minimize disruptions during testing if the district cell phone policy is not followed. For example, if a student receives a notification (e.g., ringtone, vibration), the district policy may be that the student will hand the phone directly to the Test Monitor and/or silence the phone without looking at it. In these cases, MDE does not require the district to invalidate the test if the student simply hands over the phone or silences it without looking at it; however, if there is any question that the student accessed the phone or other device, the test must be invalidated.
- The test/accountability code for invalidations due to cell phone or device access is INV-D. The invalidation of a student's test must be documented on the *Test Administration Report*, which is kept on file at the district. Only if there was a breach of security (e.g., student uses the cell phone to take a picture of the test) does a *Test Security Notification* also need to be submitted in Test WES.
- The only exception to this policy is the use of supported devices, like tablets, for taking the online test; during testing sessions, these devices cannot be used for any other purpose, including during test session breaks, and must be turned off or put away after the student has completed testing.

Test Monitors also may not use cell phones during test administration. Cell phones must be turned off or put in silent mode. Test Monitors must be focused on active monitoring and should not use their cell phones during testing.

Districts must plan ways for Test Monitors to communicate other than by cell phone. If the Test Monitor must inform the District or School Assessment Coordinator of an issue (e.g., sick student in the room, technical issues), then another method must be used to notify staff that help is needed in the room, like using a landline phone, walkie-talkies, email, or hanging a sign outside the door. Test Monitors cannot check email or work on their computer for any purpose other than to monitor the test session or to email asking for assistance, if that is the district's method of communication.

Staff who may be going between rooms or helping troubleshoot technical issues, like the District Assessment Coordinator or Technology Coordinator, can use cell phones to contact the service provider's help desk, for example, but this person should NOT be the sole Test Monitor in the testing room and should step out of the room to make calls, if possible.