Cell Phone and Device Policy

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., 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.

- Students also may not wear or access "wearable" technology (e.g., smart watches, fitness trackers) during testing if the device can electronically send or receive information. If one of these devices is worn during testing, the student's test must be invalidated. As technology continues to change, districts will need to discuss the types of technology students have and the plans for ensuring students do not access them during testing.

- 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.

- Districts must determine what action will be taken to minimize disruptions during testing if the district cell phone procedure is not followed. For example, if a student receives a notification (e.g., ringtone, vibration), the district procedure 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.

- Even if the student has completed testing, cell phones or other devices cannot be used in the testing room. If the student has completed testing and accesses a cell phone or other prohibited device (including wearable technology), the district will need to take further action to determine if the test should be invalidated, following their policies and procedures for accessing student devices. If the district cannot definitively determine that test security and test integrity has been maintained, the test must be invalidated.

- The only exceptions to this policy are the use of supported devices, like tablets, for taking the online test or if the device is used as a medical monitor.

  o For supported devices used to take the test, these devices cannot be used for any other purpose during testing sessions, including during test session breaks, and must be turned off or put away after the student has completed testing.

  o If used as a medical monitor, the use must be officially documented by a medical professional, such as a licensed school nurse or licensed family doctor. The documentation should be kept at the district. If testing in a group, the student must notify

the Test Monitor before accessing the device; the Test Monitor must ensure the device is not accessed for other purposes. The student may also test in an individual setting.

- 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. Following their policies and procedures for accessing student devices, the district may need to verify whether or not test security has been breached by checking text messages or what applications the student was accessing during the test session.

Test Monitors must be focused on active monitoring throughout test administration. Districts must determine how Test Monitors will alert others if issues arise (e.g., sick student in the room, technical issues), like using a landline phone, email, text or instant message, or hanging a sign outside the door.

To allow Test Monitors to continue active monitoring with the least disruption, districts may choose to allow Test Monitors to use their cell phones to alert other staff of issues. Test Monitors may use cell phones or other electronic devices ONLY to alert others that assistance is needed. Test content can never be photographed or communicated, including when the Test Monitor needs to alert others of an issue (see *Reporting Suspected Item Errors and Issues* below). Test Monitors cannot check email or work on their cell phones, and cell phones should be silenced to reduce disruptions. If a district chooses to allow Test Monitors to use cell phones for contacting other staff during testing, the district training places particular emphasis on proper and improper cell phone use.

Staff who may be going between rooms or helping troubleshoot technical issues, like the District Assessment Coordinator or Technology Coordinator, can use also cell phones to contact the service provider's help desk, for example. However, they should step out of the room to make calls, if possible, to minimize disruptions.

Monitoring Test Administration

A critical component of successful test administration is for Test Monitors to actively monitor students at all times. "Active monitoring" means carefully observing student behavior throughout testing and ensuring students are working independently and making progress in their tests. There should be at least one Test Monitor for every 30 students.

This may mean different things depending on the type of testing room and the number of students in the testing session. For example, in a small computer lab or classroom with a small group of students, Test Monitors may be able to stay in the front of the room and actively see that all students are working independently and making progress in their tests. However, in a large computer lab or classroom, Test Monitors will need to circulate around the room to ensure that test security is maintained and students are working independently. Depending on the setting, more than one Test Monitor may be needed to ensure that students are working independently and not accessing unallowable materials. Walking around the test room discourages prohibited behavior and also makes Test Monitors available to answer allowable questions and respond to unexpected situations.