

INSTRUCTION - SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

It is the purpose of this policy to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to implement procedures for testing, test security, reporting, documentation, and student record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent

1. Responsible before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the Assurance of Test Security and Non-Disclosure.
 - e. Establish a culture of academic integrity.
 - f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
 - g. Ensure student information is current and accurate.
 - h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
 - i. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
 - j. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
2. Responsibilities after testing.
 - a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
 - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
 - c. Confirm the MARSS coordinator has updated all student records for Post-

- test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.
 - a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
 - b. Read and complete the Assurance of Test Security and Non-Disclosure.
 - c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure.
 - (1) Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place.
 - d. Review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities thereunder.
 - e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
 - g. Preparing testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
 - h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security.
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and

immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

- (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is complete.
- j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
 - a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
 3. Responsibilities after testing.
 - a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.
 - d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
 - e. Review student assessment data and resolve any issues.
 - f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
 - g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the Assurance of Test Security and Non-Disclosure.
 - d. Communicate the importance of test security and expectation that staff

- will keep test content secure and act with honesty and integrity during test administration.
- e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 3. Responsibilities after testing.
 - a. Ensure all secure testing materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the Assurance of Test Security and Non-Disclosure.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and

- procedures, and test-specific training.
- g. Maintain security of test content and test materials.
- (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.
 - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.
2. Responsibilities on testing day(s).
- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
 - b. Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed and answer questions regarding same.
 - c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
 - d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
 - e. Report testing irregularities to district assessment coordinator using the Test Administration Report.
 - f. Report security breaches to the district assessment coordinator as soon as possible.
3. Responsibilities after testing.
- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
 - b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identification and passwords.
3. Read and complete the Assurance of Test Security and Non-Disclosure.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the Assurance of Test Security and Non-Disclosure.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.

- (2) Verify that all test materials are received.
 - (3) Ensure proper number of computer/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.
- b. During test.
- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices.
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.
 - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (9) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - (10) Report any possible security breaches as soon as possible.
- c. After test.
- (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
 - a. Read and complete the Assurance of Test Security and Non-Disclosure.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each

student.

2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.
- B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The record must include documentation consisting of the following:

1. Signed Assurance of Test Security and Non-Disclosure forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
6. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.

7. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.
8. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.
9. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References: Minn. Stat. § 13.34 (Examination Data)

Minn. Stat. § 120B.11 (School District Process)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)

Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

**DISTRICT TEST SECURITY PROCEDURES
BEMIDJI SCHOOL DISTRICT #0031
SCHOOL YEAR 2017-2018**

TRAINING AND DOCUMENTATION

- The Assistant District Assessment Coordinator (ADAC) (Curriculum & Title Assistant) will be responsible for ensuring annual completion of Assurances of Test Security and Non-Disclosure by all staff involved with test administration.
- The District Assessment Coordinator (DAC) (Director of Curriculum & Administrative Services) will be responsible for providing district training on test administration and test security for all SACs involved in testing prior to the test administration.
- The School Assessment Coordinators (SAC) will train staff in each building, and the DAC will be responsible for training the School Assessment Coordinators. MDE Assessment staff and Pearson online videos will provide training documentation to the DAC.
- Depending on role in test administration, the following trainings will be provided (e.g., staff with access to test materials vs. Test Monitors):
 - Assurance of Test Security and Non-Disclosure (form & module)
 - Test Monitor - Active Monitoring for Test Monitors
 - Test Monitors - Online Test Monitor Certification course for MCA—active monitoring & managing test sessions
 - MTAS Test Administrator Experienced Staff - MTAS Scoring
- The DAC and ADAC are responsible for tracking that staff have completed required test-specific trainings, such as the Online Test Monitor Certification Courses and MTAS Training for Test Administrators.
- The DAC, ADAC, and SAC will be responsible for reviewing the specific requirements staff agreed to in the Assurance of Test Security and Non-Disclosure prior to spring testing.

DISTRICT POLICIES AND PROCEDURES FOR TEST ADMINISTRATION

- The district procedure for preparing testing rooms, including student seating/spacing and walls and student desks, is to ensure adequate lighting, comfortable temperatures, and a quiet atmosphere. Tests may be administered in a computer lab or in our regular classrooms using Chromebooks. Student workstations will be adequately spaced apart.
- Only people involved in taking or administering the test are allowed to be in the room; no other staff or visitors to enter the room while testing is in progress.
- The location must be a closed room that is being used only for testing, not a public venue.
- The doors of each testing room are to be closed during test administration with signs posted on the doors reading “Testing—Do Not Disturb.”
- The school will provide the following allowable materials for testing: computer and scratch paper. Building SACs will answer questions from staff related to materials allowed/prohibited for testing.

- The procedure for ensuring students do not use cell phones or other devices is available on the district website and will be posted to the district email news prior to testing.
- Through Leadership Team, principal meetings, and Test Security Training, the DAC will share with school principals and SACs the district's expectations for adherence to *Test Monitor and Student Directions*.
- The guidelines that Test Monitors can provide during and after test administration are outlined in the MDE training modules.
- The district's policy for discussing the test administration experience with students after test administration is outlined in the MDE training modules. Staff will not discuss the testing items or questions with students.
- The district's expectations for active monitoring by Test Monitors are outlined in the MDE testing module.
- The procedure for breaks for all students during testing is that the office will be notified via landline (not cell) phones in the classroom and an adult will escort the student to and from the rest room or break area. Test content will be secured during breaks by turning off the computer monitor or covering it with paper.
- The procedure for breaks for use of the restroom or other interruptions during testing is that the test monitor will call the office who will send an adult to escort the student. In case of an emergency evacuation, the classroom will be locked before exiting the building if at all possible.
- Building SACs will answer questions from staff involved in test administration.
- The procedure for how staff will ask questions without leaving students unmonitored is using the classroom landline.
- Use of the classroom or lab landline will be used to contact others for assistance if a problem arises during the testing so active monitoring can continue.
- Test Monitors should contact the main office in each building in case of emergency.
- If a student reports an error or technical issue with a test item, the procedure for documenting the issue is to note the issue without looking at the test item and contact the office. Issues will be reported to the building SAC, the building administrative assistant, the district office administrative assistant, or the DAC (in this order).
- If the Test Monitor becomes ill or needs to leave during testing, the procedure is to contact the building office immediately to relieve the staff member.
- If an entire group of students needs to leave during testing (e.g., emergency situation, fire drill), the procedure is to turn off computer monitors or close laptops, evacuate, and lock the lab if at all possible.
- Students' teachers and test monitors will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).
- The DAC, along with building SACs are responsible for conducting on-site monitoring of test administrations within the district.

CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

- Those who have access to the secured area, inventory materials and complete security checklists are the building SAC and their administrative assistant. Those who have access to secure online testing systems, student testing tickets, and student scratch paper are the building SACs, administrative assistant, or the Test Monitor for each test.
- Paper test materials are shipped to district or school as determined by the ADAC. If delivered to the district, the process for distributing secure test materials to the school(s) will be completed by the ADAC
- Office administrative assistants will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
- The ADAC will inventory materials immediately using the security checklists. Any discrepancies will be reported immediately to the DAC and testing company. Security checklists are kept at the district for two years following testing.
- Building SACs will organize test materials for each Test Monitor and Test Administrator, including Test Monitor Test Materials Security Checklists, student testing tickets, and scratch paper.
- Test materials for online and paper administrations will be kept in the building main office, a secure locked location, until the time of distribution.
- If students are taking the tests on multiple days, the building's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes returning them to the main school office.

Distribution of Materials to Test Monitors or Test Administrators

- The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be through the building's main office, SACs and administrative assistants. Discrepancies in materials will be reported immediately to the SAC or DAC.
- The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be determined by the building SAC and relayed to staff in the individual buildings. Discrepancies in materials will be reported immediately to the building's SAC or DAC.
- Upon receipt of materials, the Test Monitor ensures that all the test materials listed on the Test Monitor Test Materials Security Checklist and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to the building SAC.

- The Test Monitor is responsible for the test materials during the test administration until their return to the building's main office and secured by the SAC or administrative assistant.

Return of Materials

- The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any materials used as scratch paper) to the building's main office and secured by the SAC or administrative assistant immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in a secured closet, a locked secure location.
- If not kept by Test Monitors and Test Administrators, the building's main office and the SAC or administrative assistant will keep all test materials secure until distributed for the next test session.
- Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by the SAC or ADAC no more than 48 hours after the close of the testing window.
- Test Monitor Test Materials Security Checklists for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The Test Monitor Test Materials Security Checklists will be returned to the building SAC.
- The building SAC will copy the Test Monitor Test Material Security Checklist for school files and send the original to the DAC.
- When the test materials are returned to the building SAC, they will again be inventoried and kept in the building's main office, a secure locked location, until shipped back to the service provider.
- The building SAC will prepare the materials for shipment to the service provider according to the applicable return instructions.
- The building SAC will follow instructions provided in the applicable return instructions for the return shipping of test materials.
- The building SAC will provide a copy of the School Security Checklist that will remain in District files for two years.

MISADMINISTRATIONS AND BREACHES IN TEST SECURITY

- The timeline for reporting potential misadministrations and security breaches within the school/building during testing is within 24 hours of the alleged incident.
- SACs will report issues to the District Assessment Coordinator. The DAC will contact the MDE district contact with questions and to report security breaches.
- Building SACs and the DAC will provide information to staff on the MDE tip line and MDE contact information to report security concerns.

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