Test Security: Never a Dull Moment

KSDE Annual Conference

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Mary Matthew

Kansas Assessment Program Director

Center for Educational Testing and Evaluation

mmatthew@ku.edu

Purpose of Test Security

- Test security is **essential to obtain reliable and valid scores for accountability** purposes. Accordingly, the Department of Education must take every step to **assure the security and confidentiality of the state test materials**.

- It is the **responsibility of individuals** who develop the tests, who administer the tests, and/or those who use the results **to follow test security laws, regulations, and procedures**.

This applies to all state assessment programs:
K-ELPA, KAP Summative Assessment, DLM, cPass.

Just the Facts!

- KSDE Test Security and Ethics Fact Sheet - Updated
- New look – for consistency to other KSDE fact sheets
- Will be posted on KSDE website
- **Content changes/updates:**
  - Still divided into Sections for Roles and Responsibilities – DTC, BTC and Teachers/Test Proctors
  - Acceptable and Unacceptable Practices Ethical Practices – a few "tweaks" to the wording
  - Information on Test Security and Item Issues – Updated

✓ Fact Check

Roles and Responsibilities: District Test Coordinators

- List of responsibilities included with fact sheet, Examiner's Manual and on the Monitor Visit form

- Review carefully to be certain all expectations have been met

> DTCs are responsible for overseeing, implementing and monitoring test security and ethics within their own district.
>
> i.e. Training, **DAC processes**, reactivation process and more

Monitor Visit Checklist

Before the Assessment   Quality Control (QC) check of Required Documentation at the District and Building Level

District/Building Test Coordinator:	Yes	No
Provides documentation of staff training on test security, ethical testing practices, Examiner's Manual; Information includes date(s) and method of training.		
Provides documentation indicating staff have "signed off" that they have received the training; agree to abide by ethical practices for testing, test security, and will adhere to instructions set forth in the Examiner's Manual.		
Defines who has access to the Educator Portal and the processes used by active members.		
Describes processes implemented to confirm that staff who have left the district and/or changed roles within the district have been changed to inactive in the Educator Portal by the DTC.		
Describes processes used that confirm: Usernames and passwords in the Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords are not shared or exchanged.		
Describes system used for sharing Daily Access Code with staff.		
Explains reactivation processes outlined for the district.		
Provides documentation of Reactivation Logs (District/Building). Confirms reactivation after all test parts have been completed they must be approved/completed by the District Test Coordinator.		
Explains reporting processes for breach of security.		
Provides documentation for accommodations entered in Access Profile (PNP). This may be kept at the building or district level.		

NEW
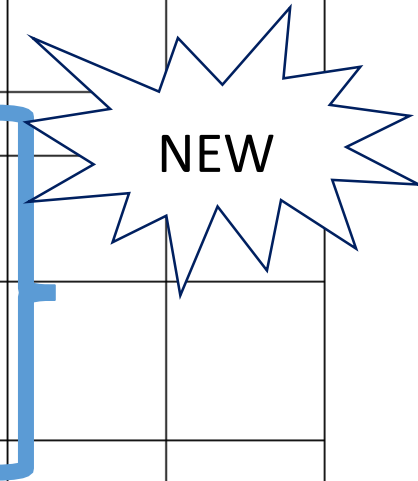
Security/Ethics Yearly Training

- All **staff who administer a state assessment** must be trained **yearly**!
- **Must be an employee of the school system.**
  - No volunteers, parents, etc.

Monitor Visit Asks for Documentation of Training:
  - How do you document the training information?
  - Doesn't matter as long as you have it!
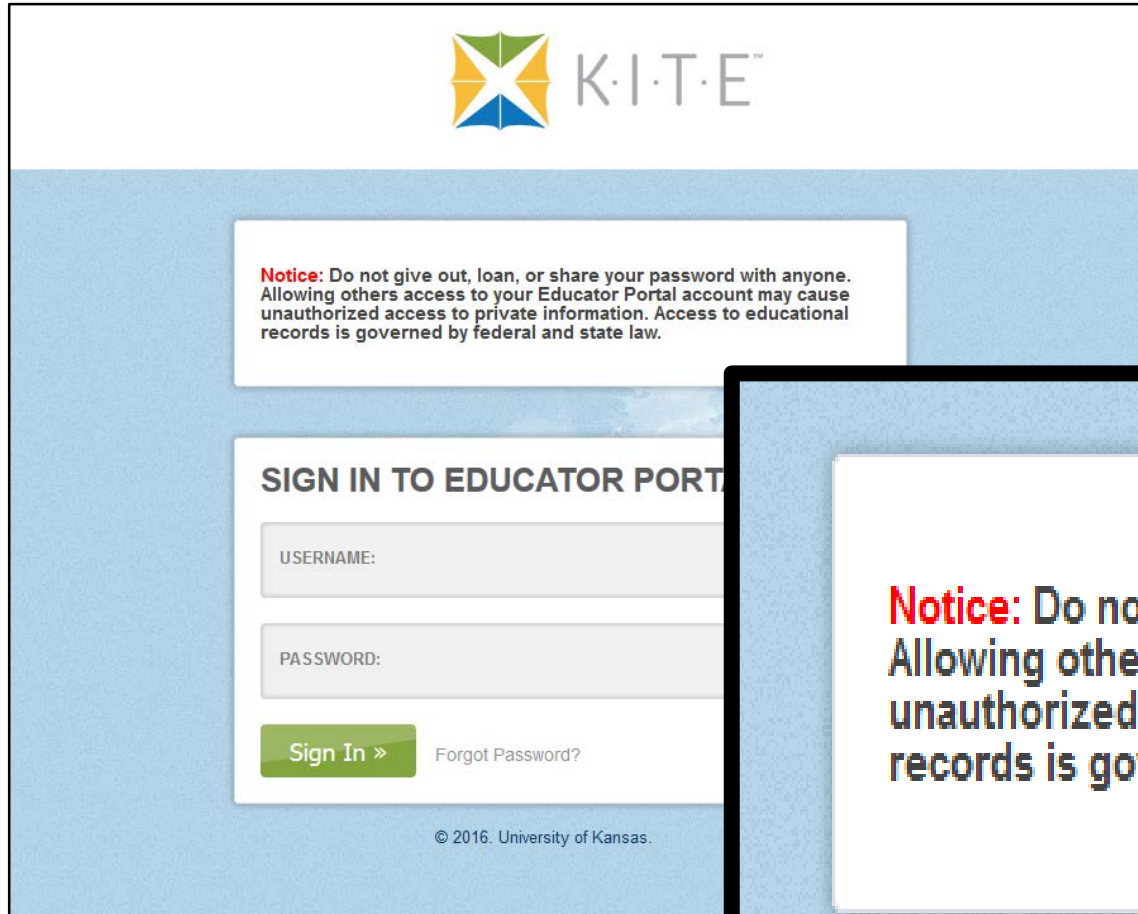
Documentation of Agreement

- Any staff member who administers a state assessment **must sign an agreement** to adhere to Test Security and Ethical Testing Practices.

- Happens naturally when signing into the **Educator Portal**, **but written verification is needed for the protection of each teacher/proctor and the district** (and not all proctors have access to Educator Portal).

- Format doesn't matter; must have documentation of training and agreement to abide by from all affected staff available at the Monitor Visit.

Users in the Educator Portal

- **Defines who has access to the Educator Portal** and the processes used by active members.
- Describes the **processes implemented to confirm that staff who have left the district and or changed roles within the district have been changed to inactive** in the Educator Portal by the DTC.
- Describes processes used that confirm:
  - Usernames and passwords in the Educator Portal are exclusive to the user and rights permitted for that user.
  - **Usernames and passwords are not shared or exchanged.**

Username and Password

Notice: Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

How will you reinforce this in your district? Building? Schools?

Daily Access Codes

- Student uses his/her designated username and password for the entire testing season

- Daily access codes are posted in the Educator Portal

DTCs are responsible to plan for your secure transmission of this information each day.

What worked for you last year?

What opportunities for improvement might you implement to improve your process?
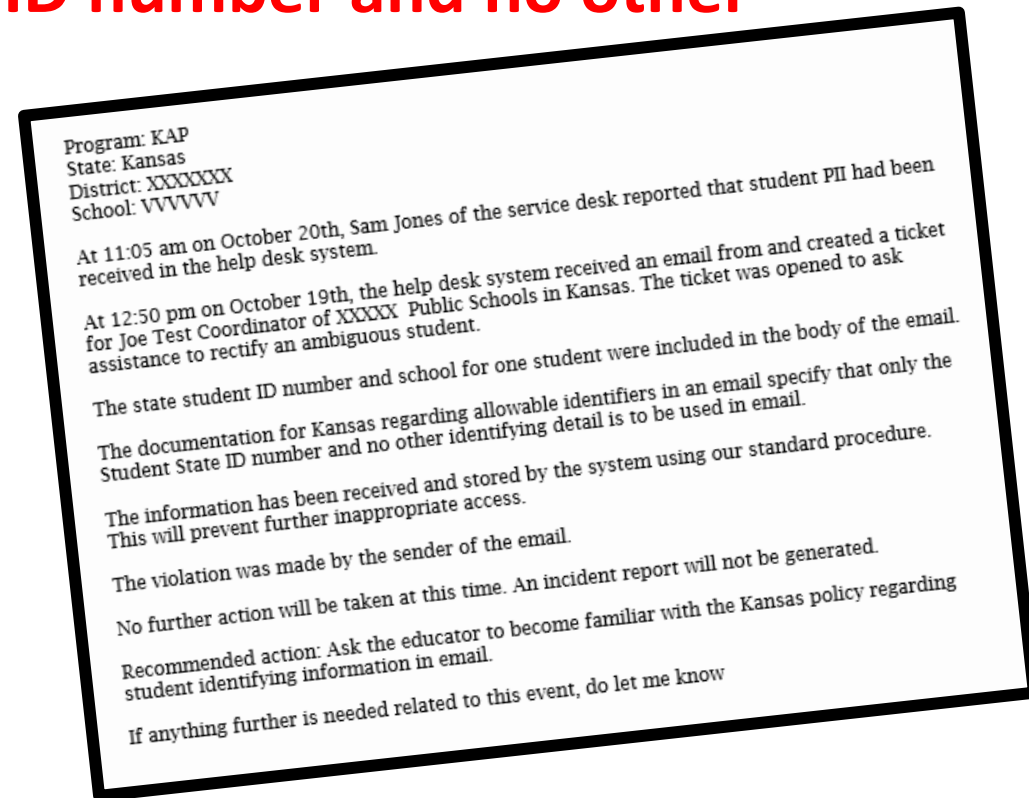
Reporting Specific Item Issues

Teacher/test proctor **may not store or save on computers or personal storage devices** any test items; **test items may not be shared via email** or other file sharing systems or reproduced by any means.

- Reporting item issues to KITE :
  - Please report the Student ID only. **Do not share the name, building or district.**
  - The name of the test that was being taken: ELA, Math, Science, etc.
  - The "section, session or part": Section 1
  - **Share the issue – not the item**: "The student doesn't think item 5 on Section 1 has an answer."

Reporting Issues

- Please do not report any **PII** (personally identifiable information)
- The documentation for Kansas regarding allowable identifiers in an email specify that **only the Student State ID number and no other identifying detail** is to be used in email.

- Confessions from a former DTC:

  I did this too! My excuse…none!

  I didn't know that it was a violation!

  If I tell them more it will help…

Program: KAP
State: Kansas
District: XXXXXXX
School: VVVVVV

At 11:05 am on October 20th, Sam Jones of the service desk reported that student PII had been received in the help desk system.

At 12:50 pm on October 19th, the help desk system received an email from and created a ticket for Joe Test Coordinator of XXXXX Public Schools in Kansas. The ticket was opened to ask assistance to rectify an ambiguous student.

The state student ID number and school for one student were included in the body of the email.

The documentation for Kansas regarding allowable identifiers in an email specify that only the Student State ID number and no other identifying detail is to be used in email.

The information has been received and stored by the system using our standard procedure. This will prevent further inappropriate access.

The violation was made by the sender of the email.

No further action will be taken at this time. An incident report will not be generated.

Recommended action: Ask the educator to become familiar with the Kansas policy regarding student identifying information in email.

If anything further is needed related to this event, do let me know

Reporting Items to KITE Service Desk

Can do!	Can't do!
• Student # 999999999 can't login to the KITE system. We have tried everything we can think of. Do you have any ideas of solutions that might help us?	• George Jones, student id#9999999 at Happy School in the Really Happy District can't login to the KITE system. Should I have him use Tom Jones username and password since he moved? HELP please!

*The documentation for Kansas regarding allowable identifiers in an email specify that **only the Student State ID number and no other identifying detail** is to be used in email.*

What do you think?
Appropriate or Not Appropriate?

- Student #99999999 is having issues.

Inappropriate – why?

What do you think?
Appropriate or Not Appropriate?

- I knew I had to be gone from my building for a meeting so I gave my building secretary my username and password to the Educator Portal. My secretary signed the agreement to abide by the rules so I don't have a problem with her having it. Do I?

Inappropriate – why?

What do you think?
Appropriate or Not Appropriate?

- *Student ID 999999999 completed all of his Kansas assessments at one of our elementary schools and I cannot find his report. When I look in the KIDS system I see a different district/building has also claimed him. The other district only uploaded TEST records and– no ASGT, EOYA, or any other KIDS record. I need a copy of his report. Can you assist me in getting his report?*

Appropriate – why?
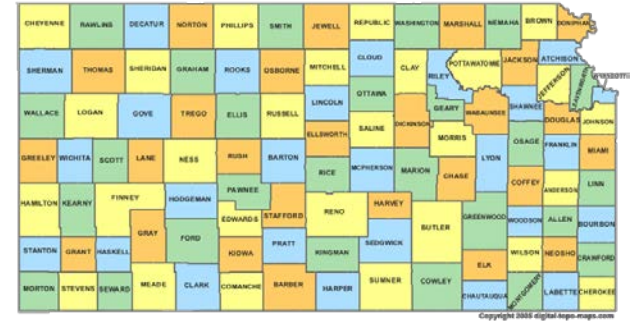
Monitor Visits

- Monitor team visits – representative sample of districts across Kansas, across all state BOE regions including both large and small districts

- Monitor team members – Kansas Assessment Advisory Council members and KSDE staff

- If you haven't had a visit before…this could be your year!

Monitor Visit

- Checklist – updated by Kansas Assessment Advisory Council – small work team; information provided back to entire council with additional revisions made

- Monitor Team Checklist – will be available on the KSDE website

Scheduling the Monitor Visit
New – Projected Testing tab in Educator Portal

- The **Projected Testing tab** within **Manage Tests** is now available.

- Information can be entered or uploaded by DTC and/or BTC.

- It is an **easy way for DTCs to see when buildings are testing** in case you have a monitor visit – helpful when scheduling your visit!!

- This helps CETE/ATS understand projected system testing loads by day.

Not required but would be extremely helpful and easy way to assist with scheduling and help the CETE team!

Monitor Checklist

- Review with staff prior to testing and include in your training!

- Carefully review information related to documentation of accommodations.

During the Assessment

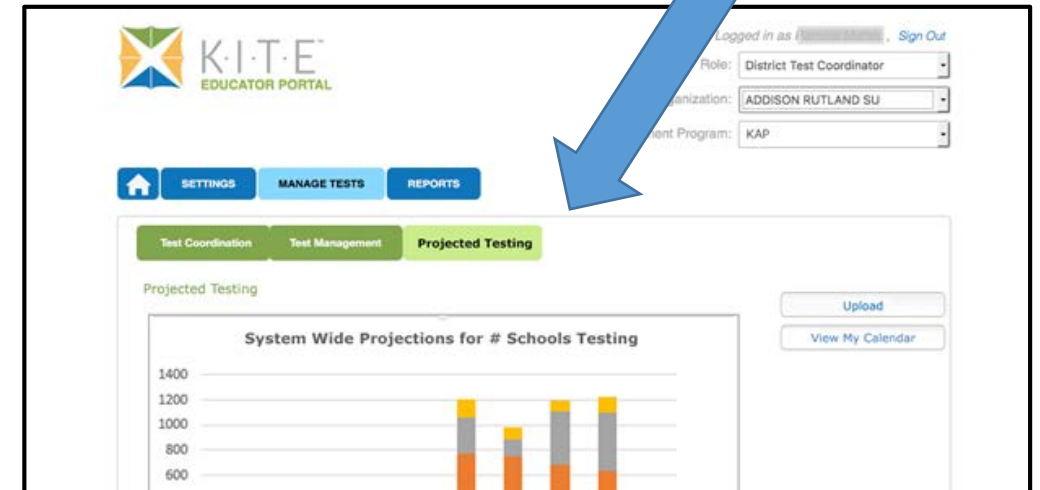**During the Assessment**   Monitor team exhibits professional and unobtrusive behavior at all times while observing.

	Yes	No	NA
Test proctor is up and moving around the room monitoring students.			
Testing environment: bulletin board displays, fact tables, charts and diagrams, and other instructional materials have been removed or covered that may give assistance or advantage.			
Beginning of testing session: Are directions read to students from the Examiner's Manual? (Audio feature is available for use in KITE.)			
Ending test sessions: Test Proctor does not touch computer mouse. Verifies End Review Screen was checked.			
Materials were collected before dismissing students (i.e. student scratch paper). Materials were either destroyed (shred) or placed in a secure locked location.			
Text to Speech Accommodation: Used KITE Audio (headsets) – Not Human Reader			
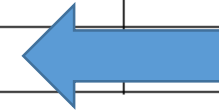
Testing Content Observed: (include grade(s), subject/assessment)

Teachers/Test Proctor Reminders

- Actively **monitor the testing environment** by moving around the room. Moving around the room encourages students to focus on their own work.

- All chalkboards and **white boards** in rooms used for testing should be **clean and have no information on them**.

- Teacher/test proctor may **not say nor do anything that would let a student know** whether **an answer is correct**.

- Teacher/test proctor **may not ask students how** they got an answer.

Teachers/Test Proctor Reminders

- Teacher/test proctor **may not tell students to redo a specific item or to review any specific part** of the test once testing has begun.

- Teacher/test proctor **should verify the End/Review Screen** upon completion of the test to see that all test questions have been answered before a student exits the test. **Teacher/Test proctor may direct students to complete the test if the end review screen is not complete with green checkmarks!**

- **Teacher/test proctor may not go back and review each question** individually with the student.

Ethical Practices

Ethical Practices for Testing

A = Appropriate, I = Inappropriate O = Other (please comment)	A	I	O
The Test Proctor:			
followed procedures outlined in the Examiner's Manual.			
did not direct or prompt students to use certain strategies at the beginning of the test session or during the test.			
did not respond to questions during testing that would help the student to understand the question, aid the student in responding to an item, or advise/encourage the student to edit or change a response.			
did not coach or cue students on test items during test administration.			
did not read anything from the reading passage to students.			
did not give the meaning of words in the text or in questions.			
did not require students to use scratch paper, to show their work or to use the online tools (e.g. the highlighter tool).			
did not ask students to explain how they got an answer.			
did not tell students to redo or review any part of the test (especially after verifying the End Review Screen). The proctor may only direct students to answer questions that did not have a check mark to indicate the question was answered.			
did not have students write down the questions and answers and did not construct answer keys and/or score the assessment.			
did not reactivate student tests. Observes/Discusses: procedure for reactivating students for the KCA with Teacher/Proctor (if able)			
did not store or save on computers or other personal storage devices any test items; test items may not be shared via email or other file sharing systems; or reproduced by any means.			

Please provide additional comments on activities observed:

Breach of Security

KSDE Contact:

Lee Jones, Assessment Consultant

785-296-4349

Report any breach of test security, loss of materials, or any other deviation to Lee Jones.

Questions

Mary Matthew

Kansas Assessment Program Director

Center for Educational Testing and Evaluation

mmatthew@ku.edu

Optional District Test Coordinator Training will be provided on Jan. 25, Feb. 1 and Feb. 8 – repeated sessions so you only need to listen in one time if you are interested! Testing reminders, updates, etc. will be shared!

Look for details on www.ksassessments.org and through the Test Coordinator List Serve

Still the best test…

❑**The Parents Test:** How would the parents of the students I teach feel if they found out I did this?

❑ **The Conscience Test:** Does this go against my conscience? Will I feel guilty afterwards?

❑**The Consequences Test:** Might this action have bad consequences, such as damage to relationships or loss of self-respect, now or in the future? Might I come to regret doing this?

❑**The Front Page Test:** How would I feel if my actions were reported on the front page of my hometown paper?