

Test Security, Ethics of Testing KSDE Conference 2015

*Presented by the Kansas Assessment
Advisory Council*

Lisa Wilson
Director of Assessment & Research
Blue Valley School District
lwilson@bluevalleyk12.org

Dan Gruman, Ed.D.
Director of Assessment & Research
Shawnee Mission School District
dangruman@smsd.org

Focus Areas



Test Security Procedures



Ethical Testing Practices



Monitor Visits

SECURITY



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.**



Updated Fact Sheet

- New Look/Layout
- Divided into Sections for Roles and Responsibilities
- Acceptable and Unacceptable Practices
- Reporting Information on Test Security and Item Issues



Test Security Contact

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.



Tickets and Security

- New process for “tickets”
- Student uses his/her designated username and password for the entire testing season
- Daily access codes will be posted in the Educator Portal
- Plan for your secure transmission of this information each day
- Details in the Examiner’s Manual



Test Item Security

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.

Still happening so please reinforce!



Reporting Item Issues

Problems reported to District
Test Coordinator who contacts
KSDE

Process outlined on the
Test Security Fact Sheet



ETHICS



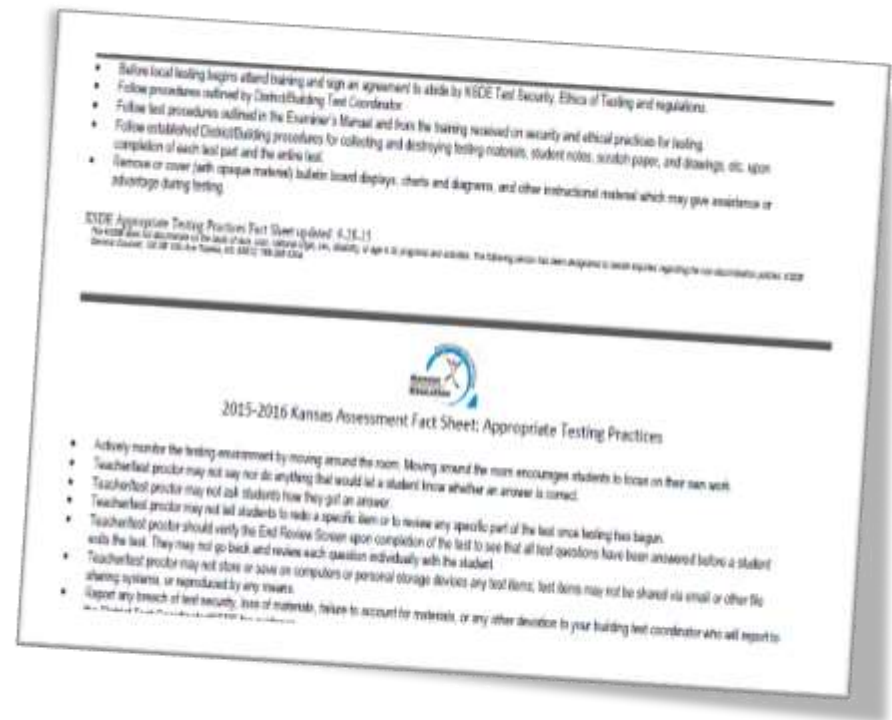
District Test Coordinator Responsibilities

- List of responsibilities included with fact sheet
- Review carefully to be certain all expectations have been met



Teacher/Test Proctor Responsibilities

- List of responsibilities included with fact sheet
- Must also review the Examiner's Manual and abide by all directions
- Fact sheet also includes list for Building Test Coordinators



Teacher/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.
- 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.



Teacher/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 not go back and review each question** individually with the student.

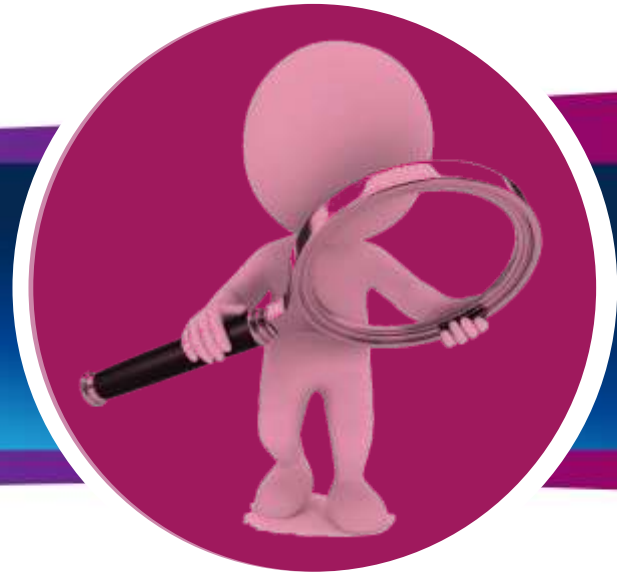


Ethical Tests

- **The Golden Rule Test:** Would I want people to do this to me?
- **The Truth Test:** Does this action represent the whole truth and nothing but the truth?
- **The What-If-Everybody-Did-This Test:** Would I want everyone to do this (lie, cheat, steal, litter the school, etc.)? Would I want to live in that kind of world?
- **The Parents Test:** How would my parents feel if they found out I did this? What advice would they give me if I asked them if I should do it?
- **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?



MONITORING



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.

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).



Agreement to Abide by Form

Any staff member who administers a state assessment must sign an agreement to abide by form.

By signing this form you are agreeing to abide by all policies, procedures and regulations set out by KSDE with testing and the information shared by our district test director.



AGREEMENT TO ABIDE BY GUIDELINES

By signing and submitting the information on this form you are agreeing to abide by all policies, procedures and regulations set out by KSDE with testing and the information shared by our district test director.

TRAININGS ATTENDED
REVIEW OF MATERIALS

Training Title	Date



Format doesn't matter; must have documentation of training and agreement to abide by from all affected staff.



Monitor Checklist

2016 State Monitor Quality Assurance Checklist for Test Security and Ethics
This form is to be completed by the monitor(s) at the school. Date of visit: _____

Before the Assessment

Monitor Team Member(s): _____

Monitor Team Member(s) will be present for the entire duration of the assessment. The monitor(s) will be present for the entire duration of the assessment. The monitor(s) will be present for the entire duration of the assessment.

No.	Yes	No	Comments
1			Monitor team members have read and understood the test security and ethics policies and procedures.
2			Monitor team members have read and understood the test security and ethics policies and procedures.
3			Monitor team members have read and understood the test security and ethics policies and procedures.
4			Monitor team members have read and understood the test security and ethics policies and procedures.
5			Monitor team members have read and understood the test security and ethics policies and procedures.
6			Monitor team members have read and understood the test security and ethics policies and procedures.
7			Monitor team members have read and understood the test security and ethics policies and procedures.
8			Monitor team members have read and understood the test security and ethics policies and procedures.
9			Monitor team members have read and understood the test security and ethics policies and procedures.
10			Monitor team members have read and understood the test security and ethics policies and procedures.

During the Assessment

No.	Yes	No	Comments
1			Monitor team members have read and understood the test security and ethics policies and procedures.
2			Monitor team members have read and understood the test security and ethics policies and procedures.
3			Monitor team members have read and understood the test security and ethics policies and procedures.
4			Monitor team members have read and understood the test security and ethics policies and procedures.
5			Monitor team members have read and understood the test security and ethics policies and procedures.
6			Monitor team members have read and understood the test security and ethics policies and procedures.
7			Monitor team members have read and understood the test security and ethics policies and procedures.
8			Monitor team members have read and understood the test security and ethics policies and procedures.
9			Monitor team members have read and understood the test security and ethics policies and procedures.
10			Monitor team members have read and understood the test security and ethics policies and procedures.

After the Assessment

No.	Yes	No	Comments
1			Monitor team members have read and understood the test security and ethics policies and procedures.
2			Monitor team members have read and understood the test security and ethics policies and procedures.
3			Monitor team members have read and understood the test security and ethics policies and procedures.
4			Monitor team members have read and understood the test security and ethics policies and procedures.
5			Monitor team members have read and understood the test security and ethics policies and procedures.
6			Monitor team members have read and understood the test security and ethics policies and procedures.
7			Monitor team members have read and understood the test security and ethics policies and procedures.
8			Monitor team members have read and understood the test security and ethics policies and procedures.
9			Monitor team members have read and understood the test security and ethics policies and procedures.
10			Monitor team members have read and understood the test security and ethics policies and procedures.

- Review with staff prior to testing and include in your training!
- Carefully review information related to documentation of accommodations.



QUIZ



Question 1

True or false

Trained staff must sign the agreement to abide by page found in the Examiner's Manual.

Question 2

Which of the following groups should not be trained annually?

- A. All staff who will administer tests
- B. All parent volunteers
- C. All paraeducators who will administer tests
- D. Support staff who will assist in handling assessment information

Question 3

True or false

The monitor checklist is only useful for schools who will receive a monitor visit.

Question 4

True or false

Although taking pictures of items is obviously not allowed, it is okay to screen shot an item in the demo account or an item that is obviously incorrect.

Question 5

True or false

As a district test coordinator, I must familiarize myself with the Test Fact Sheet, the Examiner's Manual, and the Monitor Checklist and be certain all staff are comfortable with and adhere to all expectations.



Questions?