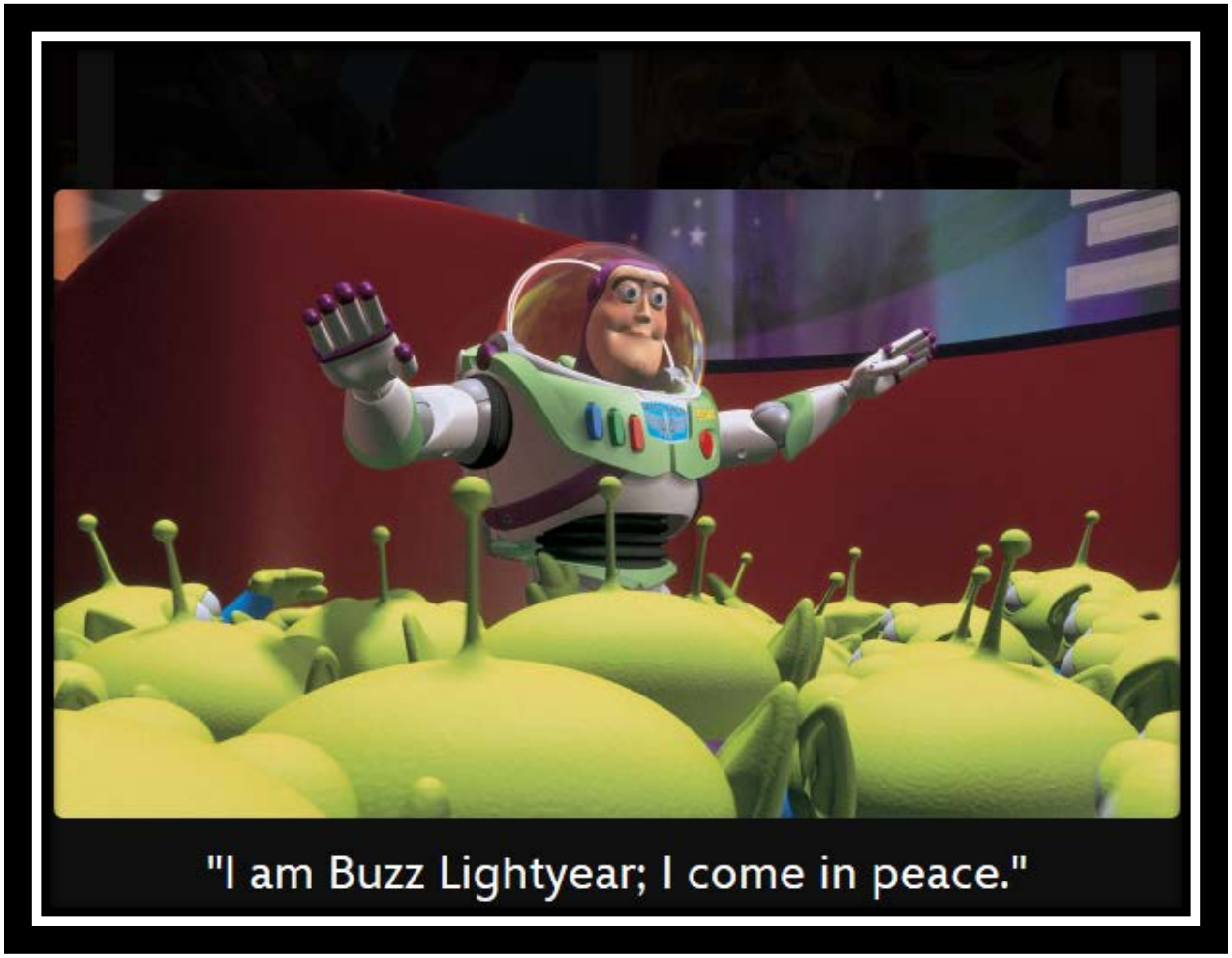
To Infinity and Beyond… Test Security, Ethics of Testing and Thinking about the Future of Assessment

It's Go Time!

KSDE Conference
October 2014



Mary Matthew

Olathe Public Schools

Kansas Assessment Advisory Council Member

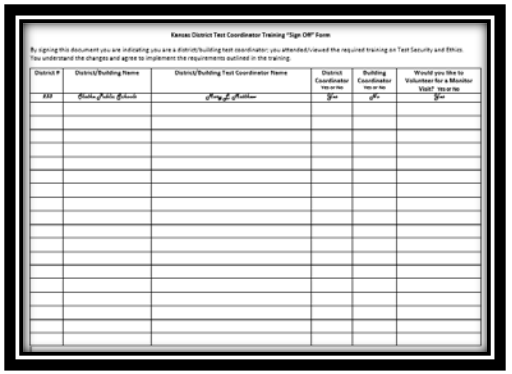
matthewm@olatheschools.org

Session Goals

- Learn something new that you can take back and share with others! Have a little fun!
- Review Test Security and Ethical Practices related to our State Testing Program!
- Develop an understanding for “What’s new” and changes to know!
- Have the confidence of Buzz Lightyear and be able to tackle things as they come your way this year!

Housekeeping Items

(Helpful Handout Provided)



- Sign in process…two options:
  - Forms at tables
  - Online google docs

- Backchannel Questions

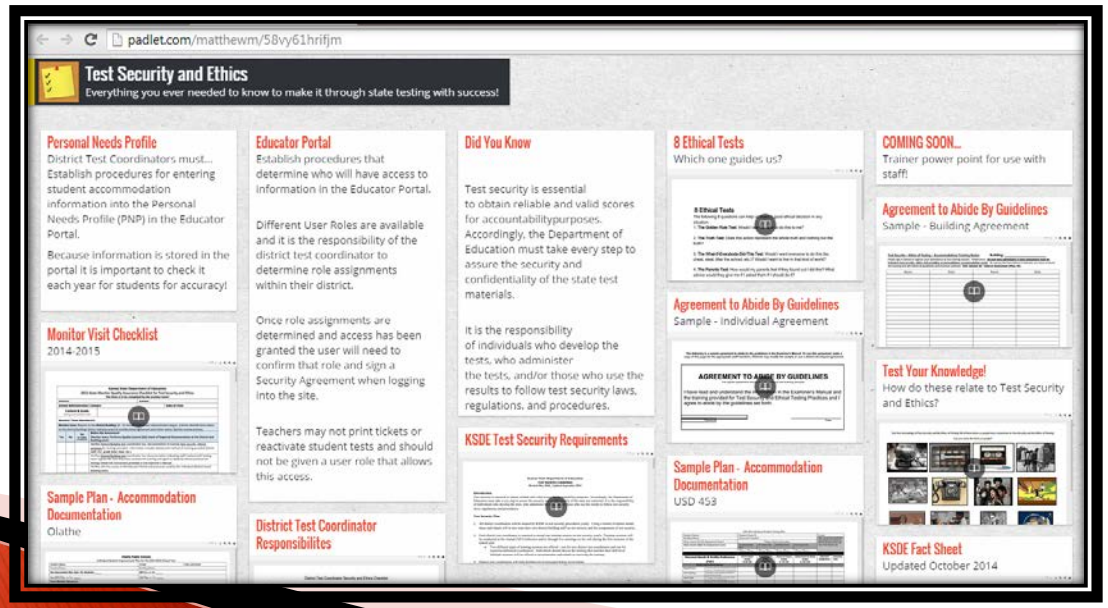
http://backchannelchat.com/backchannel/845810337

- Look for the ★ – new/revised

How to Access Training Materials

- KSDE Website – coming soon

- **Padlet** – "all in one" link that let's you access power point, handouts, activities, etc.
  http://padlet.com/matthewm/58vy61hrifjm



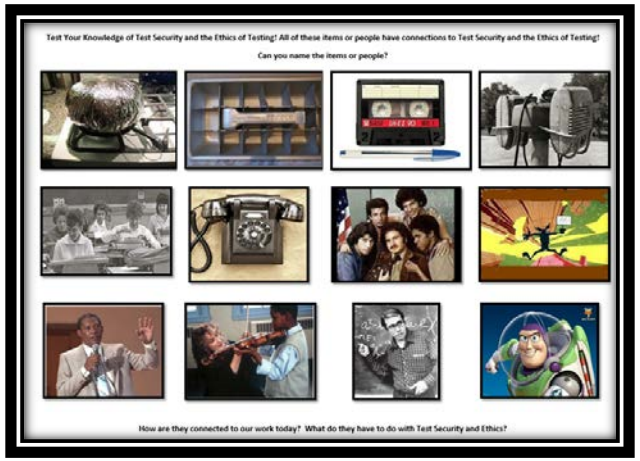
Famous educators who are here today?

- Elementary
- Middle Level
- High School
- Building Test Coordinator
- District Test Coordinator
- Assistant Superintendent or Superintendent
- Board Member
- KSDE/CETE Staff
- KAAC Member

- Education less than 5 years; 6-10 years
- Education More than you want others to really know!
- You aren't sure who you are…but you know you love kids and love working in education!

What do these

Things or People



Have to do with Test Security and Ethics?

It's ~~Go~~ TEST Time!

What is happening in the picture?

Handout

Name the object.
Do you know how to use it?

WHAT'S THE CONNECTION BETWEEN THESE TWO OBJECTS?

Name this object.

Name the “electronic device” and the class where they were used.

DID YOU EVER HAVE TO SAY "HELLO" BEFORE YOU KNEW WHO WAS CALLING?

Name this famous educator.

Mr. Kotter

Name this famous cartoon character.

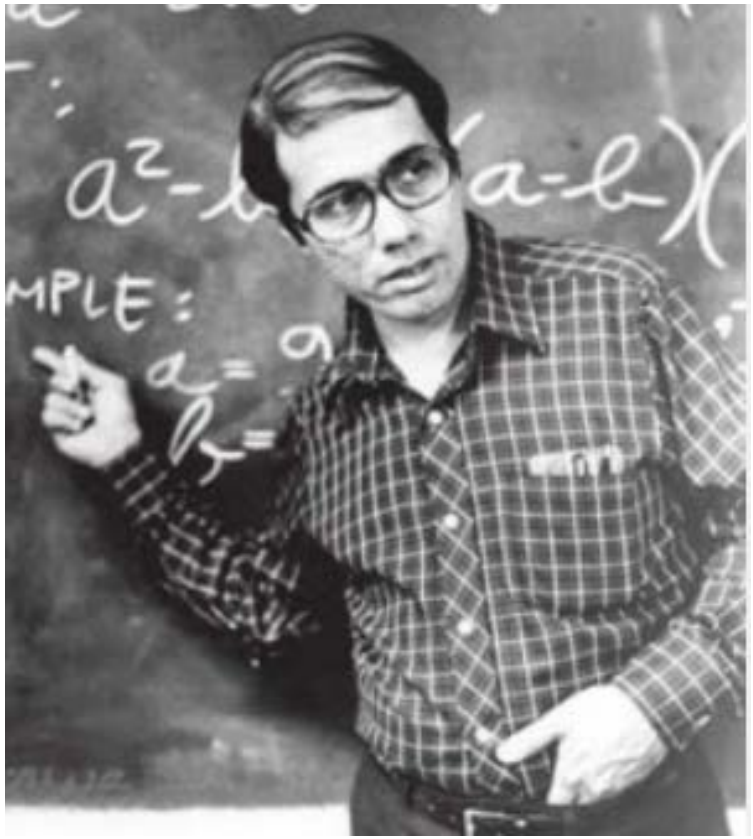
Name this famous educator.

Joe Clark

Name the actress and movie.

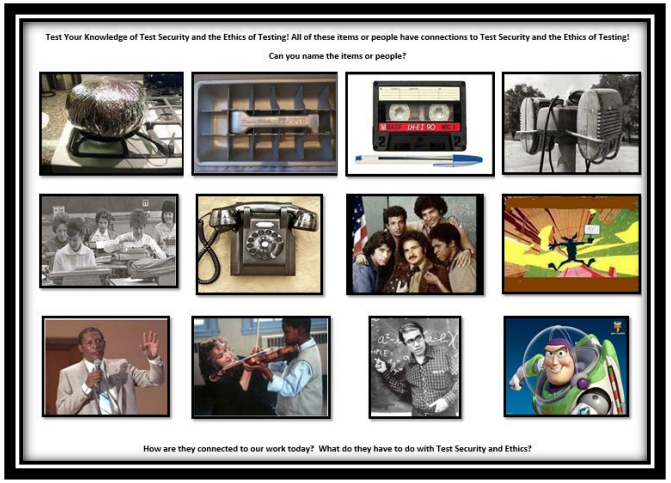
Meryl Strep – Music of the Heart

Jaimie Escalante (Edward James Olmos)



Stand and Deliver

Name this character.



- How are all of these items connected to our work today?
- What do they have to do with Test Security and Ethics?

Buzz Lightyear Assessment Coordinator

- Just like our friend Buzz Lightyear in the movie Toy Story it is time we refine our way of thinking about assessment. Buzz Lightyear is known for his bravery and courage and he believes that following rules is the way people should live their life.

It's Go Time!

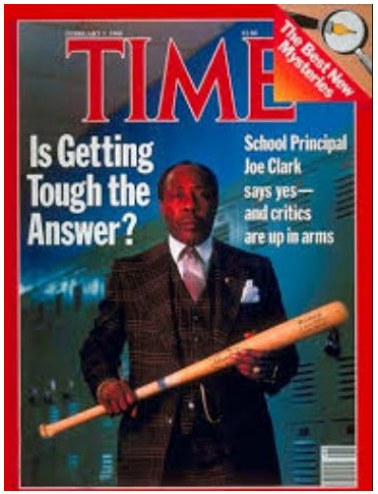
Purpose

- 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**.

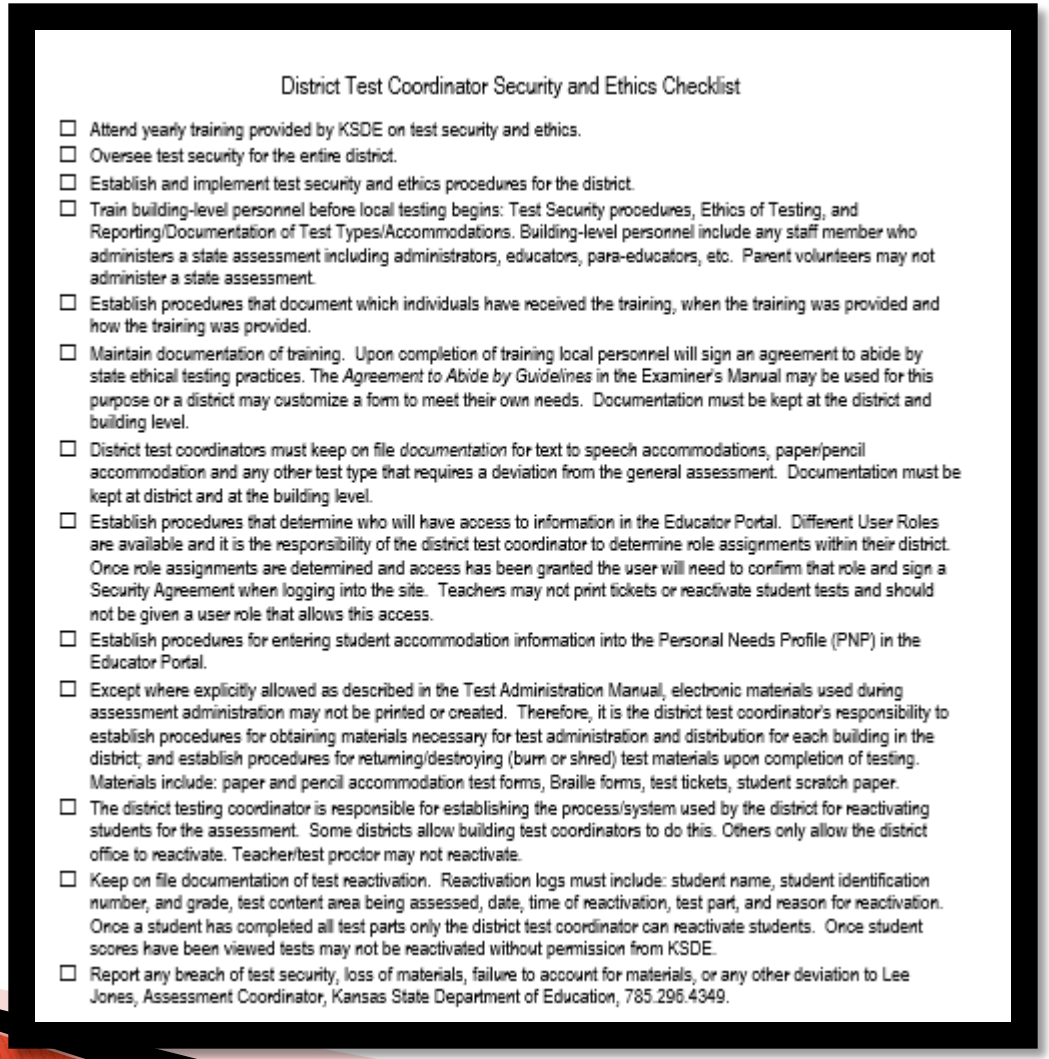
- It is the **responsibility of individuals** who develop the tests, who administer the tests, and/or those who use the results **to follow test security laws, regulations, and procedures**.

District Test Coordinator Responsibilities

- Oversee test security for the entire district.
- Establish and implement test security and ethics procedures for the district.



District Test Coordinator Responsibilities



District Test Coordinator Security and Ethics Checklist

- ☐ Attend yearly training provided by KSDE on test security and ethics.
- ☐ Oversee test security for the entire district.
- ☐ Establish and implement test security and ethics procedures for the district.
- ☐ Train building-level personnel before local testing begins: Test Security procedures, Ethics of Testing, and Reporting/Documentation of Test Types/Accommodations. Building-level personnel include any staff member who administers a state assessment including administrators, educators, para-educators, etc. Parent volunteers may not administer a state assessment.
- ☐ Establish procedures that document which individuals have received the training, when the training was provided and how the training was provided.
- ☐ Maintain documentation of training. Upon completion of training local personnel will sign an agreement to abide by state ethical testing practices. The *Agreement to Abide by Guidelines* in the Examiner's Manual may be used for this purpose or a district may customize a form to meet their own needs. Documentation must be kept at the district and building level.
- ☐ District test coordinators must keep on file documentation for text to speech accommodations, paper/pencil accommodation and any other test type that requires a deviation from the general assessment. Documentation must be kept at district and at the building level.
- ☐ Establish procedures that determine who will have access to information in the Educator Portal. Different User Roles are available and it is the responsibility of the district test coordinator to determine role assignments within their district. Once role assignments are determined and access has been granted the user will need to confirm that role and sign a Security Agreement when logging into the site. Teachers may not print tickets or reactivate student tests and should not be given a user role that allows this access.
- ☐ Establish procedures for entering student accommodation information into the Personal Needs Profile (PNP) in the Educator Portal.
- ☐ Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed or created. Therefore, it is the district test coordinator's responsibility to establish procedures for obtaining materials necessary for test administration and distribution for each building in the district; and establish procedures for returning/destroying (burn or shred) test materials upon completion of testing. Materials include: paper and pencil accommodation test forms, Braille forms, test tickets, student scratch paper.
- ☐ The district testing coordinator is responsible for establishing the process/system used by the district for reactivating students for the assessment. Some districts allow building test coordinators to do this. Others only allow the district office to reactivate. Teacher/test proctor may not reactivate.
- ☐ Keep on file documentation of test reactivation. Reactivation logs must include: student name, student identification number, and grade, test content area being assessed, date, time of reactivation, test part, and reason for reactivation. Once a student has completed all test parts only the district test coordinator can reactivate students. Once student scores have been viewed tests may not be reactivated without permission from KSDE.
- ☐ Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to Lee Jones, Assessment Coordinator, Kansas State Department of Education, 785.296.4349.

Handout

Test Security, Ethics of Testing Yearly Training

- All **district coordinators** will be trained by KSDE in test security procedures and ethical test practices **yearly**.

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

Training Requirements

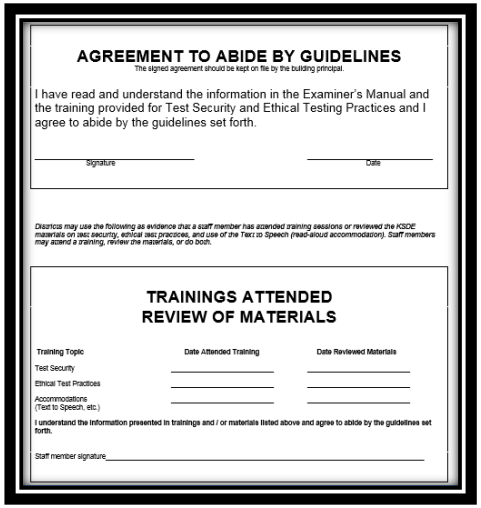
- District Test coordinators are responsible for local training of building test coordinators; teachers/test proctors.

- **Documentation** of training **attendance** (must be provided during Monitor Visits!)

  - Staff Training must include:
    - Test Security
    - Ethics of Testing
    - Providing Ethical Accommodations
    - Documentation of Sign off/Agreement to Abide by Ethical Practices

Documentation of Agreement to Abide by…

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



AGREEMENT TO ABIDE BY GUIDELINES

The signed agreement should be kept on file by the building principal.

I have read and understand the information in the Examiner's Manual and the training provided for Test Security and Ethical Testing Practices and I agree to abide by the guidelines set forth.

Signature _____ Date _____

Districts may use the following as evidence that a staff member has attended training sessions or reviewed the KSDE materials on test security, ethical test practices, and use of the Text to Speech (read-aloud accommodation). Staff members may attend a training, review the materials, or do both.

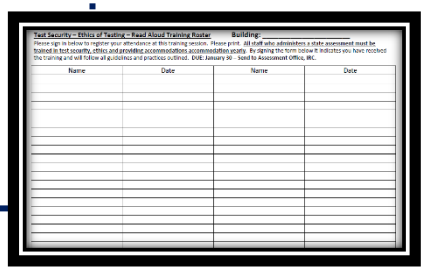
TRAININGS ATTENDED
REVIEW OF MATERIALS

Training Topic	Date Attended Training	Date Reviewed Materials
Test Security		
Ethical Test Practices		
Accommodations (Text to Speech, etc.)		

I understand the information presented in trainings and / or materials listed above and agree to abide by the guidelines set forth.

Staff member signature_____

- Choose the form that works for you and your district!
- All options posted on KSDE website!
- Must provide during monitor visits!



Test Security – Ethics of Testing – Read Aloud Training Roster Building: _____

Please sign in below to register your attendance at this training session. Please print. All staff who administers a state assessment must be trained in test security, ethics and providing accommodations accommodation yearly. By signing the form below it indicates you have received the training and will follow all guidelines and practices outlined. DUE: January 30 – Send to Assessment Office, WC.

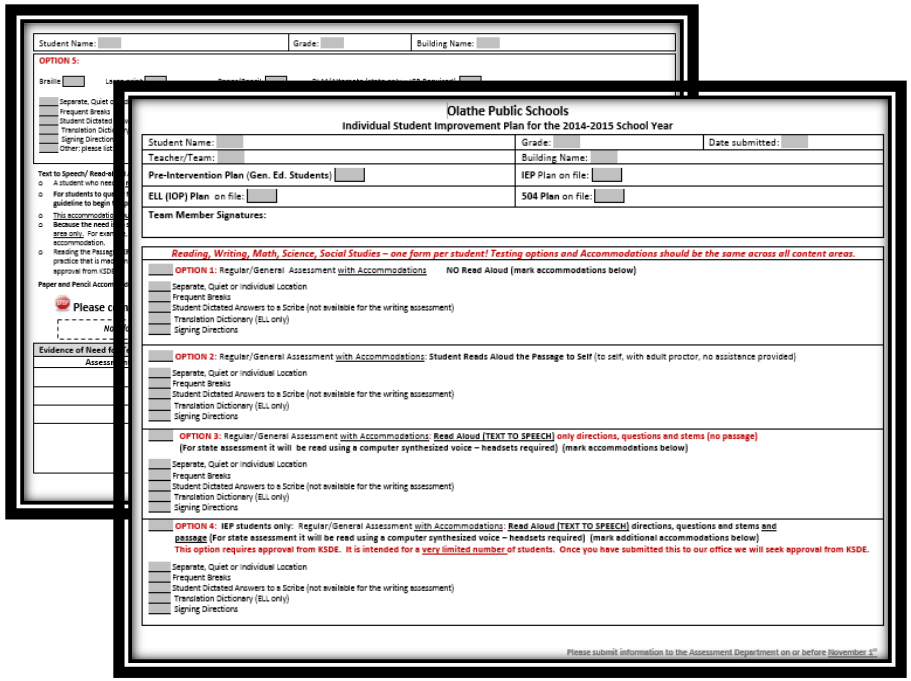
Name	Date	Name	Date

Documentation: Accommodations

- District test coordinators must keep on file ***documentation*** for text to speech accommodations, paper/pencil accommodation and any other test type that requires a deviation from the general assessment.

- Documentation must be kept at district and at the building level.

Student Verification of Test Type and Need for Accommodations Options



Olathe Public Schools
Individual Student Improvement Plan for the 2014-2015 School Year

Student Name: | Grade: | Date submitted:
Teacher/Team: | Building Name:
Pre-Intervention Plan (Gen. Ed. Students) | IEP Plan on file:
ELL (IOP) Plan on file: | 504 Plan on file:
Team Member Signatures:

Reading, Writing, Math, Science, Social Studies – one form per student! Testing options and Accommodations should be the same across all content areas.

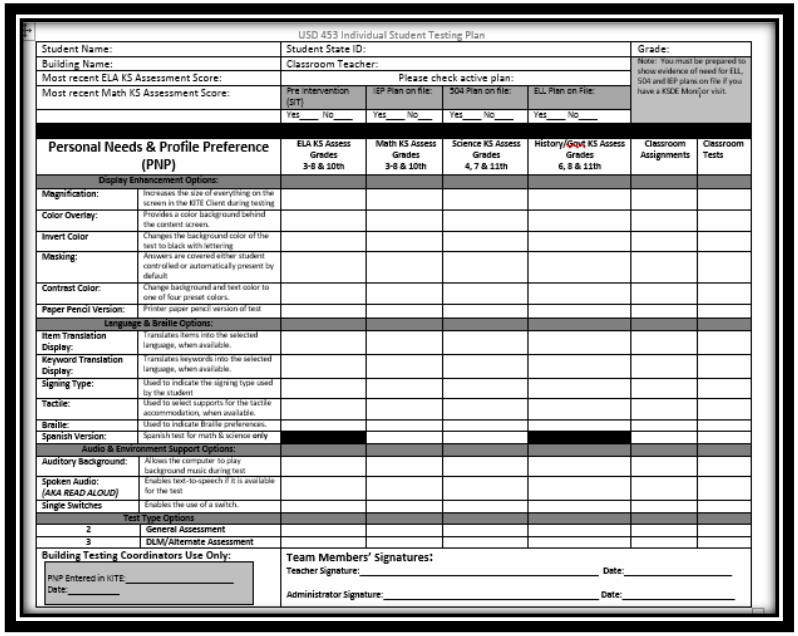
OPTION 1: Regular/General Assessment with Accommodations NO Read Aloud (mark accommodations below)
Separate, Quiet or Individual Location
Frequent Breaks
Student Dictated Answers to a Scribe (not available for the writing assessment)
Translation Dictionary (ELL only)
Signing Directions

OPTION 2: Regular/General Assessment with Accommodations: Student Reads Aloud the Passage to Self (to self, with adult proctor, no assistance provided)
Separate, Quiet or Individual Location
Frequent Breaks
Student Dictated Answers to a Scribe (not available for the writing assessment)
Translation Dictionary (ELL only)
Signing Directions

OPTION 3: Regular/General Assessment with Accommodations: Read Aloud [TEXT TO SPEECH] only directions, questions and stems (no passage)
(For state assessment it will be read using a computer synthesized voice – headsets required) (mark accommodations below)
Separate, Quiet or Individual Location
Frequent Breaks
Student Dictated Answers to a Scribe (not available for the writing assessment)
Translation Dictionary (ELL only)
Signing Directions

OPTION 4: IEP students only: Regular/General Assessment with Accommodations: Read Aloud [TEXT TO SPEECH] directions, questions and stems and passage (For state assessment it will be read using a computer synthesized voice – headsets required) (mark additional accommodations below)
This option requires approval from KSDE. It is intended for a very limited number of students. Once you have submitted this to our office we will seek approval from KSDE.
Separate, Quiet or Individual Location
Frequent Breaks
Student Dictated Answers to a Scribe (not available for the writing assessment)
Translation Dictionary (ELL only)
Signing Directions

Please submit information to the Assessment Department on or before November 1st



USD 453 Individual Student Testing Plan

Student Name: | Student State ID: | Grade:
Building Name: | Classroom Teacher:
Most recent ELA KS Assessment Score: | Please check active plan:
Most recent Math KS Assessment Score: | Pre-intervention (SIT) Yes___ No___ | IEP Plan on file: Yes___ No___ | 504 Plan on file: Yes___ No___ | ELL Plan on File: Yes___ No___

Note: You must be prepared to show evidence of need for ELL, 504 and IEP plans on file if you have a KSDE Mon/or visit.

Personal Needs & Profile Preference (PNP)		ELA KS Assess Grades 3-8 & 10th	Math KS Assess Grades 3-8 & 10th	Science KS Assess Grades 4, 7 & 11th	History/Govt KS Assess Grades 6, 8 & 11th	Classroom Assignments	Classroom Tests
Display Enhancement Options:							
Magnification:	Increases the size of everything on the screen in the KITE Client during testing						
Color Overlay:	Provides a color background behind the content screen.						
Invert Color	Changes the background color of the text to black with lettering						
Masking:	Answers are covered either student controlled or automatically present by default						
Contrast Color:	Change background and text color to one of four preset colors.						
Paper Pencil Version:	Printer paper pencil version of test						
Language & Braille Options:							
Item Translation Display:	Translates items into the selected language, when available.						
Keyword Translation Display:	Translates keywords into the selected language, when available.						
Signing Type:	Used to indicate the signing type used by the student						
Tactile:	Used to select supports for the tactile accommodation, when available.						
Braille:	Used to indicate Braille preferences.						
Spanish Version:	Spanish test for math & science only						
Audio & Environment Support Options:							
Auditory Background:	Allows the computer to play background music during test						
Spoken Audio: (AKA READ ALOUD)	Enables text-to-speech if it is available for the test						
Single Switches	Enables the use of a switch.						
Test Type Options:							
2	General Assessment						
3	DLM/Alternate Assessment						

Building Testing Coordinators Use Only:
PNP Entered in KITE:_____
Date:_____

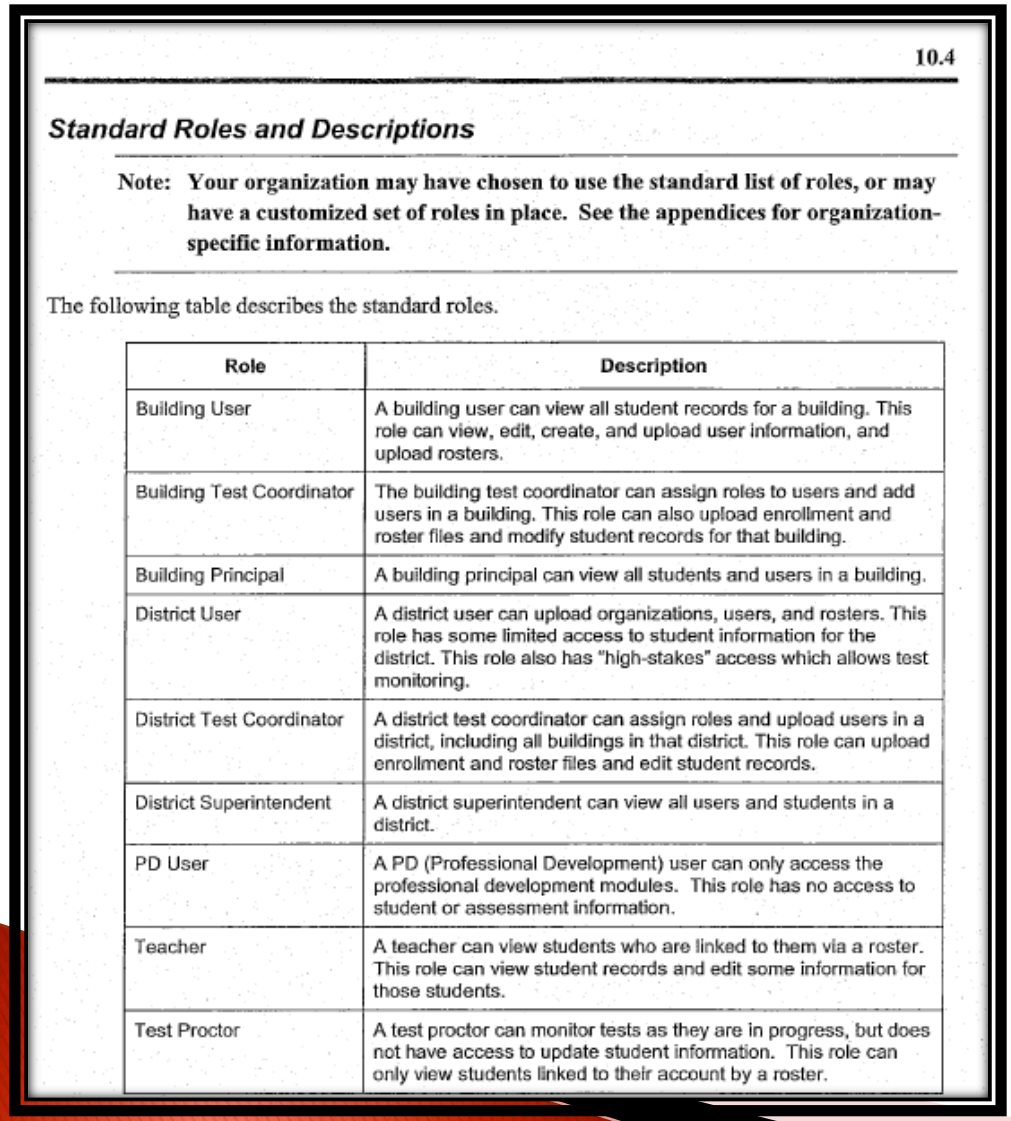
Team Members' Signatures:
Teacher Signature:_____ Date:_____
Administrator Signature:_____ Date:_____

- Choose or create a form that works for you and your district!
- Options posted on KSDE website!
- Must provide during monitor visits!

Educator Portal/Roles

- Establish procedures that determine who will have access to information in the Educator Portal.
- Different **User Roles** are available and it is the responsibility of the district test coordinator to determine role assignments within their district.
- **Once role assignments are determined and access has been granted the user will need to confirm that role and sign a Security Agreement when logging into the site.**
- Teachers may not print tickets or reactivate student tests and should not be given a user role that allows this access.

Educator Portal Roles



10.4

Standard Roles and Descriptions

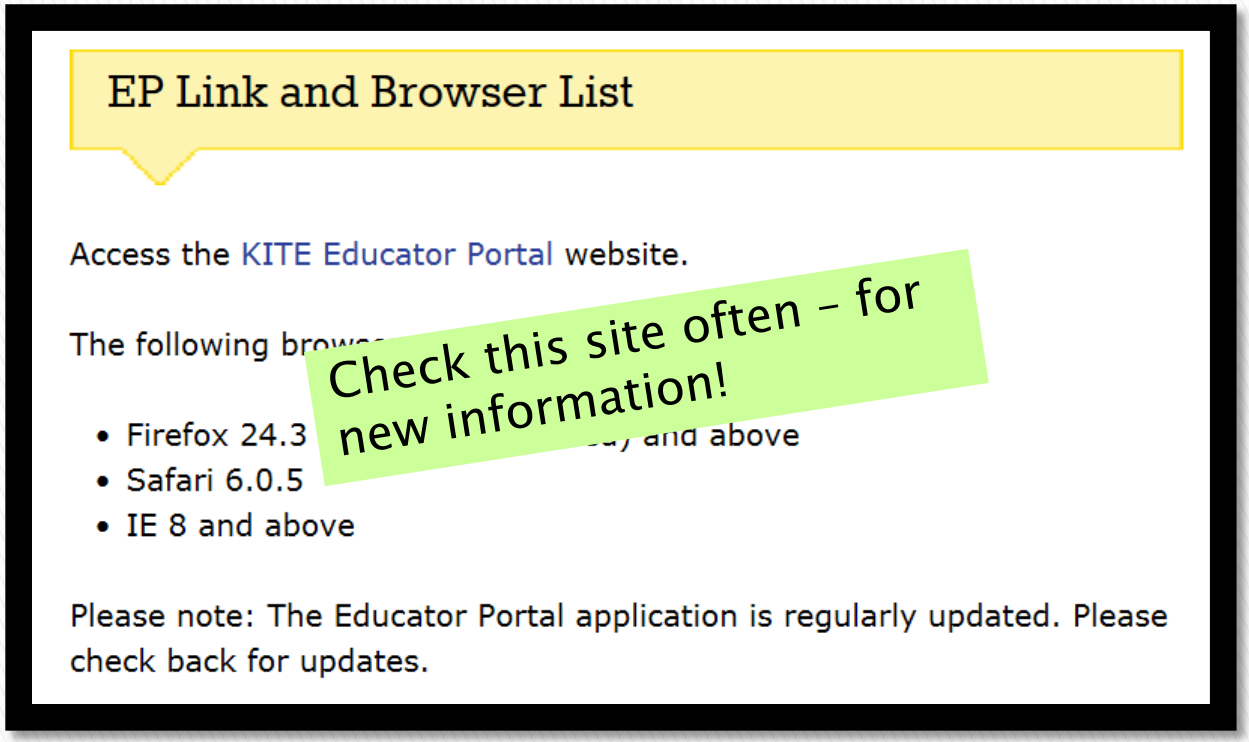
Note: Your organization may have chosen to use the standard list of roles, or may have a customized set of roles in place. See the appendices for organization-specific information.

The following table describes the standard roles.

Role	Description
Building User	A building user can view all student records for a building. This role can view, edit, create, and upload user information, and upload rosters.
Building Test Coordinator	The building test coordinator can assign roles to users and add users in a building. This role can also upload enrollment and roster files and modify student records for that building.
Building Principal	A building principal can view all students and users in a building.
District User	A district user can upload organizations, users, and rosters. This role has some limited access to student information for the district. This role also has "high-stakes" access which allows test monitoring.
District Test Coordinator	A district test coordinator can assign roles and upload users in a district, including all buildings in that district. This role can upload enrollment and roster files and edit student records.
District Superintendent	A district superintendent can view all users and students in a district.
PD User	A PD (Professional Development) user can only access the professional development modules. This role has no access to student or assessment information.
Teacher	A teacher can view students who are linked to them via a roster. This role can view student records and edit some information for those students.
Test Proctor	A test proctor can monitor tests as they are in progress, but does not have access to update student information. This role can only view students linked to their account by a roster.

KITE EDUCATOR PORTAL USER MANUAL September 2014

- Another Security Sign Off…
- When logging into the Portal you are asked if you agree to "follow rules and protocols for test security and ethics"…



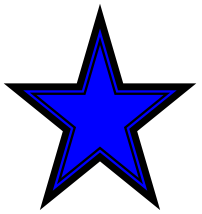
www.ksassessments.org

Personal Needs Profile (PNP)

- Establish procedures for entering/managing student accommodation information into the Personal Needs Profile (PNP) in the Educator Portal.

Remember…Info stays in the system. How do you manage it from year to year? Changes?

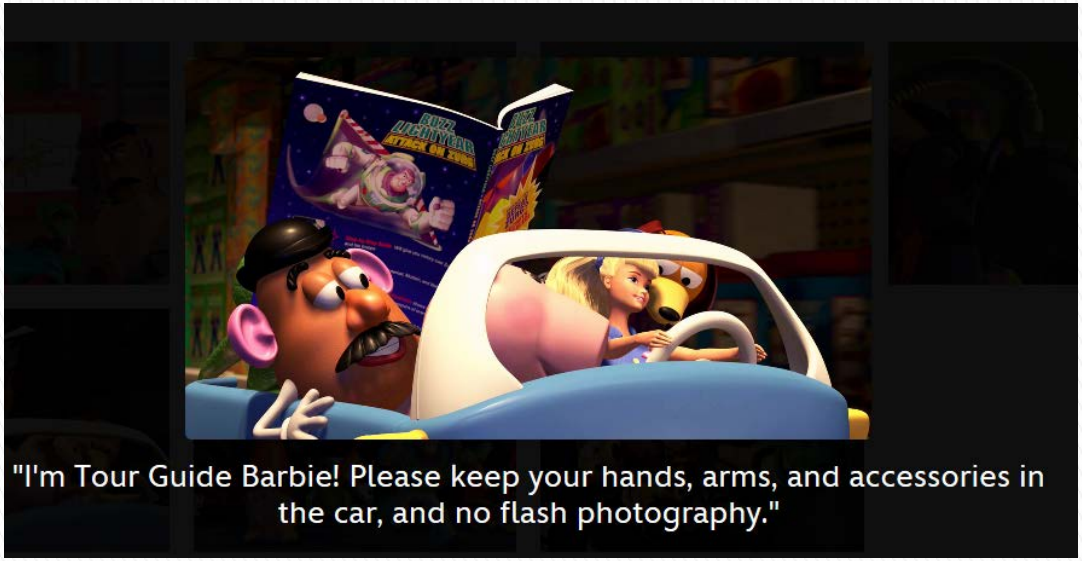
Materials



- Except where explicitly allowed as described in the Test Administration Manual, **electronic** materials used during assessment administration **may not be printed or created**.
  - Therefore, it is the **district test coordinator's responsibility** to **establish procedures** for obtaining materials necessary for test administration and distribution for each building in the district; and establish procedures for returning/destroying (burn or shred) test materials upon completion of testing. (i.e. tickets, braille, large print, etc.)

Storage/Reproduction

- 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.



Reactivation

- The district testing coordinator is responsible for establishing the process/system used by the district for reactivating students. Some districts allow building test coordinators to do this. Others only allow the district office to reactivate. Teachers may not reactivate.

- Best practice is to have two people present when reactivating a student test.

Reactivation Log

- Keep on file **documentation** of test reactivation.

- Logs should include: student identification number, and grade, test content area being assessed, date and reason for reactivation.

Name

For your own protection

Reactivation

- Once a student has completed **all test parts only the district test coordinator** can reactivate students.
  - The only exception to this rule is for students who have not answered all test questions contained within a test part. Approval should be given by the district test coordinator.
  - End Review Screen – if this page has been reviewed by the teacher/test proctor this should not happen.

Reactivation

- Once scores have been viewed, tests **may not be reactivated without permission from KSDE**. District test coordinators would initiate this conversation with KSDE.

Reactivation After Viewing Scores

- Reactivation should **not** occur for students whose results you deem are not appropriate (i.e. the student scored "XXX" and you know they are capable of doing better so you reactivate one part of the test to try to improve the score).

- **If you feel there are circumstances that do not allow the collection of valid assessment data notify your District Test Coordinator who will contact KSDE.**

Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to Lee Jones, Assessment Coordinator, Kansas State Department of Education, 785.296.4349.

Important Components to Include in your Training

- Fact Sheets
- Examiner's Manual
- Agree to Abide By forms
- Test Schedule; Calendar
- Test Periods, Monitoring and Managing Tickets
- Calculators
- Monitor Visits
- Training Materials Available

HOT TOPICS
TO THINK ABOUT

IMPORTANT CHANGES

Building Test Coordinators

Building Test Coordinator Security and Ethics Checklist

- ☐ The building test coordinator is responsible for test security within the individual building site. The building test coordinator may not be a classroom teacher.
- ☐ Follow procedures established by the district test coordinator for **all aspects of testing**. If the building test coordinator and the district test coordinator are the same individual please refer to District Test Coordinator responsibilities.
- ☐ Assist District Test Coordinator with and/or train building-level personnel before local testing begins: Test Se… Ethics of Testing, and Reporting/Documentation of Test Types/Accommodations
- ☐ Distribution and collection of all testing materials (Examiner's Manual, testing tickets, e…
- ☐ Store test materials (tickets/test booklets – i.e. large print, braille) in a secure, locked a… before and between each test session(s) and after testing. At the conclusion of testing the building level person must follow the guidelines established by the District Test Coordinator for returning/destroying materials.
- ☐ Distribute test materials (tickets/test booklets – i.e. large print, braille) to teachers/test proctors immediately before each test session and collect test materials immediately following each test session and return them to the secure, locked location.
- ☐ Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to your district test coordinator who will report to KSDE.

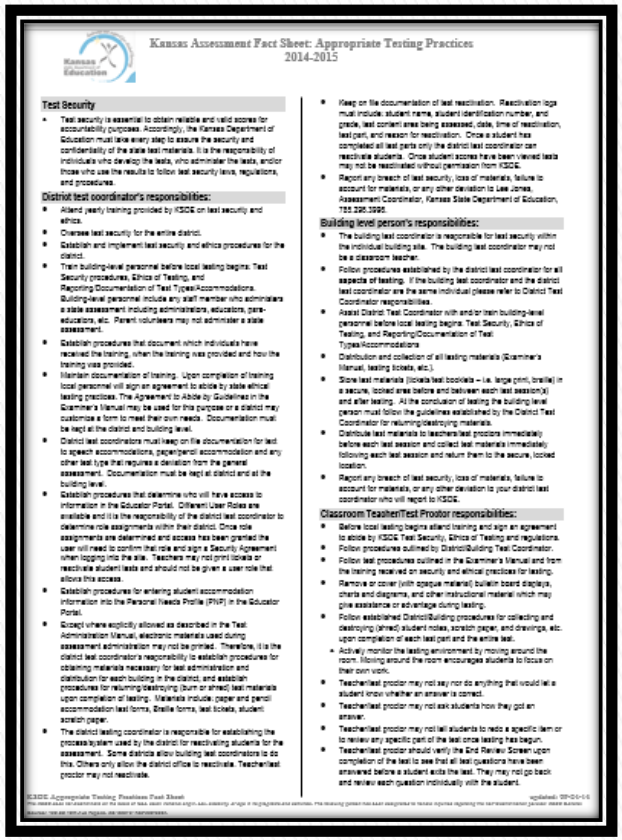
Test Proctors

Critical things to Review, Know and Do

Classroom Security and Ethics Checklist

- ☐ Before local testing begins attend training and sign an agreement to abide by KSDE Test Security, Ethics of Testing and regulations.
- ☐ Follow procedures outlined by District/Building Test Coordinator.
- ☐ Follow test procedures outlined in the Examiner's Manual and from the training received on security and ethical practices for testing.
- ☐ Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material which may give assistance or advantage during testing.
- ☐ Follow established District/Building procedures for collecting and destroying (shred) tickets, student notes, scratch paper, and drawings, etc. upon completion of each test part and the entire test.
- ☐ 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 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.
- ☐ 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.
- ☐ Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to your building test coordinator who will report to KSDE for guidance.

KSDE: Appropriate Testing Practices Fact Sheet



Kansas Assessment Fact Sheet: Appropriate Testing Practices
2014-2015

Test Security

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- Establish and implement test security and ethics procedures for the district.
- Train building-level personnel before local testing begins: Test Security procedures, Ethics of Testing, and Reporting/Documentation of Test Types/Accommodations. Building-level personnel include any staff member who administers a state assessment including administrators, educators, para-educators, etc. Parent volunteers may not administer a state assessment.
- Establish procedures that document which individuals have received the training, when the training was provided and how the training was provided.
- Maintain documentation of training. Upon completion of training local personnel will sign an agreement to abide by state ethical testing practices. The Agreement to Abide by Guidelines in the Examiner's Manual may be used for this purpose or a district may customize a form to meet their own needs. Documentation must be kept at the district and building level.
- District test coordinators must keep on file documentation for test to speech accommodations, paper/pencil accommodation and any other test type that requires a deviation from the general assessment. Documentation must be kept at district and at the building level.
- Establish procedures that determine who will have access to information in the Education Portal. Different User Roles are available and it is the responsibility of the district test coordinator to determine role assignments within their district. Once role assignments are determined and access has been granted the user will need to confirm that role and sign a Security Agreement when logging into the site. Teachers may not grant access or reactivate student tests and should not be given a user role that allows this access.
- Establish procedures for entering student accommodation information into the Personal Needs Profile (PNP) in the Education Portal.
- Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed. Therefore, it is the district test coordinator's responsibility to establish procedures for obtaining materials necessary for test administration and distribution for each building in the district, and establish procedures for returning/destroying (burn or shred) test materials upon completion of testing. Materials include: paper and pencil accommodation test forms, Braille forms, test tickets, student scratch paper.
- The district testing coordinator is responsible for establishing the process/system used by the district for reactivating students for the assessment. Some districts allow building test coordinators to do this. Others only allow the district office to reactivate. Teacher/test proctor may not reactivate.
- Keep on file documentation of test reactivation. Reactivation logs must include: student name, student identification number, and grade, test content area being assessed, date, time of reactivation, test part, and reason for reactivation. Once a student has completed all test parts only the district test coordinator can reactivate students. Once student scores have been viewed tests may not be reactivated without permission from KSDE.
- Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to Lee Jones, Assessment Coordinator, Kansas State Department of Education, 785.296.3998.

Building level person's responsibilities:

- The building test coordinator is responsible for test security within the individual building site. The building test coordinator may not be a classroom teacher.
- Follow procedures established by the district test coordinator for all aspects of testing. If the building test coordinator and the district test coordinator are the same individual please refer to District Test Coordinator responsibilities.
- Assist District Test Coordinator with and/or train building-level personnel before local testing begins: Test Security, Ethics of Testing, and Reporting/Documentation of Test Types/Accommodations
- Distribution and collection of all testing materials (Examiner's Manual, testing tickets, etc.).
- Store test materials (tickets/test booklets – i.e. large print, braille) in a secure, locked area before and between each test session(s) and after testing. At the conclusion of testing the building level person must follow the guidelines established by the District Test Coordinator for returning/destroying materials.
- Distribute test materials to teachers/test proctors immediately before each test session and collect test materials immediately following each test session and return them to the secure, locked location.
- Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to your district test coordinator who will report to KSDE.

Classroom Teacher/Test Proctor responsibilities:

- Before local testing begins attend training and sign an agreement to abide by KSDE Test Security, Ethics of Testing and regulations.
- Follow procedures outlined by District/Building Test Coordinator.
- Follow test procedures outlined in the Examiner's Manual and from the training received on security and ethical practices for testing.
- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material which may give assistance or advantage during testing.
- Follow established District/Building procedures for collecting and destroying (shred) student notes, scratch paper, and drawings, etc. upon completion of each test part and the entire test.
- 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 tell a student know whether an answer is correct.
- Teacher/test proctor may not ask students how they got an answer.
- 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. They may not go back and review each question individually with the student.

KSDE Appropriate Testing Practices Fact Sheet — updated: SP-Oct-14

- Updated – October 2014
- Read/Review
- Be sure to provide copies of the Fact Sheets to Test Proctors during training.

Fact Sheet = Training

Teacher/Test Proctor

- 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.

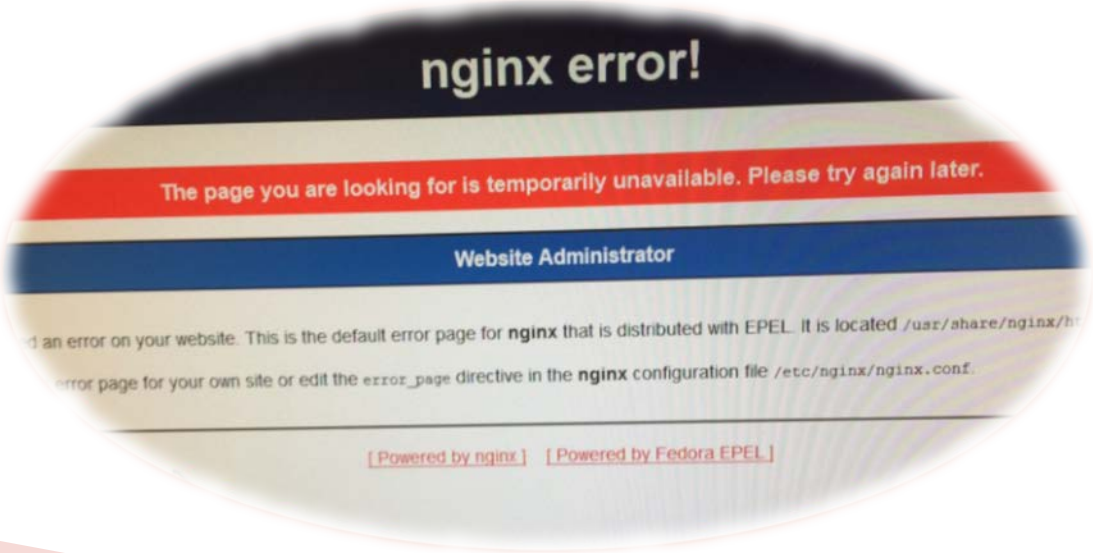
Teacher/Test Proctor

- 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.

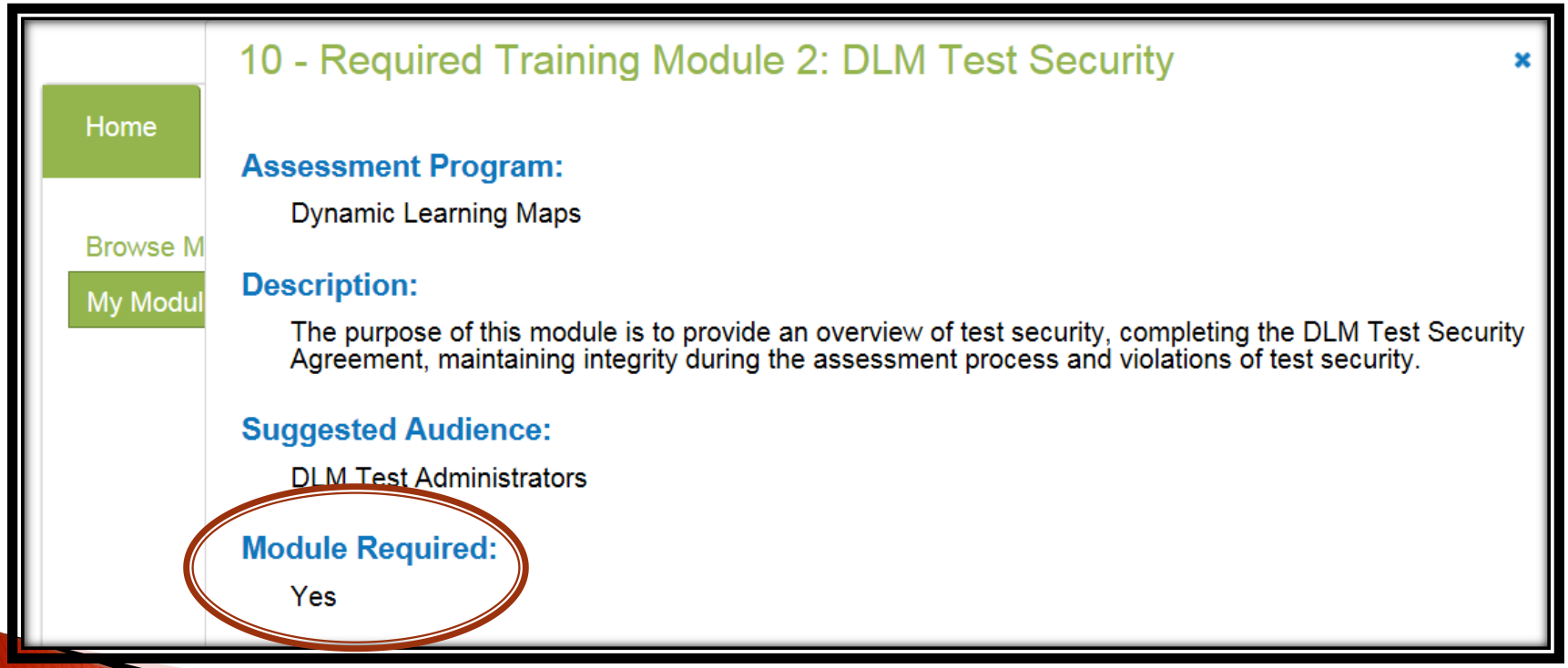
Teacher/Test Proctor

- 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.



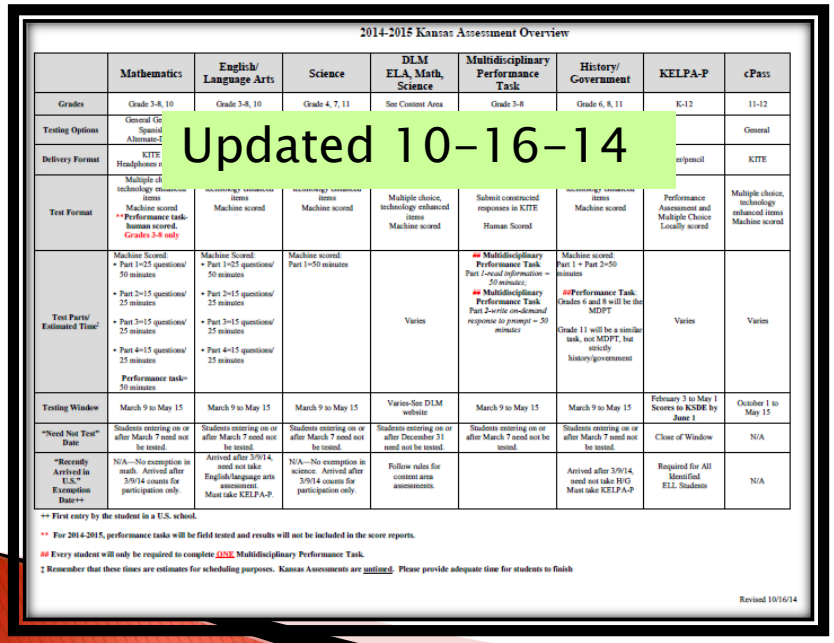
DLM

- Module 2: DLM Test Security
- Module Assessment



Developing Your Test Schedule

- KSDE website 2014-2015 Kansas Assessments Overview (March 9 – May 15)
  - DLM testing (Alternate Assessment)
  - Break Kite Day – October



2014-2015 Kansas Assessment Overview

Updated 10-16-14

	Mathematics	English/ Language Arts	Science	DLM ELA, Math, Science	Multidisciplinary Performance Task	History/ Government	KELPA-P	cPass
Grades	Grade 3-8, 10	Grade 3-8, 10	Grade 4, 7, 11	See Content Area	Grade 3-8	Grade 6, 8, 11	K-12	11-12
Testing Options	General Ge… Spanish Alternate-…							General
Delivery Format	KITE Headphones r…						er/pencil	KITE
Test Format	Multiple ch… technology enhanced items Machine scored **Performance task- human scored. Grades 3-8 only	items Machine scored	items Machine scored	Multiple choice, technology enhanced items Machine scored	Submit constructed responses in KITE Human Scored	items Machine scored	Performance Assessment and Multiple Choice Locally scored	Multiple choice, technology enhanced items Machine scored
Test Parts/ Estimated Time‡	Machine Scored: • Part 1=25 questions/ 50 minutes • Part 2=15 questions/ 25 minutes • Part 3=15 questions/ 25 minutes • Part 4=15 questions/ 25 minutes Performance task= 50 minutes	Machine Scored: • Part 1=25 questions/ 50 minutes • Part 2=15 questions/ 25 minutes • Part 3=15 questions/ 25 minutes • Part 4=15 questions/ 25 minutes	Machine scored: Part 1=50 minutes	Varies	** Multidisciplinary Performance Task Part 1-read information = 50 minutes; ** Multidisciplinary Performance Task Part 2-write on-demand response to prompt = 50 minutes	Machine scored: Part 1 + Part 2=50 minutes ##Performance Task: Grades 6 and 8 will be the MDPT Grade 11 will be a similar task, not MDPT, but strictly history/government	Varies	Varies
Testing Window	March 9 to May 15	March 9 to May 15	March 9 to May 15	Varies-See DLM website	March 9 to May 15	March 9 to May 15	February 3 to May 1 Scores to KSDE by June 1	October 1 to May 15
"Need Not Test" Date	Students entering on or after March 7 need not be tested.	Students entering on or after March 7 need not be tested.	Students entering on or after March 7 need not be tested.	Students entering on or after December 31 need not be tested.	Students entering on or after March 7 need not be tested.	Students entering on or after March 7 need not be tested.	Close of Window	N/A
"Recently Arrived in U.S." Exemption Date++	N/A—No exemption in math. Arrived after 3/9/14 counts for participation only.	Arrived after 3/9/14, need not take English/language arts assessment. Must take KELPA-P.	N/A—No exemption in science. Arrived after 3/9/14 counts for participation only.	Follow rules for content area assessments.		Arrived after 3/9/14, need not take H/G Must take KELPA-P	Required for All Identified ELL Students	N/A

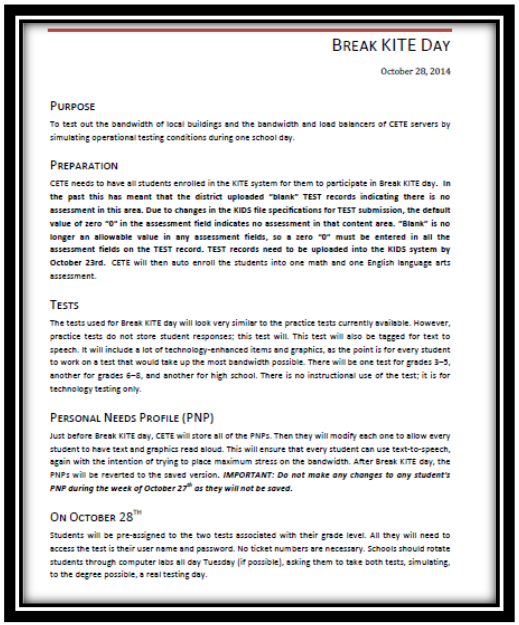
++ First entry by the student in a U.S. school.

** For 2014-2015, performance tasks will be field tested and results will not be included in the score reports.

Every student will only be required to complete ONE Multidisciplinary Performance Task.

‡ Remember that these times are estimates for scheduling purposes. Kansas Assessments are untimed. Please provide adequate time for students to finish

Revised 10/16/14



BREAK KITE DAY

October 28, 2014

PURPOSE

To test out the bandwidth of local buildings and the bandwidth and load balancers of CETE servers by simulating operational testing conditions during one school day.

PREPARATION

CETE needs to have all students enrolled in the KITE system for them to participate in Break KITE day. In the past this has meant that the district uploaded "blank" TEST records indicating there is no assessment in this area. Due to changes in the KIDS file specifications for TEST submission, the default value of zero "0" in the assessment field indicates no assessment in that content area. "Blank" is no longer an allowable value in any assessment fields, so a zero "0" must be entered in all the assessment fields on the TEST record. TEST records need to be uploaded into the KIDS system by October 23rd. CETE will then auto enroll the students into one math and one English language arts assessment.

TESTS

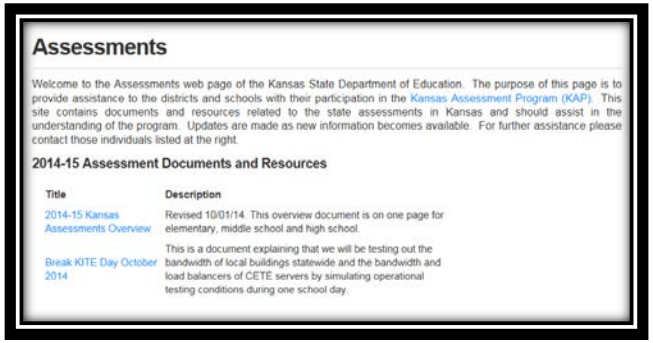
The tests used for Break KITE day will look very similar to the practice tests currently available. However, practice tests do not store student responses; this test will. This test will also be tagged for text to speech. It will include a lot of technology-enhanced items and graphics, as the point is for every student to work on a test that would take up the most bandwidth possible. There will be one test for grades 3–5, another for grades 6–8, and another for high school. There is no instructional use of the test; it is for technology testing only.

PERSONAL NEEDS PROFILE (PNP)

Just before Break KITE day, CETE will store all of the PNPs. Then they will modify each one to allow every student to have text and graphics read aloud. This will ensure that every student can use text-to-speech, again with the intention of trying to place maximum stress on the bandwidth. After Break KITE day, the PNPs will be reverted to the saved version. ***IMPORTANT: Do not make any changes to any student's PNP during the week of October 27th as they will not be saved.***

ON OCTOBER 28TH

Students will be pre-assigned to the two tests associated with their grade level. All they will need to access the test is their user name and password. No ticket numbers are necessary. Schools should rotate students through computer labs all day Tuesday (if possible), asking them to take both tests, simulating, to the degree possible, a real testing day.



Assessments

Welcome to the Assessments web page of the Kansas State Department of Education. The purpose of this page is to provide assistance to the districts and schools with their participation in the Kansas Assessment Program (KAP). This site contains documents and resources related to the state assessments in Kansas and should assist in the understanding of the program. Updates are made as new information becomes available. For further assistance please contact those individuals listed at the right.

2014-15 Assessment Documents and Resources

Title	Description
2014-15 Kansas Assessments Overview	Revised 10/01/14. This overview document is on one page for elementary, middle school and high school.
Break KITE Day October 2014	This is a document explaining that we will be testing out the bandwidth of local buildings statewide and the bandwidth and load balancers of CETE servers by simulating operational testing conditions during one school day.

Testing Schedule Sample

- KS Math:
- Day 1 – Part 1 – 25 questions – 50 minutes
- Day 2 – Take Part 2 and Part 3 (two tests 15 minutes per test) – 50 minutes
- Day 3 – Take Part 4 – 15 ques… Performance task (Gr. 3… task may take lo…
- Scoring …

Think about this early…more days to schedule!

…utes
…(two tests with 15 questions each – about …0 minutes
…rt 4 (15 questions) – 25 minutes

- KS science:
- Day 1 – Part 1 – 50 minutes

- History/Government:
- Day 1 – Part 1 and Part 2 – 50 minutes; Plus Perf. Task

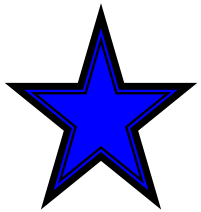
Multidisciplinary Performance Task
Part 1 – 50 minutes – read about task
Part 2 – 50 minutes – write response

Managing Tickets…

- CETE Upgrade Features to Tickets
  - Teacher/Hour/Class

- https://tellagami.com/gami/9R4ARJ/

Seating Arrangements



- ✓ Verifies students are arranged so that they are not sitting next to someone with the same test form and/or adequate spacing between test takers if possible.*

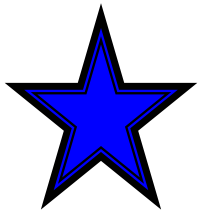
*Note: until we complete the 14-15 "test season" arrangements for students sitting next to each other with same form **are not possible** for all sections of the test – for this reason it is important to note test proctor up and moving around the room.

Plan Early…

- Have your technology ready!
- Update your KITE software!

- Have your headsets, ear buds, etc. ready to go for students who need them. Any student could have the directions read orally using the computer.

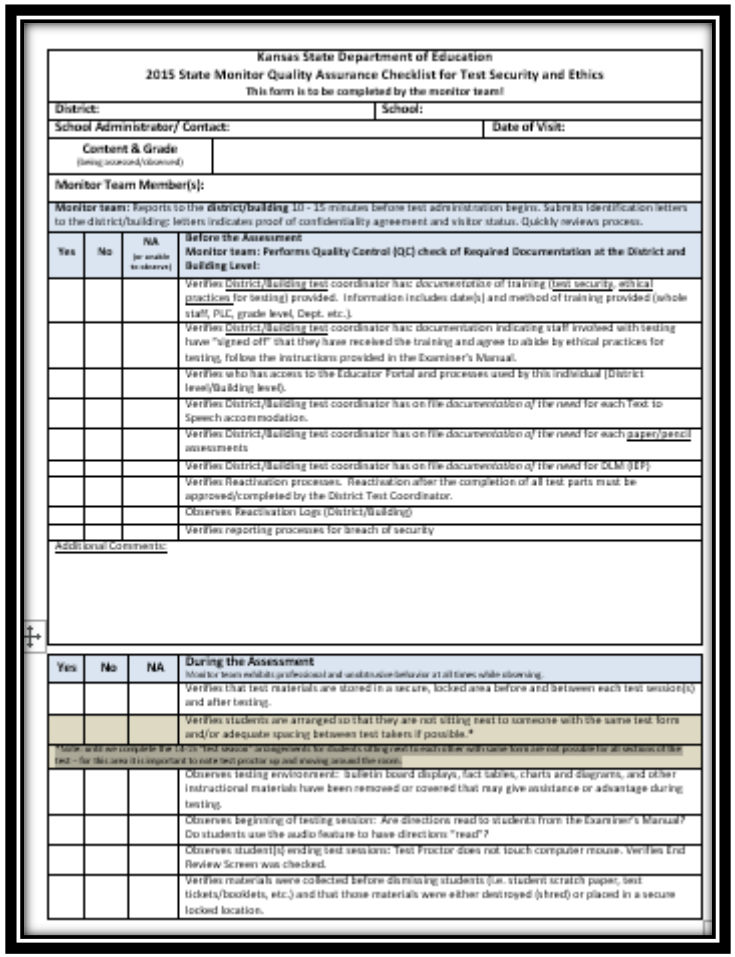
iPad – Security



- CETE has prepared an app for Apple (iTunes Store).
- The app will be downloaded for iPad users to lock down the iPad when students access KITE. This will prevent students from going out on the web, sending emails, or accessing any other app while taking State assessments.
- S
  in
  in
- Do NOT purchase the $0.99 app – it won't work and it isn't the right one!

Monitor Visitors will look for this when testing with iPads.

Monitor Visits



Kansas State Department of Education
2015 State Monitor Quality Assurance Checklist for Test Security and Ethics
This form is to be completed by the monitor team!

District:	School:
School Administrator/ Contact:	Date of Visit:
Content & Grade (being accessed/observed)	
Monitor Team Member(s):	

Monitor team: Reports to the **district/building** 10 - 15 minutes before test administration begins. Submits identification letters to the district/building: letters indicates proof of confidentiality agreement and visitor status. Quickly reviews process.

Yes	No	NA (or unable to observe)	Before the Assessment Monitor team: Performs Quality Control (QC) check of Required Documentation at the District and Building Level:
			Verifies District/Building test coordinator has documentation of training (test security, ethical practices for testing) provided. Information includes date(s) and method of training provided (whole staff, PLC, grade level, Dept. etc.).
			Verifies District/Building test coordinator has documentation indicating staff involved with testing have "signed off" that they have received the training and agree to abide by ethical practices for testing, follow the instructions provided in the Examiner's Manual.
			Verifies who has access to the Educator Portal and processes used by this individual (District level/Building level).
			Verifies District/Building test coordinator has on file documentation of the need for each Text to Speech accommodation.
			Verifies District/Building test coordinator has on file documentation of the need for each paper/pencil assessments
			Verifies District/Building test coordinator has on file documentation of the need for DLM (IEP)
			Verifies Reactivation processes. Reactivation after the completion of all test parts must be approved/completed by the District Test Coordinator.
			Observes Reactivation Logs (District/Building)
			Verifies reporting processes for breach of security

Additional Comments:

Yes	No	NA	During the Assessment Monitor team exhibits professional and unobtrusive behavior at all times while observing.
			Verifies that test materials are stored in a secure, locked area before and between each test session(s) and after testing.
			Verifies students are arranged so that they are not sitting next to someone with the same test form and/or adequate spacing between test takers if possible.*
*Note: will we complete the 14-15 "test session" arrangements for students sitting next to each other with same form are not possible for all sections of the test – for this area it is important to note test proctor up and moving around the room.			
			Observes 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 during testing.
			Observes beginning of testing session: Are directions read to students from the Examiner's Manual? Do students use the audio feature to have directions "read"?
			Observes student(s) ending test sessions: Test Proctor does not touch computer mouse. Verifies End Review Screen was checked.
			Verifies materials were collected before dismissing students (i.e. student scratch paper, test tickets/booklets, etc.) and that those materials were either destroyed (shred) or placed in a secure locked location.

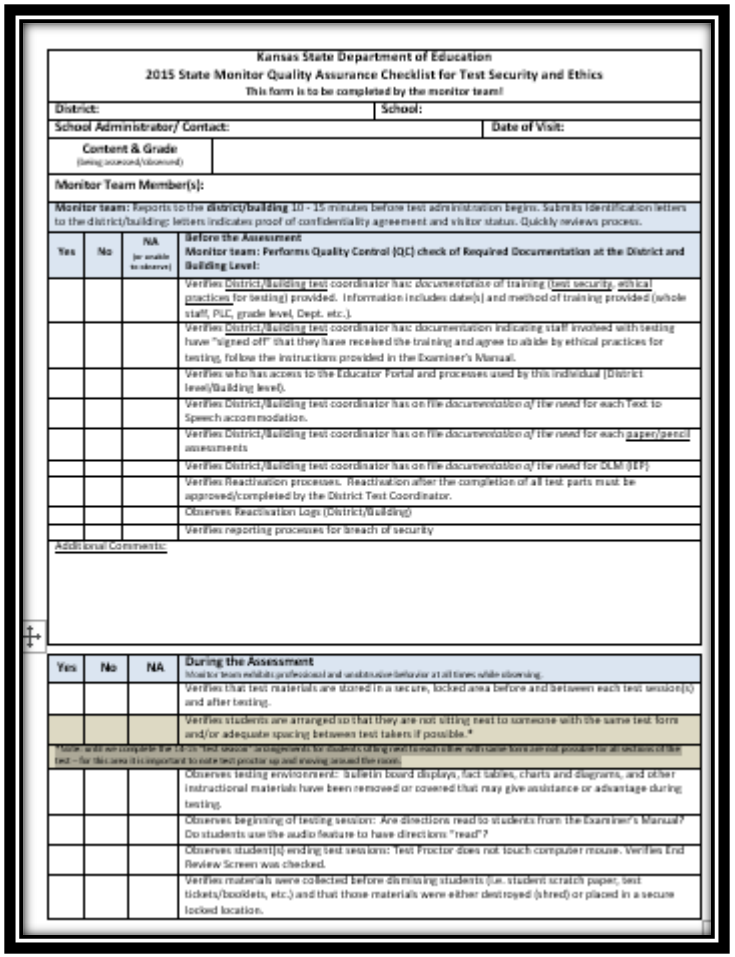
- State-trained monitors will monitor testing sessions 5-10% of buildings.
- Combination of volunteers and random selections.
- Stratified sample—representative of small/large, rural/urban, elementary/middle/high, area of the state, etc.
- Visits are not optional—but they are also definitely NOT painful!

Monitor Visits

- To **volunteer** your school/district – write "yes" by your name in the column on the sign-in sheet today.
- School Selection (sample) will by made by December 30th
- If you don't volunteer…you know what might happen! ☺
- Monitor Team Members:
  - KAAC – Kansas Assessment Advisory Council
  - We will match monitors with buildings in January.
  - Monitors will contact districts test coordinators to obtain testing schedule and set up visits.
    PLEASE let monitors know if building testing dates change.

Monitor Checklist

Please review the Monitor Checklist to become familiar with requirements!



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Monitor Team Member(s):	

Monitor team: Reports to the **district/building** 10 - 15 minutes before test administration begins. Submits identification letters to the district/building; letters indicates proof of confidentiality agreement and visitor status. Quickly reviews process.

Yes	No	NA (or unable to observe)	**Before the Assessment** **Monitor team: Performs Quality Control (QC) check of Required Documentation at the District and Building Level:**
			Verifies District/Building test coordinator has documentation of training (test security, ethical practices for testing) provided. Information includes date(s) and method of training provided (whole staff, PLC, grade level, Dept. etc.).
			Verifies District/Building test coordinator has documentation indicating staff involved with testing have "signed off" that they have received the training and agree to abide by ethical practices for testing, follow the instructions provided in the Examiner's Manual.
			Verifies who has access to the Educator Portal and processes used by this individual (District level/Building level).
			Verifies District/Building test coordinator has on file documentation of the need for each Text to Speech accommodation.
			Verifies District/Building test coordinator has on file documentation of the need for each paper/pencil assessments
			Verifies District/Building test coordinator has on file documentation of the need for DLM (IEP)
			Verifies Reactivation processes. Reactivation after the completion of all test parts must be approved/completed by the District Test Coordinator.
			Observes Reactivation Logs (District/Building)
			Verifies reporting processes for breach of security

Additional Comments:

Yes	No	NA	**During the Assessment** Monitor team exhibits professional and unobtrusive behavior at all times while observing.
			Verifies that test materials are stored in a secure, locked area before and between each test session(s) and after testing.
			Verifies students are arranged so that they are not sitting next to someone with the same test form and/or adequate spacing between test takers if possible.*
			*Note: while we complete the 1:1 "test device" arrangements for students sitting next to each other with same form are not possible for all sections of the test – for this area it is important to note test proctor up and moving around the room.
			Observes 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 during testing.
			Observes beginning of testing session: Are directions read to students from the Examiner's Manual? Do students use the audio feature to have directions "read"?
			Observes student(s) ending test sessions: Test Proctor does not touch computer mouse. Verifies End Review Screen was checked.
			Verifies materials were collected before dismissing students (i.e. student scratch paper, test tickets/booklets, etc.) and that those materials were either destroyed (shred) or placed in a secure locked location.

Text to Speech
(aka. In our previous lives -- HUMAN READERs)

- Students must be registered for this feature (PNP) and this is done after you have had staff complete Individual Student Improvement Plans

- During Testing:
  - It is important to note that you may not read anything to students except the directions!
  - Text to Speech (Read Aloud) Accommodation this must be done using the Audio feature of the KITE system.

Calculator Use

- 3-5 grades no[illegible]wed
- 6-7 grade[illegible] function calculator and a scientifi[illegible]m through KITE
- 8th gr[illegible]e a basic [illegible]on calculator, a scientific calcu[illegible]graphing ca[illegible] TI 84) available to them thro[illegible]
- ~~In [illegible]ts are allow[illegible]se handheld ca[illegible]s thi[illegible] will not [illegible]ed to use them in the fu[illegible]refore [illegible]e calcula[illegible]KITE is encouraged.~~
- 10[illegible] will hav[illegible] four f[illegible] calculator, a scientific ca[illegible] and a gra[illegible]ul[illegible]I 84) available to them thr[illegible]TE
- In 1[illegible] ~~students a[illegible]se handheld calculators this y[illegible]ill not be all[illegible]e them in the future~~ therefo[illegible]cal[illegible]E is encouraged
- New onli[illegible]ill not be available for students to [illegible]pring 2015

Revised Calculator Policy Updated October 1st

- Students taking the mathematics assessment will be required to use the online TI-84 calculator provided by KITE.
- **Handheld calculators will not be permitted except as an accommodation documented on a student's IEP.**

- In high school a few items will require the use of functions on the graphing calculator to solve. **The majority of items, however, for which a calculator is allowed, are items that could be done on scratch paper.** The calculator is a tool that should be used to help the student arrive at their answer.
  - Students who are unfamiliar with a TI-84, yet have experience using other calculators, should be able to gain enough experience within the window before the test to do the required calculations.

Calculator Use: Follow-Up

Just to clarify the models and grades…
The TI-84 is for grades 8 and 10 only.
Grades 6 and 7 will have access to a TI-30X IIS.
3-5 grades no calculator allowed

Also, as is the policy for all accommodations, **handheld calculator use may be permitted as an accommodation if documented by IEP, 504, or student assistance plan**. It must be used daily in instruction as an accommodation in order to be allowed on the assessment.

- Calculators – when calculators are provided/used they should be "cleared" before the next group of students enters the testing environment.

Formula Sheets

- Printed formula sheets will **no** longer be allowed.

- Formulas and/or conversion factors will be available in items that are not directly assessing the knowledge of the formula or conversion factor.

Reporting Item Issues

- Tremendous effort goes into the review of state assessment items, but occasionally there is an

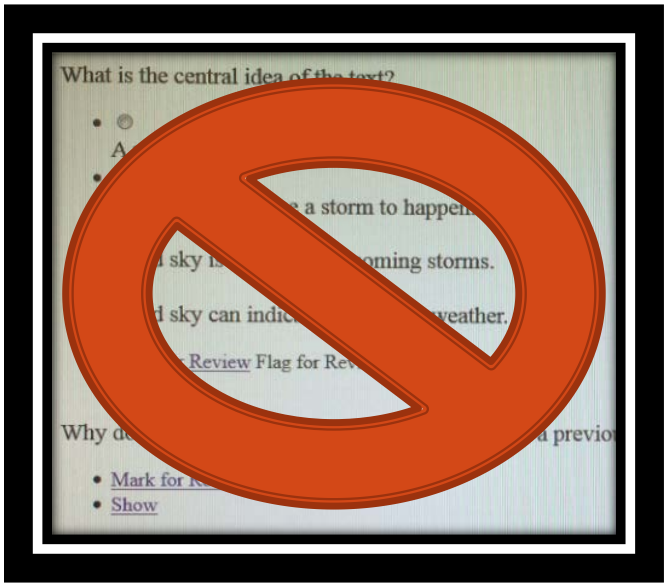
Problems reported to District Test Coordinator who contacts to KSDE – Lee Jones.

issues we expect administrators and teachers to abide by the Test Security and Administration guidelines in the Examiner's Manual. .

Process outlined on the Test Security Fact Sheet

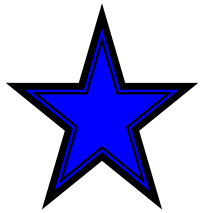
Reporting Item Issues

So Mary, here is a picture of something really weird we are seeing! What do you think? Normal?



https://tellagami.com/gami/NL036I/

Change to note when reporting items…



- Do not report the student name when reporting to KSDE/CETE
- This is a violation of FERPA.
- Usually if a question is poor CETE knows based on the responses and data.

What did we learn from our 13-14 Monitor Visits?

- Kansas schools…
  - do an excellent job of protecting the integrity of our assessments and assessment system.
  - Have good systems in place for providing training, distribution and collection of testing materials and reactivation!

What did we learn from our 13-14 Monitor Visits?

- Fifty-two (52) visits were scheduled statewide in a variety of schools from small rural districts to larger urban districts across the state.
- 80% of the schools selected during the 2013-2014 school year were unannounced visits. 22 schools did not receive visits due to scheduling/testing issues.
- Visits were conducted at all levels: elementary, middle level and high school.
- Overall the visits were a success!

What did we learn from our 13-14 Monitor Visits?

- **Half** of the schools provided **two test proctors** in each testing room. (12-13 ¾ of the schools had 2 proctors)

- Having two test proctors present should be considered as a Best Practice and when possible be the preferred method of testing.

Which "Ethical Test" Best Describes How You Would React?

- **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?

If you are what you test…

- What does that say about me? you? About us as a state?
- We are fortunate to have CETE developing our new assessment!
- To Infinity and Beyond!
  - Think about our first time testing online…

https://tellagami.com/gami/AKQO5J/

So…how are these connected?

Test Your Knowledge of Test Security and the Ethics of Testing! All of these items or people have connections to Test Security and the Ethics of Testing!

Can you name the items or people?

How are they connected to our work today? What do they have to do with Test Security and Ethics?

Reminder… Important KSDE Assessment Contacts

- Lee Jones, Assessment Coordinator
  - Phone #: 785-296-4349
  - Email: ljones@ksde.org
- Mark Stephenson
  - Phone #: 785-296-3379
  - Email: mstephenson@ksde.org

Test Security Resources

- All materials will be posted on KSDE website!

Mary Matthew
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Kansas Assessment Advisory Council
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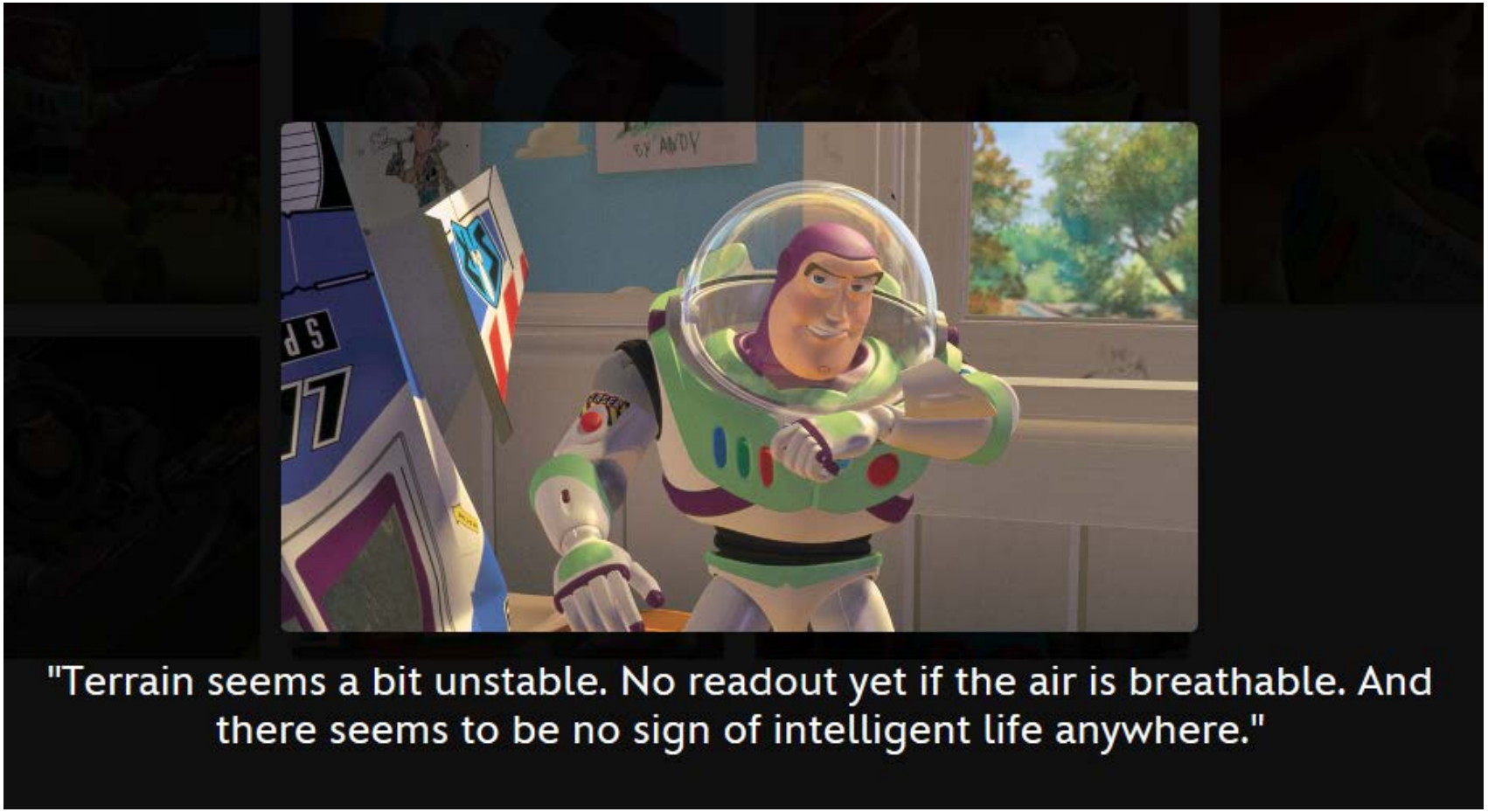
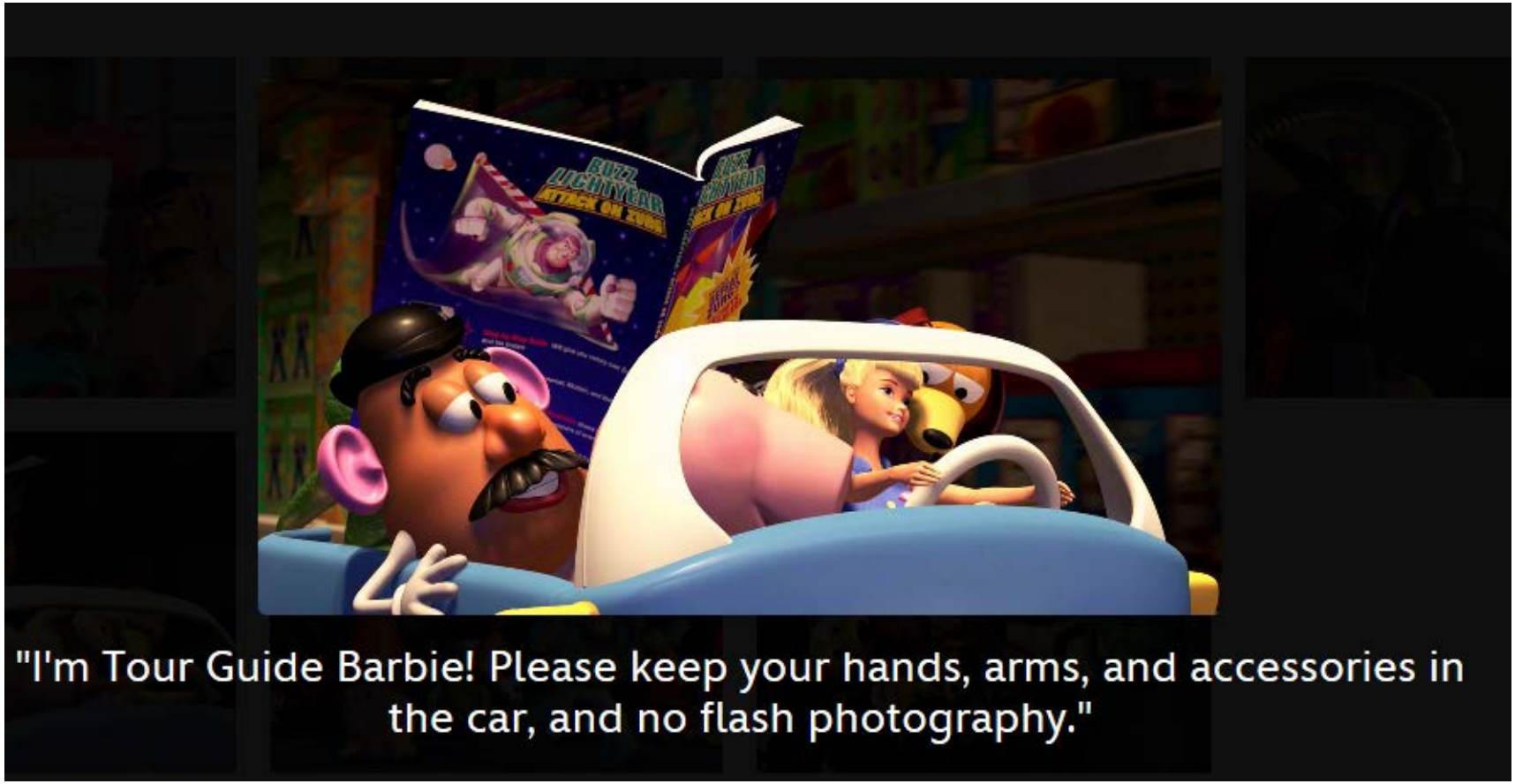
matthewm@olatheschools.org

…Let it Go! To Go Time!



MAGIC Etch A Sketch SCREEN
The toys go over a plan to rescue Woody.

SPACE RANGER
LIGHTYEAR


"I'm Tour Guide Barbie! Please keep your hands, arms, and accessories in the car, and no flash photography."