

MEDINA CITY SCHOOLS



TESTING SECURITY AND PROCEDURES

SECURITY PROVISIONS FOR STATEWIDE ASSESSMENT TESTS

It is the School District's intent to comply with the State Department of Education's guidelines for test security.

The Director of Instruction is designated as the District's Test Security Officer (TSO) and shall be responsible for assuring that the test administration and test security provisions adopted by the State Board of Education, and all testing procedures adopted by the State Department of Education and this District, are followed explicitly. The TSO is responsible for making sure all statewide assessment tests (i.e., achievement tests) and testing procedures are secure and not made available to unauthorized parties. The building principal is responsible for test security within his/her school, and for identifying and training a sufficient number of examiners and monitors to satisfy State regulations.

The TSO and the building principal are responsible for assuring that all test security provisions are met while test materials remain in the District and/or the buildings, respectively.

Persons designated as examiners are responsible for assuring that all test security provisions are met while each test administration session is in progress and accounting for all test booklets by serial number and all answer documents received from the building principal until such time as said materials are returned to the building principal.

No person shall release, cause to be released, reproduce or cause to be reproduced any security test materials through any means or medium, including, but not limited to, electronic, photographic, written or oral.

No unauthorized person shall be permitted in a testing room during any test session or be permitted access to any secure test materials at any time such materials are in the District or school building.

The following procedures are to be followed in each building:

- A) All statewide assessment test materials and communications concerning testing that are received from the State are to be opened by the principal.
- B) Statewide assessment tests and instructions are to be secured in a locked cabinet or room.
- C) Access to the cabinet or room is permitted only by the principal. If the principal is not available and access is required, the TSO is to be contacted. If s/he is not available, the Assistant Superintendent or Superintendent is to be contacted.
- D) The principal shall maintain a list of those professional staff members who will be administering the achievement tests and the number of copies of each test that each person will need.
- E) Each professional staff member shall sign for the number of copies of statewide assessment tests and testing procedures s/he receives from the principal as well as a statement of assurance that s/he will abide by the State-designed testing procedures, will not reproduce or cause to be reproduced any of the statewide assessment tests or procedures, or distribute such materials to any person other than the students who shall be taking the tests.
- F) Only the TSO, the principal, teacher, and properly-trained adult monitors may be present in the testing room while the tests are being administered. The ratio of monitors to students may not exceed one (1) to thirty (30).

If a staff member has reason to believe that there has been a testing-security violation committed by a student or other person, s/he shall contact the principal immediately and provide

the names of the violators and the nature of the alleged violation(s).

The TSO shall investigate the alleged violation(s) immediately to verify whether or not the alleged violation(s) occurred.

If the violation(s) is verified, the District's due-process procedures are to be used in dealing with the violator. If the violator is a student, s/he may be subject to suspension or expulsion from school and the results of his/her tests nullified. If the violator is a member of the staff, s/he may be subject to loss of license and/or dismissal from the District.

The Testing Security Officer shall make the decision whether or not to invalidate the student's test score on each test that was violated or all of the tests. Within ten (10) days of the violation, the Testing Security Officer is to notify the State Department of Education concerning the nature of the violation and the action that was taken against the violator.

- G) When the testing has been completed, each professional staff member shall return all copies of the statewide assessment test and procedures to the principal. The principal and the professional staff member together shall verify, in writing, that the number returned is the same as the number issued.
- H) The principal shall store all completed statewide assessment tests and testing procedures in the same locked cabinet or room and notify the TSO that the testing has been completed and the materials are ready for return to the State.

The TSO shall be responsible for contacting the State Department of Education and arranging for the return of all statewide assessment tests and testing procedures.

Each principal shall be present when the statewide assessment test materials are picked up and shall require that the person who receives the material signs a verification sheet which indicates the number received, the condition of the materials, and the date of receipt.

This verification sheet is to be sent to the TSO with a copy maintained by the principal.

The TSO is responsible for making sure that the District complies with all guidelines issued by the State for the proper administration, processing, and handling of the statewide assessment tests and associated materials. The TSO is also responsible for sharing this guideline, including all written procedures and penalties, with all staff members and students by no later than October 1st of each school year. Staff and students shall be reminded of these guidelines prior to the beginning of each test administration period.

Approved 11/95

Revised 8/11

OHIO ADMINISTRATIVE CODE RULE 3301-7-01
STANDARDS FOR THE ETHICAL USE OF TESTS

A) These standards of ethical assessment practice shall be used in determining whether or not a practice related to assessment is consistent with the principles of performing one's duties with honesty, integrity, due care, and fairness to all and ensuring the integrity of the assessment process and the reliability and validity of any inference made from any result of an assessment. Except as otherwise specified, the following definitions shall be used in this rule:

1. "Assessment" shall include secure and non-secure standardized achievement tests, the Ohio graduation tests, state proficiency tests, the English language proficiency test, diagnostic tests as required by section 3301.0715 of the Revised Code, and secure alternate measurement instruments provided by the department of education. Assessment shall also include district and school-wide standardized assessment including norm referenced tests. Assessment shall include the test instrument itself and any part of the process of assessing or testing a student;
2. "Participating school" shall mean any city, exempted village, local, cooperative education, or joint vocational school districts any community or any chartered nonpublic school which participates in assessment; the state school for the blind; the state school for the deaf; or any school operated by the departments of youth services or rehabilitation and corrections; or any entity that tests its students with the statewide assessments;
3. "Appropriate staff" shall include any designated certificated or non-certificated employee of a participating school who has direct access to an assessment or participates in any activity related to preparing a student for an assessment, administering or scoring an assessment, and/or interpreting or using any result of an assessment;
4. "Secure assessment" shall include any assessment, whether state or national, that is administered to the entire or a portion of the entire state student population and/or that is provided by the state, the results of which are included in Ohio's accountability system, are included as part of a student's course, are part of the pre-college admission process, or are required by state and/or federal law. Secure assessments shall be treated as

secure materials until released by the test developer and/or the department of education. They do not include any diagnostic assessment required to be administered pursuant to section 3301.0715 of the Revised Code, any practice Ohio graduation test required to be prescribed by the state board of education pursuant to section 3301.0710 of the Revised Code, any practice achievement test, or any assessment that already has been released to the public by the test developer or by the department of education as a public record following the school year that the assessment actually was administered; and

5. "Statewide tests" means any assessment that is provided by the department of education for use in all participating schools in the state.

B) Each participating school and district shall ensure that all appropriate staff have knowledge of these standards of ethical assessment practice and shall monitor the practices of all appropriate staff to ensure compliance with these standards. Each participating school's and district's duties shall include, but not be limited to, the following:

1. Communicate in writing to all appropriate staff at least once annually the standards defining what is an unethical and/or inappropriate practice that are contained in paragraphs (C) to (E) of this rule as well as any additional standards of ethical assessment practice adopted by a participating school and district;
2. Clearly define and communicate in writing at least once annually to all appropriate staff how the standards shall be monitored and what sanctions shall apply for any violations of the standards and under what circumstances such sanctions will apply;
3. Clearly define and communicate to all appropriate staff prior to each assessment the purpose(s) for each assessment;
4. Clearly define and communicate in writing to all appropriate staff at least once annually all security procedures established by a participating school for each type of secure assessment identified in paragraph (A) of this rule, which shall include, but not be limited to, the test security provisions required by rule [3301- 13-05](#) of the Administrative Code;
5. Provide any other information and training as may be necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering and/or scoring an assessment, and/or interpreting and/or using any result of an assessment;

6. Establish written procedures for reviewing what materials and practices shall be used in a participating school to prepare students for an assessment, and clearly communicate in writing these procedures, materials, and practices at least once annually to all appropriate staff;

7. Periodically review materials and practices related to preparing students for an assessment, administering and/or scoring an assessment, and/or interpreting and/or using any result of an assessment in order to ensure that the materials and practices are up-to-date, and clearly communicate in writing any additions or changes at least once annually to all appropriate staff;

8. Provide channels of communication that allow teachers, other educators, students, parents, and/or other members of the community to voice any concern about any practice they consider unethical and/or inappropriate; and

9. Establish written procedures for investigating any complaint, allegation, and/or concern about an unethical and/or inappropriate practice, ensuring protection of the rights of an individual, the integrity of an assessment, and any result of an assessment.

C) In monitoring practices related to preparing students for a state-wide assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices that are unethical and/or inappropriate:

1. Any preparation activity that undermines the reliability and/or validity of an inference made from any result of an assessment;

2. Any preparation practice that results solely in raising scores or performance levels on a specific assessment without simultaneously increasing a student's achievement level as measured by other tasks and/or assessments designed to assess the same content domain;

3. Any practice involving the reproduction of any secure assessment materials, through any medium, for use in preparing a student for an assessment;

4. Any preparation activity that includes a question, task, graph, chart, passage, or other material included in an assessment, and/or material that is a paraphrase or highly similar in content to what is in an assessment;

5. Preparation for an assessment that focuses primarily on the assessment, including its format, rather than on the objectives being assessed;
 6. Any preparation practice that does not comply with, or has the appearance of not complying with any statutory and/or regulatory provision related to security of an assessment; and
 7. Any practice that supports or assists others in conducting unethical or inappropriate preparation activities.
- D) Except as specifically permitted by written instructions provided by the developer of an assessment, by the department of education, or by Chapter 3301-13 of the Administrative Code pertaining to accommodations and/or alternate assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices related to administering and/or scoring assessments that are unethical and/or inappropriate:
1. Any assessment used for purposes other than that for which it was intended;
 2. Any practice that results in a potential conflict of interest or one that exerts undue influence on a person administering and/or scoring an assessment, either making or appearing to make an assessment process unfair to some examinees;
 3. Except for accommodations and/or alternate assessments expressly permitted under Chapter 3301-13 of the Administrative Code, any change in procedures for administering and/or scoring an assessment that results in a nonstandard condition for one or more students;
 4. Any practice that allows a person without sufficient and appropriate knowledge, skills, and/or training to administer and/or score an assessment;
 5. Any administration and/or scoring practice that may produce a result contaminated by a factor not relevant to the purpose(s) of an assessment;
 6. Any practice of excluding one or more students from an assessment solely because a student has not performed well, or may not perform well, on the assessment and/or because the aggregate performance of a group may be affected;

7. Any practice immediately preceding and/or during an assessment including, but not limited to, the use a gesture, facial expression, body language, language, or any other action and/or sound that may guide a students' response;
8. Except for the directions for administration as prescribed by the test developer and/or by the department of education, any practice such as providing to a student, immediately preceding and/or during administration of an assessment, any definition and/or clarification of the meaning of a word or term contained in an assessment;
9. Any practice that corrects or alters any student's response to an assessment either during and/or following the administration and/or scoring of an assessment; and
10. Any practice that supports or assists any person in unethical and/or inappropriate practices during administration and/or scoring of an assessment.

E) In monitoring practices related to interpreting and/or using any result of an assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices that are unethical and/or inappropriate:

1. Providing interpretations of and/or using any result of an assessment in a manner and/or for a purpose that was not intended;
2. Making false, misleading, or inappropriate statements and/or unsubstantiated claims that may lead to false and/or misleading conclusions about any result of an assessment;
3. Any practice that permits appropriate staff without the necessary knowledge and skills to interpret and/or use any result of an assessment;
4. Any practice that violates, or places at risk, the confidentiality of personally identifiable information pursuant to section 3319.321 of the Revised Code;
5. Any practice that provides an interpretation or suggests a use of any result of an assessment without due consideration of the purpose(s) for the assessment, the limitations of the assessment, an examinee's characteristics, any irregularities in administering and/or scoring the assessment, and/or other factors that may affect any result; and

6. Any practice that supports or leads any person to interpret and/or use any result of an assessment in unethical and/or inappropriate ways.

F) Each participating school shall cooperate with the state board of education in conducting an investigation of any alleged unethical and/or inappropriate assessment practice as defined in this rule.

Replaces: 3301-7-01

Effective: 12/21/2007

R.C. [119.032](#) review dates: 12/21/2012

Promulgated Under: [119.03](#)

Statutory Authority: 3301.07, 3301.0710, 3301.0711

Rule Amplifies: 3301.0711

Prior Effective Dates: 2/1/95

TEST SECURITY PROVISIONS

What security provisions are associated with statewide testing?

Except for the practice test materials, the diagnostic assessments, and released tests, all other statewide tests (including any and all material developed for use with any operational test) are secure while in the district. It is not permissible to reproduce any of this secure material or cause it to be reproduced in any format. It is illegal to reveal test questions known to be on the statewide tests to students who will be taking the tests in any fashion whatsoever.

The following are some actions that would be security breaches. This is not a complete list, but it provides some examples. It is illegal to create “study guides” for students based upon questions known to be on state tests. In general, individuals monitoring a test do not need a copy of the test booklet; they are given specific administration instructions. (Accommodation situations may be an exception to this.) Individuals monitoring a given test subject may not “look ahead” at other test subjects printed in a test booklet. No secure material from any operational test may be released to students, to the media or to the general public. It is unethical and illegal to alter student responses or to assist a student to cheat in any other way. Unauthorized persons may not be present during a statewide test administration.

Who may see the operational tests during the administration period of the statewide tests?

Only those people identified by the district as authorized should ever see the tests before, during, or after the administration of statewide tests. The individuals may include test coordinators, test examiners, and monitors, as well as students taking the tests. Test coordinators, monitors, and examiners may not discuss test questions with anyone before, during, or after the testing period. Unauthorized persons may not see the tests, nor may they take the tests.

Coordinators are required to account for and return all secure used and unused materials. All statewide tests remain secure until the July 1 public releases of the previous year's tests.

What are the elements of the required written procedures regarding statewide test security?

To protect the security of the tests, each school district, community school and non-public school must establish written procedures that address the following components specified by the rules adopted by the State Board of Education:

- Identification of personnel authorized to have access to the test;
- Procedures for handling and tracking test materials before, during and after testing;
- Procedures for investigating any alleged violation of test security provisions; and
- Procedures for annually communicating in writing the test security provisions and discussing them with all district employees and students.

May school districts keep copies or make photocopies of tests during the administration of statewide tests in the school district?

No. All test booklets are subject to the same strict test security procedures as in the past, i.e., all tests are kept sealed until the day of testing, serially numbered and tracked, and then returned to the scoring contractor.

What is the penalty for revealing test questions to students who will be taking the tests?

Ohio Revised Code prohibits any person from revealing to students any test questions known to appear on a test students will take. Violation is grounds for suspension of a teaching license and/or termination of a teaching contract and employment.

What are the consequences of test security violations?

Any alleged test security violation is investigated by the local district, community school or chartered nonpublic school and reported to the Department within 10 days of determining that a test security violation has occurred. If the investigation determines that a violation occurred, any of several consequences may follow: one or more students' answer documents may not be scored; student scores may be invalidated; the district board of education, after appropriate procedures are followed, may suspend or terminate an employee found guilty of cheating or helping a student to cheat; the State Board of Education, following appropriate procedures, may suspend a certificate/license; and a law enforcement agency, following an appropriate investigation, may prosecute under the state criminal code.

What are the standards regarding the ethical use of tests?

The State Board of Education has adopted rules of ethical practice for the use of tests and other assessments. District and school personnel may reference OAC Rule 3301-7-01 for standards concerning unethical or inappropriate practices that involve preparing students for tests, administering and scoring assessments, and interpreting and/or using results. In addition to statewide testing, these standards apply to all school wide and district wide assessments. The standards themselves are included in Appendix F (page 67) and in test administration manuals at each grade level.

Does ODE have more specific and detailed information regarding test security practices and procedures?

The ODE Office of Assessment has developed a resource and reference guide for test security. The newest updated version is from September 24, 2010, on Pg. 70. This resource was developed in consultation with district staff familiar with testing issues from across Ohio and ODE legal counsel. It should be used in conjunction with specific test administration manuals in the event of a testing irregularity or testing incident, and may also serve as a complement to test security training resources used by districts.

What else does ODE do to help monitor test security?

ODE will continue to analyze results from the assessments to help assure valid and fair results for students and districts. The Office of Assessment, with guidance from a group of national testing experts, use a variety of commonly accepted statistical and audit procedures to review and audit both assessment score data and individual assessment documents for any anomalies that may be related to testing irregularities. When anomalies appear in the data, districts may be contacted and asked to assist in reviewing and, if necessary, investigate the circumstances surrounding them. For instance, these audit procedures

analyze and try to identify highly unlikely patterns of responses between students from the same classroom or school. Also, specific patterns of erasures and other marks on scannable documents may be examined. ODE will also audit vendor testing records to ensure appropriate test participation and administration procedures are followed (e.g., testing at appropriate grade levels, no inappropriate “double testing” of students). The Office of Assessment will continue to monitor with our testing vendors the prompt return of all secure testing materials from each test administration by districts. Finally, the Office of Assessment may request permission from a district to observe and inspect test administration procedures in a given school building during a test administration window.

What activities are appropriate for helping students?

While it is not appropriate to teach students how to answer specific questions that students will take on statewide tests, it is appropriate to be sure that students are prepared for the different types of content measured by the tests. Several tools are provided by the state, including the practice tests, practice test administration manuals, annotations of released test questions, fact sheets/information guides, and resource manuals, which provide more detailed information about each test, the academic content standards, and in the case of the resource manuals, scored and annotated student work on constructed response questions. Schools needing copies of the academic content standards should call the ODE Document Resource Center at 614-728-3471.

It is appropriate to integrate instructional activities that address the academic content standards at each grade level. It is also appropriate to establish and implement intervention programs to assist students to gain the necessary knowledge and skills to score at the proficient level on the state tests. If students do not score at the proficient level, then public schools are required to provide intervention/remediation services to those students.