

SECURITY AND PROCEDURAL GUIDELINES FOR STATE TESTS

ENSURING ALL TEST ADMINISTRATORS PROVIDE A SECURE TESTING ENVIRONMENT



NORTH CANTON CITY SCHOOLS

SUMMARY OF DISTRICT TEST SECURITY PROCEDURES

The test security procedures for North Canton City Schools ensure that participants involved have been provided with this document that serves as adherence to purposeful and precautionary measures to safeguard the security, accurate delivery, and reporting of state assessments. If you have questions about the content within this document, please contact your building test coordinator and/or principal or Michael Coppa who serves as district testing coordinator at 330.497.5600 ext 1235.

The contents of this document are in compliance with Ohio Administrative Codes [3319.151](#), and [3301.0711](#) as the district is required to develop and maintain district test security procedures and make them available for those with procedural responsibilities as well as those who request district testing guidelines. The following guidelines provide a substantial understanding of the responsibilities involved with securing a testing environment for students. Additional information may be merited due to updates by the Ohio Department of Education and/or the assigned testing vendor. Test security is essential to the administration of state assessments for the purposes of:

- Ensuring student results are accurate
- Maintaining confidentiality of tests
- Safeguarding the investment of resources, time and effort of the school district, and for those at the state level required to develop assessments.
- Avoiding investigations, student testing invalidations or disciplinary actions
- Upholding the responsibility to the public on the accuracy of assessment scores
- Providing accuracy of scores within the measures of utilizing district resources for student success

AUTHORIZED PERSONNEL

The North Canton City School District appoints a district testing coordinator and building testing coordinator at each building who are responsible for handling and tracking test materials before and after established testing windows. Additionally, licensed professionals in each building where tests are administered will be required to participate in training prior to proctoring a state assessment in order to prepare to administer state assessments. This 20-30 minute video tutorial is provided by the state assigned testing vendor, Cambium Assessments. Licensed professionals participating within the training will receive a certificate upon completion of which they will turn in to their building testing coordinator to verify completion.

TEST ADMINISTRATOR CRITERIA

Any person administering a test must be an employee of the district and ***hold a license, certificate or permit issued by the Ohio Department of Education and Workforce***. In situations where a district contracts with a local education agency or service provider such as a developmental disabilities facility or Educational Service Center (ESC) employees within those locations may be considered 'de facto' employees of the district and administer tests as long as they hold a license, certificate or permit issued by the Ohio Department of Education and Workforce.

During each testing administration, a test administrator who meets the criteria above must be in the room at all times. This person must actively monitor students to ensure test security and active engagement. If the test administrator must leave the room in which a test is being administered, another test administrator who meets the criteria must be present prior to leaving. Students should never be left unattended within an active testing environment.

A ratio of 30:1. For any group of more than 30 students, a proctor or monitor must be in the room with the test administrator. The proctor or monitor is not required to meet the criteria for administering a test (if only they are monitoring.) A test administrator must be present in each testing room (at all times) including rooms where small groups are administered tests or where testing accommodations are being provided.

ACTIVELY MONITORING TEST SESSIONS

A test administrator must actively monitor the test session. This can be done from the test administrator interface, but should also include, but not limited to the following:

- Walking throughout the room instead of remaining at their desk or sitting/standing in the same location during testing
- Ensuring students are taking the correct test based on grade level and/or subject matter. This is essential in areas of mathematics where a student may be advanced in grade level and/or course.
- Observing that students are not involved in activities that could be observed as cheating
- Monitoring the pacing and test completion for each student within the session
- Monitoring how much time remains within the allotted test session

If a student, for any reason, leaves the room while testing is in progress, students must first get permission from the test administrator. If the student has not yet completed their test, the test administrator may pause their test within the test administrator interface, but must consider the amount of testing time missed and provide equal time to the student to complete the administered test. For situations where a student becomes ill, impaired or unable to complete the assessment during the time allotted, the test administrator must communicate with the building test coordinator.

HANDLING AND TRACKING PROCEDURES FOR SECURE TEST MATERIALS

At the present time, much of the requirements for state testing have moved away from paper test materials and have transitioned to a unified digital format. However, should there be circumstances where paper testing materials are required, the following applies.

The district test coordinator is responsible for ordering and providing all test materials. As secure materials arrive in the district, the district test coordinator conducts an inventory of all materials, prepares and securely delivers materials to the appropriate building. The building test coordinator is responsible for the security and distribution of test materials at the building level. When testing is complete, the building test coordinator conducts an inventory of materials prior to packaging and arranges for the secure return of materials to the district test coordinator. Materials are then verified by the district testing coordinator and returned to the appropriate vendor or publishing company for scoring.

RELEASE OF SECURE MATERIAL

No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to securing testing contents through electronic, photograph, photocopy, as well as through written, paraphrase or oral communication. All tests, including special versions are kept secure until the day of testing by the building test coordinator. The building test coordinator also ensures that all testing materials are serially numbered (as applicable) and tracked. The building test coordinator will then return the materials to the district test coordinator upon completion so that they can be returned to the scoring vendor. This also encompasses special versions of the test including Braille, large print, English audio CD, foreign language CD, and language translation scripts as applicable.

Under Ohio law, (Ohio Administrative Code [3301-13-05](#)) no practicing educator, monitor, proctor or test administrator should release test questions, prompts or other contents of the test from the secure testing interface prior to the scheduled administration. There is an opportunity for the Ohio Department of Education to release questions from the vendor [portal](#) for students, teachers and families to view with each succeeding testing administration.

During the testing administration, monitors or test administrators are prohibited from helping, assisting, condoning or having knowledge of cheating on a state assessment in any form. This may result in the invalidation of test scores, termination of employment, suspension of licenses or certifications to teach, and/or prosecution. Districts must ensure that students are aware of test security requirements and the associated consequences at the discretion of the building principal. Violations of test security provisions within these written procedures may also be punishable by penalty specified by the district, including, but not limited to [3311.82](#) or [3319.16](#) of the Ohio Revised Code.

ELECTRONIC DEVICES DURING AN ACTIVE TEST ADMINISTRATION

Accessing an electronic device during a test session can become the basis for an invalid test score. However, based on the circumstances involved and if cheating can be ruled out, the district may elect not to invalidate the test. If a student was observed having a cellphone out during or after the test session, it is important to determine if any test questions, passages or prompts have been posted to social media or shared with others. If so, the district must immediately contact the Ohio Department of Education and assess the district policy and/or Student Code of Conduct to determine further penalty.

Within North Canton City Schools, no student under any circumstance may be allowed to use a cellphone or other like electronic device during the administration of a state assessment. If a student has completed their assessment, submits their answers and logs off from the testing platform, they must keep their personal electronic device away and out of sight. Cell phones or other electronic devices do not constitute silent work within an active test session.

Test administrators may have a cellphone for medical or technological emergencies; to use as a timekeeper or to otherwise perform necessary test related actions if necessary. Test administrators may not use their cell phone device for non tested related tasks or for personal use during the test administration. Test administrators should be reminded to never take photographs of students, student tests, or computer screens.

SECURITY VIOLATIONS DURING TESTING ADMINISTRATION

The following may not encompass each and every violation, however provide guidance to prohibited behaviors:

- Using a student's login information to access an online test in order to review operational test content in advance of the test administration
- Reviewing the test and creating a study guide or in some way releasing the test questions to students
- Describing the test questions in an email or discussing test questions with colleagues
- Standing over a student who is taking a test and indicating in some manner that the student's answer is incorrect, blank or deficient.
- Coaching a student in any manner to indicate an answer is correct or incorrect

PROTECTIVE MEASURES THROUGH CAMBIUM ASSESSMENTS AND HOW THE DISTRICT RESPONDS

Based on recent updates within the Cambium Assessments testing platform, an alert will be initiated from Cambium Assessments to the District Testing Coordinator when specific words within a student's written response include content that could be identified as harmful, threatening, or concerning to the well-being of the child. Such words or statements may include, but not limited to, violence, depression, anxiety, fear, or other related statements regarding the child's physical or mental well-being.

Understandably, this method put in place by Cambium Assessments serves as a protective and proactive means to inform the district of potential harm and/or to inform the district of such matters that otherwise may be unknown. Once the district testing coordinator receives an alert, the following will occur:

- The district testing coordinator will inform the building principal (and may also include a guidance counselor) while providing written documentation provided by Cambium Assessments to review.
- The building principal will inform campus mental health specialists, the school counselor, or both based on the information presented.
- The campus mental health specialist, school counselor or both will review the information which may or may not include interviewing the student.
- The school counselor will call the parent and/or guardian of the student to inform them of the situation as well as provide related information as needed.

These measures are not meant to avert students from expressing their thoughts while responding to test questions and/or written prompts, but rather provide a safe environment where students are supported holistically.

SECURITY VIOLATIONS AFTER TESTING ADMINISTRATION

The following may not encompass each and every violation, however provide guidance to prohibited behaviors:

- Posting any portion of the test content, verbatim or paraphrased and/or student response(s) on social media before, during or after the test administration
- Marking, tampering with or contaminating a student response in any way unless by authentic authorized scribing
- Failing to collect and securely shred any scratch paper that was provided to and used by students during a test that contains student writing
- Failing to account for and return any secure paper materials
- Discussing a test question after the test has been administered
- Describing the test questions in an email or discussing the test question with colleagues

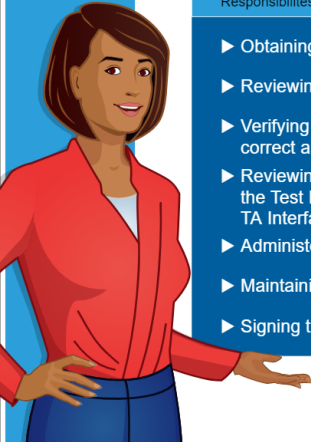
At any point, if personnel believe that a violation of test security has occurred, they should contact the building test coordinator about the alleged test security violation. The building test coordinator should report the alleged security violation to the district test coordinator in full detail. The district test coordinator will contact the Ohio Department of Education to discuss the situation based on the merits of the investigation

DISTRICT TESTING WINDOWS

The Ohio Department of Education publishes state testing windows on an annual basis and requires local districts to select fifteen (15) consecutive school days within the given administration period. Those required to take state assessments must complete their state assessment within the selected fifteen (15) day period. Districts must provide make-up opportunities for those students who may have missed a scheduled testing day, however districts are prohibited from exceeding their designated fifteen (15) day window unless on days of inclement weather or authorized and approved by the state.

Educators serving as Test Administrators (TA) will be required to complete the TA Certification Training on an annual basis through this [site](#)

The interactive experience for users allows them to become familiar with new tools and updates available through the test administrator's interface. The required course takes approximately 20-30 minutes to complete and a personalized certificate is available upon completion. The certificate must be turned into their building test coordinator to monitor staff completion and to have on file for a period of one year.



 Cambium
Assessment

Responsibilities:

- ▶ Obtaining your username and password.
- ▶ Reviewing the user guides on the portal.
- ▶ Verifying that students are eligible to test and take the correct assessment.
- ▶ Reviewing students' test settings and accommodations in the Test Information Distribution Engine (TIDE) and the TA Interface (if permitted).
- ▶ Administering and monitoring the assessment.
- ▶ Maintaining test security.
- ▶ Signing the non-disclosure agreement, if applicable.

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