

District Test Security Procedures for South St. Paul Public Schools

ASSESSMENT STAFF

The following staff member(s) is the District Assessment Coordinator for the school district for the current testing year:

Amy Winter Jody Shannon (assistant) Kristin Rodenberg (assistant)

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator(s)	School(s)
Angie Ryter	South St Paul High School
Nimo Hadji	South St Paul Middle School
Robin Schwab	SSP Community Learning Center
Jessica Bernard	Lincoln Center Elementary
Jody Hansen	Kaposia Education Center

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring testing within the district by the District Assessment Coordinator (or other designated staff) is as follows:

School Assessment Coordinators will conduct walk-throughs to observe testing sessions in the school. Additionally, Amy will conduct drop-in observations of testing sessions at each school during the various testing windows (i.e., ACCESS for ELLs 2.0, MCA, MTAS). Feedback will be provided to test monitors and/or school assessment coordinators about specific test administration practices based on these observations and written notes will be collected to guide training for future testing.
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The following staff members will monitor test administrations in the district and provide information following the monitoring:

Amy Winter, Jody Shannon, Kristin Rodenberg, Angie Ryter, Nimo Hadji, Robin Schwab, Jessica Bernard, Jody Hansen
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TESTING CALENDAR

The following staff members are responsible for determining the annual district testing calendar and updating all required information:

Amy Winter

The following staff members ensures that the testing calendar is posted to the district website:

Jody Shannon, Kristin Rodenberg

The following staff members are responsible for verifying and updating test administration dates on the website:

SACs (Angie Ryter, Nimo Hadji, Robin Schwab, Jody Hansen, Jessica Bernard), Jody Shannon, Kristin Rodenberg

TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Member	Method(s) for Verifying Training Completed
Angie Ryter Nimo Hadji Robin Schwab Jessica Bernard Jody Hansen Amy Winter Jody Shannon Kristin Rodenberg	Sign-in sheets Completed Non-disclosure forms Online tracking system

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
DAC & SAC	MN Assessment Overview Training Requirements Scheduling Testing Testing Policies and Procedures Administering the MCA Student Precode
MTAS Test Administrators	MTAS Administration Overview MTAS Administration & Scoring Practice
Test Monitors and Administrators	Active Monitoring Administering the MCA Building-specific training by SAC

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

Staff Member	Method(s) for Providing District Policies and Procedures
Amy Winter Angie Ryter Nimo Hadji Robin Schwab Jessica Bernard Jody Hansen	Posted on SSPPS website Link to digital district testing policies and procedures document provided to staff through building newsletters and test security training

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
Angie Ryter Nimo Hadji Robin Schwab Jessica Bernard	Test Security Training Module

Jody Hansen	
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DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

The following student resources will be used to prepare students for testing:

Student Resources	Grade
Student Tutorial Item Samplers Online Calculators	All grades and subjects

The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

Staff Member	Method(s) for Communicating
Angie Ryter Nimo Hadji Robin Schwab Jessica Bernard Jody Hansen	Student handbook Building and classroom newsletters School testing notification letter
Test Monitors	Directions before, during, and after testing

The district's processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

Process for Documentation	Method(s) for Communicating
DAC and SAC share an annually created Google sheet listing all non-participants.	SAC informs classroom teachers and test monitors about non-participating students.

The district's process for ensuring that students take the correct assessment and receive the universal supports and/or accommodations required is explained below:

Special Education Due Process Lead and Case Managers create annual Google sheet listing all students receiving Special Services with test type and IEP indicated accommodations. Case Managers work with teachers to determine general and linguistic supports. DAC assigns tests, accommodations, and supports in WIDA AMS and Pearson ACCESS Next. Site SAC communicates with Test Monitors and teachers.

The district's plan for ensuring student to Test Administrator/Test Monitor ratio requirements is explained below:

Site ELL teams plan testing groups based on assessment requirements and share schedules, grade level, group, and accommodation information with site SACs who review and confirm compliance.
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The district procedure for preparing testing rooms is explained below:

Testing completed in controlled lab settings or in classrooms - instructional content on desks, tables and/or walls is covered or removed Computers are updated with latest testing software Computers locked down to automatically log into secure testing browser Students will be spaced apart to provide secure testing environment
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The district's procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Procedure	Staff Member
SSPPS classrooms and designated testing areas do not have security cameras	

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

Materials supplied by the school:	Staff Member:	Collection and Distribution Plan:
Testing tickets Scratch paper Pencils Formula sheets	Angie Ryter Nimo Hadji Kristin Rodenberg Robin Schwab Jessica Bernard Jody Hansen	Seating charts and/or student rosters used to distribute and collect test tickets and testing materials

The district's plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

Staff Member	Plan
School Assessment Coordinators, Clerical and Paraprofessional staff, and Classroom, Specialist, Intervention, EL and Special Education Teachers	Each building will create a testing calendar with locations assigned to specific grade levels and teachers. The calendar will be shared with all teachers and staff. Grades 10-11 testing locations are posted outside of the main office and in classrooms

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room:

Paper rosters of student testing groups and assigned test monitors are used by School Assessment Coordinators. The Test Session Rosters entered and stored in PearsonAccess Next allow us to track which students tested with each Test Monitor. Sign-in sheets will be used for each testing session to track non-scheduled adults present during testing.

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed:

Directions for turning off cell phones and prohibited devices are provided to all students
Cell phones and prohibited devices are collected at beginning of test session
If a cell phone or prohibited device is out during a test session, the individual student test is suspended and the student sent to the School Assessment Coordinator. Investigation of the situation is conducted.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST ADMINISTRATION

The following procedure will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

Procedure for Student Breaks	Plan for Securing Test Content
Stand-and-stretch-in-place breaks provided during testing sessions that exceed 30 minutes Walking breaks provided for some students as necessary – monitored and escorted by adults	Online student tests are paused and/or Test Monitors are turned off

The district's procedure for breaks for use of the restroom or other interruptions during testing is as follows:

Online tests are paused. Breaks provided within the testing location are actively monitored by the Test Monitor. Students are only allowed to leave the room one at a time for individual breaks and/or use of the restroom.

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Principals, Assistant Principals, Student Support, Clerical Staff, Hallway Monitor

The staff members listed will answer questions or provide assistance during test administration. Test Monitors and Test Administrators will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
Angie Ryter Nimo Hadji Robin Schwab Jessica Bernard Jody Hansen Kristin Rodenberg Amy Winter Jody Shannon	Test monitors use district email and landline phone systems to contact assessment coordinators as needed

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members listed for assistance or in case of emergency:

Staff Member to Contact	Procedure
School Assessment Coordinators: Angie Ryter Nimo Hadji Robin Schwab Jessica Bernard Jody Hansen District Assessment Coordinators: Amy Winter Jody Shannon Kristin Rodenberg	Ill student - collect student's test materials (log-in sheet, scratch paper, formula sheet,) have student log out of test, send student to health office. Behavior issue - contact SAC to escort student to office, collect student's test materials (log-in sheet, scratch paper,) have student log out of test. Early dismissal - SAC or school admin will report to test room to retrieve the student who needs to be excused from the test, collect student's test materials (log-in sheet, scratch paper, formula sheet) have student log out of test.

The procedure for an entire group of students unexpectedly leaving during test administration (e.g., emergency situation, fire drill) is detailed below:

Students turn off their computer monitor Students are reminded not to discuss any test items Test monitors escort students to safety and lock computer lab/classroom door

If the Test Monitor or Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

Contact School Assessment Coordinator for substitute test monitor

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

Procedure	Allowable Activities (if applicable)
Remain seated at assigned testing location	Silent reading Silent drawing/coloring
Return to classroom	Sign out of testing location Receive hallway pass to classroom

If students need extra time to test, the procedure below will be followed:

Students are enrolled in make-up test session

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

Each site identifies a staffed location or grade appropriate room that students who have completed testing will reside until their class has completed testing and resumed normal day activities.

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

Procedure	Staff Member to Contact
Test monitors record the item number in question, student name and ID number	Angie Ryter Nimo Hadji Robin Schwab Jessica Bernard Jody Hansen Kristin Rodenberg Amy Winter Jody Shannon

Staff report mis administrations and security violations to the staff members listed below, using the process outlined:

Procedure	Staff Member to Contact
Test Monitor reports misadministration and/or security violation to SAC via face-to-face, phone, and/or email	Angie Ryter Nimo Hadji

	Robin Schwab Jessica Bernard Jody Hansen
Phone call from SAC to DAC Details provided in writing via email and SACs complete required documentation DAC contacts MDE to report misadministration and/or security violation	Kristin Rodenberg Amy Winter Jody Shannon

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

The following is the district’s policy for discussing the test administration experience with students after test administration:

Students and staff are reminded that they are not to discuss any test items

The staff members listed below are responsible for entering student responses from MCA paper test materials:

Scores will be entered immediately upon student completion of the test and all materials returned to secure storage with the SAC
 Lincoln Center – Jessica Bernard
 Kaposia Education Center – Jody Hansen
 SSP Middle School – Nimo Hadji
 SSP High School – Angie Ryter
 CLC – Robin Schwab

The staff members listed below are responsible for entering MTAS data from MTAS Data Collection Forms:

Scores will be entered immediately upon student completion of the test and all materials returned to secure storage with the SAC
 Lincoln Center – Di Ann Rundquist
 Kaposia Education Center – Di Ann Rundquist
 SSP Middle School – Larry Britton
 SSP High School – N/A
 CLC – N/A

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

School	Secure Location(s)
Kaposia Education Center	Locked file cabinet in SAC office
Lincoln Center Elementary	Locked file cabinet in SAC office
SSP Secondary	Locked file cabinet in SAC office
Community Learning Center	Locked file cabinet in SAC office
District Office	Locked file cabinet in the district office

Listed below are staff members who have access to these locations where secure test materials are stored:

Kaposia Education Center – SAC: Jody Hansen

Lincoln Center Elementary – SAC: Jessica Bernard, Principal: Sofia Bossard
 SSP MS – SAC: Nimo Hadji, Principal: Leah Bourg, Kristin Rodenberg
 SSP HS – SAC: Angie Ryter, Principal: Chuck Ochocki, Kristin Rodenberg
 Community Learning Center – SAC: Robin Schwab
 District Office - Amy Winter, Jody Shannon, Kristin Rodenberg

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

Staff Member	Procedure
Jody Shannon	Materials will be audited and stored in a locked file cabinet until intra-district delivery is arranged or building SACs pick up
Bob Scott	Intra-district courier will delivery directly to SAC at each building

The staff members listed below will receive and store all materials in a predetermined secure locked location:

Kaposia Education Center – Jody Hansen
 Lincoln Center Elementary – Jessica Bernard
 SSP Middle School – Nimo Hadji, Kristin Rodenberg
 SSP High School – Angie Ryterm Kristin Rodenberg
 CLC – Robin Schwab

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

Staff Member Inventorying Materials	Procedure for Discrepancies
Jody Shannon or Kristin Rodenberg if delivered to the District or SACs (Angie Ryter, Nimo Hadji, Robin Schwab, Jody Hansen, Jessica Bernard) if delivered to schools	SACs report discrepancy to Kristin Rodenberg, Jody Shannon, or Amy Winter who in turn report to MDE

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

Staff Member Organizing Materials	Procedure
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SACs (Angie Ryter, Nimo Hadji, Robin Schwab, Jody Hansen, Jessica Bernard), Kristin Rodenberg	Elementary - Test tickets are printed and stored, along with MTAS testing materials and Paper MCAs, in SAC office. The test administrators or SAC prepare each session's materials in the SAC office and then store them there until use. Appropriate labels and closure stickers for paper tests are applied by test administrator when finished. Test administrators must sign out tickets and materials immediately before the testing session and return to locked office immediately after the testing session. Sign out/in sheets provided for each testing day. Secondary - Test tickets, Test roster / Security checklist Printed by SAC and kept in a locked office until test day. Test monitor will sign out secure testing materials on day of test and keep secure until returned to the SAC at the end of the testing session
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DISTRIBUTION OF MATERIALS TO TEST MONITORS OR TEST ADMINISTRATORS

The procedure for distributing test materials to the Test Monitors and Test Administrators is listed below:

Kaposia Education Center and Lincoln Center Elementary - SACs print and file all testing tickets. SACs or Test Administrators prepare testing materials in the SAC office. Test Monitors and Administrators check materials in and out from SAC prior to and immediately following each test session.

Middle School - Test monitors will report to room A111 before the start of the test session to pick up and sign out their test materials and return secure items upon completion of testing day.

High School - Test monitors will report to room A111 before the start of the test session to pick up and sign out their test materials and return secure items upon completion of testing day.

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

Each building reports to their SAC (Angie Ryter, Nimo Hadji, Kristin Rodenberg, Robin Schwab, Jody Hansen, Jessica Bernard)

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

Lincoln Center and Kaposia - Test Administrators check in and out materials from the SAC on a test-by-test basis as needed. Materials are stored in a locked cabinet in the SAC office when not in use. Scratch paper is collected and shredded after each testing session

SSP Middle School - Each morning the test monitor will check-out/sign-out their test materials from room A111 After the completion of the test monitors last session of the day, he/she will return/sign-in their testing materials to room ABC

SSP High School - Each morning the test monitor will check-out/sign-out their test materials from room A111. After the completion of the test monitors last session of the day, he/she will return/sign-in their testing materials to room ABC

RETURN OF MATERIALS

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Student Checklists* (or other checklist used in the district) to the staff members listed below:

Each building returns materials to the SAC (Angie Ryter, Nimo Hadji, Kristin Rodenberg, Jody Hansen, Jessica Bernard, Robin Schwab)

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the service provider.

Staff Member	Secured Location
Jody Hansen – KEC SAC	Locked cabinet in SAC office
Jessica Bernard – LC SAC	Locked in SAC office
Nimo Hadji - SEC MS SAC	Locked cabinet in Secondary Office room A111
Angie Ryter – SEC HS SAC	Locked cabinet in Secondary Office room A111
Robin Schwab – CLC SAC	Locked cabinet in SAC office

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

SACs (Angie Ryter, Nimo Hadji, Robin Schwab, Jody Hansen, Jessica Bernard)
 ACCESS materials to DAC (Jody Shannon or Kristin Rodenberg)
 MCA/MTAS materials to service provider

The following staff members will securely destroy student testing tickets and any other hard-copy materials provided to student during test at the end of test administration:

SACs (Angie Ryter, Nimo Hadji, Kristin Rodenberg, Robin Schwab, Jody Hansen, Jessica Bernard)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

The district’s policy about providing preliminary test results is detailed below:

Preliminary federal and state accountability assessment results will be available to students and families through direct request to the student’s site School Assessment Coordinator.

The following information is communicated if preliminary results are provided:

Your student(s) recently completed one or more of the Minnesota Comprehensive Assessments (MCA) in Math, Reading, and/or Science. The MCAs are designed to monitor and provide feedback to school systems about the effectiveness of curriculum, instruction and assessments in supporting students’ mastery of grade level academic standards. While the MCAs are monitored from a system-wide perspective, they are also provided at an individual student level. In reviewing these preliminary individual student results, please keep in mind that schools and teachers use multiple assessment methods and tools to evaluate students’ mastery of grade level academic standards. These MCA results are just one of many data points that provide valuable information about students’ academic growth and development. If you have any questions, you are encouraged to (1) review the *sample* Individual Student Reports linked below and (2) contact your school’s assessment coordinator, administrator, teacher and/or counselor.

- Families are encouraged to review the MCA or MTAS [sample ISRs](#) available through Pearson.
- [Individual Student Report Resources for families](#) (mn.mypearsonsupport.com > Reporting > Individual Student Reports Resources)

Final embargoed results will be provided to the following staff members through the following methods:

Staff Members	Methods
Superintendent Directors/Assistant Directors School Assessment Coordinators Principals/Assistant Principals	Embargoed final results are summarized by DAC (Amy Winter) and shared with administrators via secure online shared folder

The following information is communicated to staff about abiding by the embargo:

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

Individual Student Reports (ISRs) will be provided to families as described below:

ISRs are secured at the District Office until hand delivered to the SACs at each site. ISRs are kept secure until they are distributed to families before Dec. 1st via mail, elementary backpacks, or conferences. ISRs unable to be mailed or hand delivered to families are retained in a locked file cabinet by the site SAC.