District Policies and Procedures for Statewide Assessments Template

District Policies and Procedures for Annandale Public Schools for School Year 2025- 2026

This template may be modified or adjusted as needed, including separating procedures by school, test, adding rows or columns as needed, and/or replacing the MDE logo with your logo. However, all requirements specified in the District Policies and Procedures for Statewide Assessments Requirements *in the current year's version of the* Procedures Manual *must be included. If other district policies and procedures are referenced, they should be included with this procedure*. *Roles (for example, DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.*

The District Policies and Procedures for Statewide Assessments Requirements *includes references to* Procedures Manual *chapters for more information on the procedures included here.*

Assessment Staff

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

Jon Meinke – Director of Curriculum and Testing

(List all contacts designated as District Assessment Coordinators, if applicable.)

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

School Assessment Coordinator(s)	School(s)
Andy Ortmann	Annandale Elementary School
Michelle Macalena	Annandale Middle School
Joy Turner	Annandale High School

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

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:

Jon Meinke will be at sites that are testing or will be in direct communication with site administrators during test sessions.

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information following the monitoring:

Jon Meinke, Kathy Holahan, and site assessment administrators listed above will monitor test administrations, supervising grade and subject test sessions. Teachers, paras and substitute teachers will monitor test administrations. Jon Meinke and site administrators will provide information.

Testing Calendar

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

AES Principal Jon Klippenes, AMS Principal Jennifer Sabol, and AHS Principal Charlie Bakker

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

Jon Meinke

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

Jon Meinke

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
Jon Meinke Site Assessment Coordinators	Conduct Training Sessions in person. Use Pearson resources as training tools.

Staff Member	Method(s) for Verifying Training Completed
	Track in LMS.

(This may include using reports in service provider systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)

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

Role	Additional Trainings
Any staff member likely to be present in test situations or in contact with test materials	Assurance and Test Security and other training as needed.

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

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:

Method(s) for Providing District Policies and Procedures	Staff Member
District policies and procedures will be posted under Teaching and Learning, State and Federal Tests, on the district website, isd876.org. Policies and procedures will be addressed in trainings.	Jon Meinke

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
Jon Meinke	Oral and online training Post on Test Schedule page.

District Policies and Procedures for Statewide Assessments – Preparation

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

Student Resources	Grade
Tutorials, practice test materials provided on Pearsonaccessnext.com, and principal and teacher directed resources from other sources.	As appropriate for each grade level

(Expand as needed to address differences by grade, subject, and student.)

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
All principals, site administrators and teachers as part of student preparation	Oral and online training

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

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
Jon Meinke will maintain opt out, medical, and other specific individual documentation.	Emails to principals, school site administrators, teachers, and paras.

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

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

Jon Meinke will maintain schedule and session documentation, checking to see that general support and specific accommodations are met by monitors in coordination with teachers, including special education teachers.

(Include how information on which test – MCA or MTAS/Alt MCA; ACCESS or WIDA Alternate ACCESS – and universal supports and accommodations is communicated with the applicable school staff.)

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

Jon Meinke will review and adjust rosters to fit ratio requirements in room assignments.

(Include how specific requirements for ACCESS Writing (15 students per Test Administrator) and Speaking (five students per Test Administrator), as well as ensuring other requirements (30 students per Test Monitor/Test Administrator for the MCAs) for all other tests will be planned for.)

The district's procedure for preparing testing rooms is explained below:

Teachers will prepare student seating/spacing configuration as fits the student and maintains test security. All instructional materials on walls and desks are covered and checked by site administrators by the day before the tests are scheduled.

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

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**
Not applicable in this district	

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual *cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).*

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	**Staff Members**	**Collection and Distribution Plan**
Test monitors will pick up materials in the school site's designated test materials location.	All reading, math, and science teachers and designated paras	All materials will be packaged and labeled for designated monitors.

(Note if materials will be supplied by the school or students.)

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:

Plan	**Staff Member**
Lists with locations, dates, and times will be provided to monitors and all staff members to guide students to correct locations.	All staff in a site

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:

> Lists with locations, dates, and times will be provided to monitors and all staff members to guide students to correct locations. Lists will be provided to monitors and all teachers.
>
> Tracking of all adults in the room: A test room adult sign-in sheet will be taped on a table in each room. Adults will date and sign in and out of the test room. In individual and small group settings, other procedures that fit the setting will be used.

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:

> Cell phones and other devices will be turned off and deposited in a collection box in the test room. Students retrieve devices at the end of the test session or when they have completed testing for the day and are exiting the test room. Students will not be allowed to test if they do not give the test monitor their devices.

District Policies and Procedures for Statewide Assessments – 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
Teachers will schedule in classroom breaks to fit the class.	Ensure that when a student takes a break from testing, such as a bathroom break, the computer screen can be tilted, minimized or covered; paper test materials can be closed or covered. Students will not discuss the test.

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

> Ensure that when a student takes a break from testing, such as a bathroom break, the computer screen can be tilted, minimized or covered, or paper test materials can be closed or covered.

The following staff members will monitor students if they leave the testing room (for example, in the hallway):

> Test monitors will be assigned to supervise testing rooms and school halls

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
Site assessment coordinator or other staff identified for the day will be in the halls of testing rooms to aid monitors. District assessment coordinators will be alerted by text messages.	Monitors will open the test room door and alert administration or other adults in the hall. Monitors will contact media center staff for aid if necessary. Send text message to Jon Meinke.

The procedure for an unexpected situation arising with students during testing (for example, 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:

Procedure	Staff Member to Contact
Site assessment coordinator or other staff identified for the day will be in the halls of testing rooms to aid monitors. District assessment coordinators will be alerted by text messages.	Monitors will open the test room door and alert adults in the hall. Monitors send a text message to Jon Meinke.

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

If an entire group of students needs to leave during testing, safety prevails. Screens should be minimalized if possible when sign out is not possible. The room should be locked if possible. The Test Monitor will determine the next course of action upon return to the testing room.

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:

Site assessment coordinator or other staff identified for the day will be in the halls of testing rooms to aid monitors. District assessment coordinators will be alerted by text message.

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)
Students will be instructed to brig backup materials before the test session and to remain quiet once their testing is completed for the day.	Reading and school work not related to the tested subject

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

Beyond the grade level schedule of a particular test, scheduling of students needing more time to test will be tracked on an individual and small group basis.

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:

All efforts will be made to avoid including students who have completed testing in rooms where testing is occurring. Test sessions will be staged for monitors to direct which sections of the test are to be completed in the test session.

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**
Document the problem with session number, item number, number of device, and student name. Report to PearsonAccessNext if needed.	Jon Meinke

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

Procedure	**Staff Member to Contact**
Document the problem and report to any of the designated staff members. Do not discuss the problem with others.	Jon Meinke or Site Administrators All problems will be routed to Jon Meinke.

(If not reported directly to the District Assessment Coordinator, also include how the information will be communicated to them.)

District Policies and Procedures for Statewide Assessments – After Testing

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

Students are not allowed to disclose or discuss test questions or answer options after administration. If the test administration experience is discussed, district staff should not ask students about specific test questions. If students ask about a specific item following testing, the district staff may provide instruction on the general concept but must not address or solve the specific test item.

(Indicate what may or may not be discussed with students following testing.)

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

Jon Meinke or trained and designated test monitors according to the established timelines and daily data entry schedules.

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering MTAS/Alt MCA data and student responses from the applicable Data Collection Forms into PearsonAccess Next (MTAS) or TestNav (Alt MCA)

Crystal Torres, Administrative Assistant Lindsey Pellaton, District SPED Director Deb Chollett, Administrative Assistant

(For Alt MCA, data entry is required only for paper administrations; during hybrid or online administrations, responses are entered directly into TestNav during administration. As needed, include any procedures or timelines for data entry that have been established.)

District Policies and Procedures for Statewide Assessments – 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)
Annandale Elementary School	Locked storage room adjacent to Custodian Office back by loading dock.
Annandale Middle School	Locked storage closet by Principal's Office
Annandale High School	Locked testing room off the High School Media Center

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

AES – Principal Jon Klippenes, Beth Erdahl, Kristin Fahey, Jon Meinke, site administrator, test monitors, custodians. AMS – Principal Jennifer Sabol, Sarah Mjelde, Deb Grimm, Jon Meinke site administrators, test monitors, custodians. AHS – Principal Charlie Bakker, Hazel Schueler, Jon Meinke, site administrators, test monitors, custodians.

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**
Jon Meinke and other as designated	Transported by car and delivered to the secure test location.

(This may not be applicable for charter schools or districts where all schools are located in one building.)

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

Site Administrators

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**
Jon Meinke	Notify Pearson by phone/mail

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**
Jon Meinke and site administrators	Box all secure materials and lists in plastic containers, envelopes or cardboard boxes according to checklists that fit the test situation. Non-secure materials such as pencils, headphones, and scratch paper will also be put into containers according to checklists that fit the test situation.

Distribution of Materials to Test Monitors and/or Test Administrators

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

> Test materials will be delivered to the identified secure room at each site for test monitor access.

(Separate information by test, mode, and/or role as needed.)

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

> Jon Meinke and site administrators as fits the situation. Site administrators will report to Jon Meinke.

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

> Test tickets are retained in original plastic boxes or envelopes with notation for further testing.

(Separate procedures by test, mode, and/or role as needed.)

Return of Materials

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

> Test materials are returned to secure rooms. Jon Meinke and site administrators will return the materials to the AHS testing room.

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
Jon Meinke	AHS testing room

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

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

> Jon Meinke

District Policies and Procedures for Statewide Assessments – Test Results

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

Files shared with certified staff members only.

The following information is communicated if preliminary results are provided:

These results are not official results of MDE. Reporting adjustments may be made up to the lifting of the embargo in August or September of the tested year.

(Indicate what information is provided about the appropriate use of preliminary results.)

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

Staff Members	**Methods**
Certified staff members	Files shared or attached to email.

(Methods may include student information systems, data warehouses, or service provider systems.)

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

In any email message that includes test information, staff is cautioned that the information cannot be shared in a meeting with people who are not staff members nor with members of the press until the lifting of the embargo. Certified staff members may share individual student results with parents or guardians.

(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:

Parents/guardians receive a paper copy sent to them in early September of each year.

(Paper or electronic versions of the ISRs may be provided. Please specify if the method varies within the district (for example, one school provides ISRs at conferences while another mails ISRs to families). Ensure the method for providing ISRs takes student data privacy into account.)