

# Coventry Local Schools

## Ohio's State Tests : Test Administration Security Handbook

**2024-2025**

### **Introduction**

This Coventry Local Schools Ohio's State Tests Handbook has been developed in compliance with the Ohio Revised Code, which requires that school districts establish written procedures regarding statewide test security, which address four specific elements. The rule states: "To protect the security of the tests, each school district must establish written procedures that address the following components specified by the rules adopted by the State Board of Education:

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

This handbook addresses these four elements, in order, and can be used as a reference by all administrators and staff in preparation for state testing events. Additional information is located on [Ohio's State Tests Portal website](#).

### **Authorized Personnel**

Those individuals authorized to have access to testing materials include all designated District Test Coordinators, School/Building Test Coordinators, all designated Test Administrators (see page 2, section a, b, c), School Secretaries and Special Education Classroom Aides. No unauthorized person shall have access to any secure test materials at any time such materials are in the Coventry Local School District. Personnel violating this rule shall be reprimanded in writing and subject to the penalty of dismissal. If the investigation indicates violation of the reproduction standard, providing assistance to a student or student (s), or providing information about the test to any individual, dismissal from employment may result.

1. **Designated LEA Test Coordinator:**

Don Schenz, Curriculum Director

Megan Grabski, Gifted & Technology Specialist

2. **Designated SCHOOL/BUILDING TEST COORDINATORS:**

**Coventry Elementary School: Danny Savage, Principal**

Rebekah Rethmel, Counselor

**Coventry Middle School: Tina Norris, Principal**

Tom Johnsen, Assistant Principal

Tiffany Rittenour, Counselor

**Coventry High School: Neal Kopp, Principal**

Tim Budd, Assistant Principal

Michelle Berentz, Counselor

Jennifer Horner, Counselor

The above named individuals, in accordance with paragraph (D) of Rule 3301-13-05 of the Administrative Code, “shall ensure that all assessment security provisions are met while assessment materials remain in a school district or participating school.” The Cambium **“Security Agreement Form”** must be completed and returned to the District Test Coordinator before test materials are released to the school.

3. **Designated Accommodations Coordinator:**

Melissa Dort, Student Services Director

4. **Technology Coordinator**

Kelly Kendrick, Technology Director

Megan Grabski, Technology Specialist

Ethan Avers, Technology Support

5. **Designated Test Administrators:** Designated Test Administrators must be:

- Individuals employed by the LEA as teachers or
- LEA and school-level administrators or Other certified educational professionals

A listing of the specific Test Administrators from each of the buildings involved in testing is updated annually and submitted by the building principals on the **“Designated Test Administrators”**. In case of absence of one or more of the listed Designated Test

Administrators, the School/Building Test Coordinator will assign an alternate Test Administrator to assume the testing duties. In accordance with paragraph (O) Sections C 7 and 9 of 3301-13-02 of the Ohio Administrative Code, each test administration session in each testing room shall be conducted by a designated Test Administrator “who is responsible for following explicitly the printed test administration directions provided by the Department of Education and all security provision included in Chapter 3301-13 and Rule 3301-7-01 of the Administrative Code and all testing procedures adopted by the Department of Education and established by the participating school. Administrators and proctors shall remain in the assigned testing room during the entire administration of any test to assure compliance with paragraph 7 of this rule.” A proctor cannot be alone during testing times (without Test Administrator). 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 school district or school building.

All designated Test Administrators should familiarize themselves with the test administration guides located within the following link: <https://oh-ost.portal.cambiumast.com/resources>, published by ODE and/or Cambium prior to the start of each testing event. Each Test Administrator must complete the Cambium [Test Administrator Certification Course](#), prior to administering tests, and submit the “**Test Administrator Certificate**” to the School/Building Test Coordinator before the release of testing materials to the school. This form will be submitted to the district test coordinator and kept on file for at least three years.

## **Procedures for Handling Test Materials**

1. Secure testing materials (testing tickets and related documents) received and boxes inventoried in the Coventry Local School District by Megan Grabski, Gifted and Technology Specialist. **A Chain of Custody Form** must be maintained for at least three years.
2. School building testing materials will be distributed to the building test coordinator. The Coordinator “signs off” upon receipt, transports them to the building, and stores them in a secure (locked), non-accessible, location. **The School Test Coordinator is required to maintain a log of secure materials. This Chain-of-Custody Form for testing tickets must be turned in to the district test coordinator and maintained for at least three years.**
3. After the testing time limit is over, the School/Building Test Coordinator, Counselor, or other specific individual designated to have access to the testing materials, will collect any secure materials, i.e. Math Reference Sheets or scratch paper that has student writing, and/or tickets from each Test Administrator. Any students that have extended time will be escorted to a designated testing area to complete the testing if necessary. During this transition, all tickets must be collected. No students are permitted to carry any secure materials from one location to another.

4. The above procedures will be followed for each of the regular test administration days. During make-up testing, testing materials will be distributed to the individual designated as the Make-Up Test Administrator, by the School/Building Test Coordinator. Tickets will be checked and counted by the Make-Up Test Administrator with the School/Building Test Coordinator present. Make-Up Administrators will “sign-off” upon receipt of the needed number of booklets or tickets/seal codes. Then step (d) above will be followed.
5. The **Building Test Coordinator** will be responsible for shredding or recycling certain specified test materials after administration. This will include but is not an exclusive list: Student Testing Tickets, Scratch Paper (written on), and Mathematics Reference Sheets.

## **Test Security**

1. The administration of Ohio's State Tests is a secure testing event. Maintaining the security of test materials before, during and after the test administration is crucial to obtaining valid and reliable results. School Test Coordinators are responsible for ensuring that all personnel with authorized access to secure materials are trained in and subsequently act in accordance with all security requirements.

2. School Test Coordinators must implement chain-of-custody requirements for materials. School Test Coordinators are responsible for distributing materials.

3. Test Security Breaches are any action that compromises test security or score validity is prohibited. These may be classified as security breaches or testing irregularities. All instances of security breaches and testing irregularities must be reported to the

School/Building Test Coordinator immediately. The Form to Report a Testing Irregularities or Security Breach must be completed within two school days of the incident. If any situation occurs that could cause any part of the test administration to be compromised, refer to Ohio policy and immediately follow those steps. The School/Building Test Coordinator must contact the District Test Coordinator. The District Test Coordinator will contact the Ohio Department of Education. An investigation will follow and be reported. **Employees failing to follow the procedures listed with respect to security violations either by students or other adults are subject to the provisions of ORC 3318.151. Violations of ORC3319.151 provide for termination of employment for a teacher or non-teaching employee.**

4. Examples of Test Security Breaches-- Electronic Devices

- Using a cell phone or other prohibited handheld electronic device (i.e. smartphone, iPod) while secure test materials are still distributed or while students are testing.

Exception: Test Coordinators, Technology Coordinators, Test Administrators are permitted to use cell phones in the testing environment only in case of emergencies or when timely administration assistance is needed. No one may take photos of any test screens.

- Using a computer, laptop, or tablet (other than the one being used to administer a computer-based test) while secure test materials are still distributed or while students are testing.

## 5. Examples of Test Security Breaches--Test Supervision

- Explaining passages or test items to students
- Coaching students during testing, including giving students verbal or nonverbal clues, hints, suggestions, or paraphrasing or defining any part of the test.
- Engaging in activities that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing (e.g., grading papers, reading a book, newspaper or magazine)
- Leaving students unattended for any period of time while secure test materials are still distributed or while students are testing
- Giving students more or less time than is allotted for the unit as outlined in the manual (except for students who have the extended time accommodation specified in an approved IEP or 504 Plan)
- Encouraging students to finish early
- Allowing students to pass notes, talk, or cause disturbances while test materials are still distributed or while students are testing
- Providing unauthorized persons with access to secure materials
- Formally or informally scoring students responses to test items
- Allowing students to test before or after your state's test administration window

## 6. Examples of Test Security Breaches--Test Materials

- Leaving test materials unattended or failing to keep test materials secure at all times while secure test materials are still distributed or while students are testing
- Viewing or permitting students to view secure test content at any time other than during testing
- Reading or viewing the passages or test items before, during, or after testing

Exception: Reading to a student who meets the requirements and has the Human Reader accommodation listed in his or her IEP or 504 Plan is permitted on the English Language Arts/Literacy assessments or as an accessibility feature for the Mathematics assessment.

- Copying or reproducing (e.g. taking a picture of) any part of the passages or test items or any secure test materials or online test forms
- Reviewing the test and creating a study guide or in some way releasing the test questions to students
- Altering or interfering with a student's responses in any way
- Making responses available to a student
- Handling the test materials for a purpose other than test administration
- Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
- Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test.
- Using a student's login information to access an online test in order to review the test content
- Failing to collect and securely shred any scratch paper that was provided to and used by students during a test and contains student writing. Failing to account for and return any secure paper test materials (ie. Tickets).

## 7. Testing Irregularities

The list in this section describes testing irregularities (i.e., actions or events that may occur before, during, or after administration that may compromise the validity of the test) regarding the testing environment and testing procedures. These are intended as examples only and are not comprehensive.

- Building evacuation or lockdown
- Unauthorized visitors
- Failing to following administration directions exactly as specified in manual
- **Losing a student's Testing Ticket**
- Displaying testing aids in the testing environment (e.g., a bulletin board containing relevant instructional materials) during testing
- Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate

- Loss of internet connectivity for computer-based testing

## 8. Ethical Use of Tests

Pursuant to the requirements of Amended Substitute House Bill 152 (July 1993), the State Board of Education has adopted Standards for the Ethical Use of Tests (see Ohio Administrative Code 3301-7-01). These Standards guide those who are engaged at any stage of the testing process in performing their responsibilities with honesty, integrity, due care and fairness to all. The Standards ensure the integrity of the testing process and the reliability and validity of inferences made from the test results.

### **ODE Scenarios Related to the Standards for the Ethical Use of Tests** ***Is this activity or behavior an ethical practice?***

Using the state-provided practice tests as the sole method of preparing students for the tests without teaching the learning standards measured by the tests.     No

Using the state-provided practice tests as an activity after students have received instruction on the learning standards and item formats.     Yes

Making a copy of the tests and/or preparing a student study guide based on the tests.     No

Preparing students for the tests by incorporating Ohio's Learning Standards in the appropriate subject curriculum.     Yes

Copying the vocabulary words from a secure published test that will be administered and incorporating them into instruction     No

Changing answers that students have marked, written, typed or gridded in.     No

Using the results of the tests as one of the sources of information on which to evaluate the effectiveness of curriculum.     Yes

Hinting to a student to reconsider any answers given on a test No

Encouraging students who are underperforming to stay home during the administration of a standardized test and/or coding these lower-performing students out of the district summaries to exclude their scores from being reported to the public. No

Correcting student responses to ensure a student is placed in a gifted program. No

Setting a testing schedule that limits students from receiving the maximum time allowed for the test. No

Providing teachers and counselors with information they need to interpret test results. Yes

Revealing the test scores of one student to another student. No

At any point, if personnel believe that a violation of test security has occurred, he or she 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. The district test coordinator will contact the Ohio Department of Education.

## **General Testing Guidelines**

- School-supplied materials:

Pencils with erasers

Blank Scratch Paper (lined, graph or unlined) or Cambium provided reference sheets

Calculators ([refer to calculator guidelines](#))

Computers or devices (for computer based testing) that meet the minimum tech specifications. Students should not supply his/her own device for testing

## Headphones

Materials necessary for the administration of accommodations or accessibility features

“Testing-Do Not Disturb” “Go On” and “Stop” signs to post on the doors of the testing rooms or the board.

Computer or device for Test Administrator for computer-based testing.

- On the first day of testing, a seating chart must be established, and adhered to, during the entire testing program. Any changes in this chart should be noted with dates and times. This is in case any questions of cheating should arise.
- “Testing” signs must be placed on the doors of all rooms where testing, including make-up testing is taking place.
- Test Administrators shall personally distribute and collect test materials to and from each student. Students leaving the testing room after materials have been distributed shall not be permitted to take any materials from the testing room.

No students will be permitted to leave the testing room at the conclusion of the test until all testing materials are accounted for by the Test Administrator.

- Under no circumstances, except during safety evacuations, should the Test Administrator leave the testing location unsupervised. In the event of said emergency, the room will be locked by the Test Administrator. A **“Request for a Breach Form”** must be submitted to the District Test Coordinator.
- If a student becomes ill and is unable to continue testing on the scheduled test day, the test administrator should collect the student’s test materials and note how much of the testing time has elapsed. The student should then complete the test on another day during the test window, using the remaining time, not to exceed the established total testing time. The student may not go back over questions already answered. It is the test administrator’s responsibility to ensure that the student does not do so.
- Students who arrive at school late will be held in the office. The student will be permitted to take the missed section of the test during make-up time.
- Students who need to use the restroom will be permitted to quietly leave the room one at a time, and then resume working upon their return noting the elapsed and remaining time. The student must pause their online testing prior to leaving the room. The entire class or testing group may not use the restroom at the same time.

- Prohibited Classroom Resources

Classroom resources such as books, models, displays and teaching aids may provide unauthorized assistance or explain, define, or illustrate concepts. The

following list includes materials that must be covered or removed if they provide students with an advantage in answering questions. There may be other examples not included in this list that school personnel should consider when preparing rooms for testing.

Posters, maps, charts and displays that define, explain, or illustrate terms or concepts

Mathematical formulas/theorems (for Mathematics units)

Graphic organizers

Multiplication tables (unless allowable in the student's IEP or 504 plan)

100s Charts (unless allowable in the student's IEP or 504 plan)

Word lists

Definitions or Writing Formulas

Any manipulative not approved through unique accommodation prior to testing

- Protocol for Students Observed with Prohibited Materials

If a student is observed with any of the items listed above during testing or during breaks, the Test Administrator should collect the student's test materials. The student will then be dismissed from the testing environment, and the test may be invalidated later by the Ohio Department of Education. The School/Building Test Coordinator should complete the Form to Report a Testing Irregularity or Security Breach and submit this form to the District Test Coordinator.

- Unauthorized Visitors

Visitors, including parents/guardians, school board members, researchers, reporters, non-testing students, and school staff not authorized to serve as Test Administrators or Proctors, are prohibited from entering the testing environment.

- Mathematics Tools

The following tools are allowable during testing:

Calculators- [refer to guidelines.](#)

Mathematics Reference Sheets

Scratch paper (if requested by student)

- Headphones

Headphones must be made available for the computer based Ohio State's Assessments.

## **Test Security Communication and Procedures**

The Ohio Department of Education, Office of Assessment, will annually publish the [Ohio Statewide Assessment Program Rules Book](#). In accordance with Ohio Revised Code 330113-05, 'by the first of October of each school year, each school district and participating school shall communicate in writing and discuss with all employees who have access to the secure assessment materials and students who are being tested the applicable written security procedures and actions to be taken in response to any violations established pursuant to paragraph (H) of this rule. **Students and staff shall be reminded orally of these provisions prior to the beginning of each assessment administration period by an assessment coordinator and administrator."**

Each school district shall use, but not be limited to; the following standards for determining what practices related to administering and scoring assessments are unethical and/or inappropriate. These standards provide various examples of unethical practices at each stage of the assessment process, but these examples do not serve as an exhaustive list of all possible unethical practices.

- Any practice that allows persons without sufficient and appropriate knowledge and skills to administer the assessment.
- Any modification in procedures for administering the assessment that results in nonstandard and/or delimiting conditions for one or more students.
- Any practice of excluding one or more students from an assessment solely because the student has not performed well, or may not perform well, on the assessment and/or because the aggregate performance of the group may be affected.
- Any practice that is a gesture, facial expression, use of body language, comment, or any other action that guides a student's responses during an assessment.
- Any practice such as providing students definitions of words or terms contained in the actual assessment materials either immediately preceding or during the assessment.
- Any practice such as reading words, phrases, sentences, or passages with or for a student.

- Any practice such as erasing, darkening, rewriting, or any other way correcting or altering student responses to an assessment task either during or following the administration of an assessment.
- Any practice that supports or assists others in conducting unethical or inappropriate assessment administration or scoring.
- Any practice involving the reproduction of actual assessment materials, through any medium, for use in preparing students for an assessment.
- Any preparation activity that includes questions, tasks, charts, graphs, passages, or other materials included in the assessment instrument or in parallel form of the instrument, and/or materials that are paraphrases or highly similar in content to those in actual use. “It is illegal to create ‘study guides’ for students based upon questions known to be on state tests.”
- “Individuals monitoring a given test subject may not ‘look ahead’ at other test subjects.”

### **Coventry Local Schools Testing Schedule**

The district test schedule for Ohio’s State Tests is posted on the [school website](#).