

Northridge – Assessment Security Plan

January 27, 2015

The administrations of Ohio's State Tests are secure testing events. District and Building Test Coordinators are responsible for ensuring that Test Administrators and Proctors are trained in all security requirements.

Students may not have access to secure test content, printed Student Authorization Tickets, printed seal codes, or scratch paper (blank paper intended for use as scratch paper during testing) before testing.

Security Agreement

Before testing, all staff involved in the administration of Ohio's State Tests (e.g., District Test Coordinators, Building Test Coordinators, Technology Coordinators, Test Administrators, and Proctors) must sign the Security Agreement. Schools are required to maintain signed copies (physical or electronic).

Requirements for Maintaining the Security of Test Materials and Content

Building Test Coordinators must develop a chain-of-custody plan reflecting the requirements below. An effective chain-of-custody plan will ensure that test materials are accounted for at all times before, during, and after test administration. The plan should include procedures for documenting the distribution and return of test materials between Building Test Coordinators and Test Administrators. It should also include a process to document shredding or recycling, as appropriate, of secure materials. Failure to implement and follow a chain-of-custody plan may result in test invalidations. The chain-of-custody of test materials must be documented before, during, and after test administration.

Computer-Based Test Materials

The Building Test Coordinator must distribute test materials to and from the Test Administrators each test administration day. Test materials must not be stored in classrooms prior to or following the day of administration. Test materials that will be distributed by Building Test Coordinators to Test Administrators for computer-based test administration include:

- **Student Authorization Tickets**

Each test session will have a unique Test Code for each student that will be printed on the Student Authorization Ticket printed by the Building Test Coordinator and found in PearsonAccess Next. Students will be prompted to enter the Test Code to access the test.

- **Seal Codes**

Seal Codes are used to lock sessions of the test. Seal Codes prevent students from going ahead to a session not being administered or going back to a session that has already been completed. Seal codes ensure that test sessions are taken in order. Seal Codes also protect the security of the test items, because students cannot look ahead at sessions before taking scheduled breaks. Because entering a seal code locks the previous session of a test, a student with an extended time accommodation must be given the extended time to complete the session before the seal code is entered.

- **Scratch Paper**

Schools should be prepared to provide graph paper or blank paper. Test Administrators must supply two pages per student, per session, per content area. Paper must be provided by Test Administrators, not students, and must be blank, lined or, for Mathematics, graph paper (there must be no writing of any kind on the paper).

- **Headphones**

Headphones are only required for ELA /Literacy test sessions, or for students who receive the text-to-speech accommodation for the ELA /Literacy assessments or the accessibility features for the Mathematics assessments. Stand-alone headphones (i.e., headphones not connected to a device) are also considered an accessibility feature; therefore, some students may use

headphones as noise buffers to minimize distractions or filter external noise during testing. If students use headphones for this purpose, Test Administrators are responsible for ensuring that the headphones are not plugged into any device. Schools have several different options for ensuring they have a sufficient number of headsets. Schools can instruct students to bring their own headphones and may also purchase additional device compatible headphones for students who do not bring their own.

- **Calculators**

Hand-held, grade appropriate calculators may be provided to students or they may bring their own.

- **Optional Secure Materials Tracking Form**

Building Test Coordinators are required to maintain a log of secure materials. Secure materials for computer-based testing include Student Authorization Tickets and printed seal codes. Hard copies of Mathematics Reference Sheets and scratch paper become secure materials once they are written on by students and they must be tracked until they are destroyed by shredding. Building Test Coordinators should use the Optional Secure Materials Tracking Form for Computer-Based Testing. Test Administrators are not to have extended access to test materials before or after administration. It is recommended that test materials be distributed no more than 15 minutes prior to and collected no fewer than 15 minutes after testing. Test Administrators must document the receipt and return of all secure test materials (used and unused) to the Building Test Coordinator immediately after testing.

Breaches of Test Security – Electronic Devices

- Using a cell phone or other prohibited handheld electronic device (e.g., Smartphone, iPod) while secure test materials are still distributed or while students are testing
- Checking email while secure test materials are still distributed or while students are testing
- Using a computer, laptop or electronic tablet (other than the one being used to administer the test) while secure test materials are still distributed or while students are testing.

Breaches of Test Security – Test Supervision

- Reading a book, newspaper, or any other material before closing out the test session.
- Explaining passages or test items to students
- Coaching students during testing including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
- Grading papers or otherwise engaging in activities that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
- Leaving test materials or online forms unattended or failing to keep test materials secure while secure test materials are still distributed or while students are testing
- Leaving students unattended for any period of time while secure test materials are still distributed or while students are testing
- Not administering a session according to the allotted time
- Giving students more time than is allotted for the session, as outlined in the manual (except for students who have an IEP or 504 Plan and are allowed to receive extended time)
- Encouraging students to finish early
- Passing notes, talking or causing disturbances while test materials are still distributed or while students are testing
- Administering the assessment to family members or allowing family members access to secure test materials
- Formally or informally scoring student responses to test items
- Displaying or failing to cover visual aids in the room that may advantage or disadvantage students (e.g., word walls, multiplication charts). Examples of materials that must be covered

or removed include, but are not limited to posters, maps, charts, graphic organizers, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems

- Allowing a student to engage in any activities not listed in Appendix C as appropriate for your state
- Failing to follow test administration directions exactly as specified in the Test Administrator's Manual

Breaches of Test Security – Test Materials

- Giving a student access to test items or prompts prior to testing
- Viewing or permitting students to view secure test content at any other times other than administration time
- Reading or viewing the passages or test items before, after or during testing. Reading to a student who has the read aloud 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 any part of the passages or test items, or any secure test materials or online test forms
- Altering or interfering with a student's response in any way
- Making responses available to a student
- Handling the test materials for a purpose other than test administration (e.g., reading test items outside the test session)
- 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
- Failing to properly secure and destroy Student Authorization Tickets, seal codes, and scratch paper necessary for online test administration

Testing Irregularities – Testing Environment

- Loss of Internet connectivity
- Building evacuation or lock-down

Testing Irregularities – Procedural

- Failing to follow administration directions for the test
- 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 appropriate⁵
- Providing access to seal codes ahead of time and before reading the appropriate directions in the script

Reporting Security Breaches and Testing Irregularities

All instances of security breaches and testing irregularities must be reported to the Building Test Coordinator immediately. Building Test Coordinator calls District Test Coordinator immediately upon discovering testing irregularity/security breach. District Test Coordinator contacts the state immediately upon receiving call. The Building Test Coordinator submits Testing Irregularity/Security Breach form to District Test Coordinator within two school days. The District Test Coordinator submits the form to the state.

Unauthorized Visitors

Visitors, including parents/guardians, school board members, researchers, reporters,

non-testing students, and school staff not authorized to serve as Test Administrators, are prohibited from entering the testing environment. Visits by state assessment office monitors, LEA monitors, and PARCC, Inc. observers are allowed.

Materials Required to be Provided to Students

Students may have only the following materials on their desks or at their computers during the test session (including breaks between sessions).

- Student Authorization Tickets
- Seal codes (must be written on the board by the Test Administrator)
- Headphones (if administering an ELA /Literacy session or needed for accommodations or accessibility purposes)
- Pencil(s) with eraser(s)
- Blank scratch paper (Two pages total per student, per session; new paper must be provided for each session) Paper must be provided by Test Administrators
Paper must be blank, lined, or graph paper (there must be no writing of any kind on the paper)
- Tracing paper, reflection tools, straight edge and compass are allowable materials for the Geometry Test.
- Rulers and protractors are also allowable materials for any mathematics assessments. These tools should be supplied by the school. Directions should be given to the Test Administrator to have the materials located in a pre-determined location in the room and students should raise their hand if they want to use any of the tools.

Calculators

For computer-based testing, grade-level appropriate calculators will be available through the TestNav platform. However, students may use hand-held, grade appropriate calculators (provided by either the school or the student), if preferred by the student. Allowable calculators are listed on the Calculator Policy on the ODE and District shared folder.

Students are not allowed to share calculators and Administrators must confirm that memory on all calculators has been cleared.

Prohibited Materials

Prohibited materials can compromise test security and can violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials include materials that must be covered or removed from the testing room. Classroom resources such as books, models, displays, and teaching aids may provide unauthorized assistance or explain, define, illustrate concepts that are part of the subject areas being tested. The following list includes materials that must be covered or removed if they provide students with an advantage in answering questions for the tested content areas. There may be other examples not included in this list that school personnel should consider when preparing rooms for testing.

- Mathematical formulas/theorems (for mathematics testing sessions)
- Graphic organizers
- Number lines
- Multiplication tables
- 100s charts
- Word lists
- Definitions
- Writing formulas
- Any manipulative not approved for use prior to testing

Materials Prohibited During All Sessions

- All cellular phones (including camera phones and smartphones)
- Other non-test-related personal electronic equipment (e.g., personal document scanners,

- eBooks, electronic pens)
- Any electronic equipment capable of performing computations or providing other assistance in either content area (other than approved calculator devices for calculator parts on mathematics sessions)
- Instructional aids related to the content being assessed
- Reference books

Materials Prohibited During Specific Sessions

ELA/Literacy

- Writing journals and other personal reference or resource material
- Dictionary or thesaurus. Note: word-to-word dictionaries without definitions or pictures are an allowable accommodation for English learner (EL) students
- Any resource or reference material (e.g., book, model, display, writing journal, or teaching aid) that defines, explains, or illustrates ELA /Literacy terminology or concepts or otherwise provides unauthorized assistance during testing

Mathematics

- Grades 3–5: Calculators
- Grades 6–8 and high school: non-approved calculators
- Any resources (e.g., books, posters, models, displays, teaching aids) that define, explain, or illustrate mathematical terminology or concepts or otherwise provides unauthorized assistance during testing
- Mathematical formulas and conversion tables other than the grade-specific, PARCC - approved Mathematics Reference Sheets

Prior to testing, Test Administrators should instruct students to place prohibited materials in their locker or book bags. If a student is found to have any prohibited materials in his or her possession upon arrival for testing, the student should be instructed to surrender the materials to the Test Administrator. If the prohibited material is an electronic device, instruct the student to first turn off the device and then hand it to the Test Administrator.

If a student is observed with any of the prohibited items listed during testing or during breaks, have the student log off the computer. The student will then be dismissed from the exam room and the test maybe invalidated later by the state education agency. The Test Administrator may recommend test invalidation. If the state determines invalidation is warranted, the PARCC State Contact will contact the vendor to process test invalidation.

Materials Allowed ONLY AFTER a Student Has Completed Testing

The following materials may be provided only after a student completes the Field Test and turns in his or her test materials (at the discretion of the state, LEA , or school).

- Recreational books (subject matter of recreational books must be unrelated to content being assessed)
- Textbooks for subjects other than the one being tested
- Pamphlets, magazines, or periodicals (subject matter must be unrelated to content being assessed)
- Notebooks or papers of any kind (subject matter must be unrelated to content being assessed)
- Pens or colored pencils

Dismissing Students for Misconduct

The Test Administrator has the authority to dismiss any student for misconduct. If student misconduct rises to the level of dismissal, collect the student's test materials and close the student's test session. The student will then be dismissed from the exam room. The Test Administrator may recommend test invalidation. If the state determines invalidation is warranted, the PARCC State Contact will contact the vendor to process test invalidation.

Procedures for Severe Weather and Safety Threats that Interrupt Testing

In the extremely rare event that there is a building evacuation or lock-down during the test session, Follow the protocol outlined below:

- The safety and security of students and staff is of paramount concern.
 - In case of inclement weather the start time or date may be altered
 - If there is a threat, assume that the threat is real and initiate the district building evacuation/lock-down procedure.
 - If possible, note the time of the disruption so that the remaining time for the test session can be calculated.
- Upon returning to the testing room, prepare students for the continuation of the testing session.
- Test Administrators must resume students' tests in PearsonAccess Next before the students can continue with same test; refer to Resuming a Test in the PearsonAccess Next User Guide
- Test Administrators must inform students how many minutes remain in the test session
- Test Administrators must write on the board the start time and stop times of the session
- Document the situation in writing, noting the date and time, and include specific details regarding the situation such as the following:
 - Event or occurrence that prompted the evacuation/lock-down
 - Action steps taken because of the security/safety threat
 - Names of students being tested
 - Location of students at the time of the incident
 - Assessment component, content area(s), grade level(s), and test session(s) in process
 - At the time of the incident
 - Test Administrator for each assessment
 - Detailed timeline regarding scheduled test start time, time of disruption, amount of time spent in evacuation/lock down, time the test session was resumed, and time the test session ended
 - Any other pertinent detail