Metropolitan School District of Washington Township
Test Security Policy
2023-2024

District Level

Personnel of the Metropolitan School District of Washington Township (MSDWT) will undertake the following actions to ensure test security and integrity for all state-mandated assessments including ILEARN, SAT, IREAD-3, NAEP, I AM, and WIDA ACCESS for ELLs:

1. Ensure that all appropriate staff have knowledge of the Code of Ethical Practices and Procedures and understand how to secure, administer, and handle the assessments while in their possession;
2. Ensure all appropriate staff receive test administration and test security training prior to testing;
3. Ensure staff members that will provide students with testing accommodations are familiar with each student's individual accommodation needs as per the student's Individual Education Plan (IEP), Individual Learning Plan (ILP), and/or Section 504 Plan prior to testing;
4. Ensure staff members that will provide students with testing accommodations receive focused training on providing such accommodations prior to testing;
5. Communicate to all appropriate staff at least once annually the standards for determining what is ethical or appropriate practice contained in the Code of Ethical Testing Practices and Procedures as well as any additional local standards.
6. Define and clearly communicate at least once annually for all appropriate staff how staff implementation of test administration and test security standards and procedures will be monitored by school administrators.
7. Define and clearly communicate at least once annually for all appropriate staff all security procedures established for each assessment.
8. Provide any other information and professional development necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results from assessment.
9. Establish a testing schedule.
10. Establish an access policy for test materials that allows only appropriate staff to have access to test administration manuals prior to the administration of the test, but prohibits the reviewing of any secure test questions before, during, or after the assessment administration.
11. Establish a process that ensures all student assessments are secure when they are not being administered.
12. Establish procedures for reviewing practices and materials used in the entity to prepare students for assessments, and communicating these procedures at least once annually to all appropriate staff.
13. Review annually school materials and practices related to preparing students for assessments, administering assessments, securing assessments, and interpreting the results from assessments. The description must include an explanation

regarding how the school corporation will ensure test preparation materials used by school staff are appropriate and do not violate test security protocol.

14. Monitor testing to ensure staff are administering assessments with fidelity in terms of testing protocols/procedures and staff are appropriately providing students with accommodations included in their IEPs, ILPs, or Section 504 Plans.
15. Provide channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about testing practices they consider inappropriate.
16. Establish procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring protection of both the rights of individuals and of the integrity of the assessment.
17. Investigate any complaint of inappropriate testing practices or testing irregularities according to the Protocol for Reporting and Investigating Alleged Breaches or Irregularities as established and published pursuant to 511 IAC 5-5-4.

The following information identifies specific security protocols at the district level.

Location: All secure testing materials will be delivered to the District Storage Facility which is secured under lock and key and video surveillance. Materials will be transferred to the secure storage area located in the Curriculum Office on the 2nd floor of the Community and Education Center which is stored under lock and key.

Access: Secure storage can only be accessed by key. Dr. Chad E. Michalek is the only individual that has access to the secure storage area.

Sign-In/Sign Out: The CEC does not use a sign-in/sign out process as materials are distributed and transported by Dr. Chad E. Michalek from CEC to schools according to packing lists created by the assessment vendor.

School Level

Every school of the Metropolitan School District of Washington Township (MSDWT) has a locally developed written test security policy that:

- Specifies that secure test materials should not be delivered to school buildings more than one week in advance of test administration;
- Specifies that teachers and other school staff members are not allowed access to secure materials (except for the Examiner's Manual) more than 24 hours in advance of test administration; and
- Describes the entity's plan for ensuring the security of assessment materials during testing and storage of all secure assessment materials before, during, and after testing. All test materials should be stored at a central location under lock and key.

Additional School Level Guidance
- Teachers may not have access to any secure materials until the first day of testing begins.
- Any staff member who will administer or proctor the test, or who has access to the secure materials, will receive training from the school test coordinator (STC) and/or building principal.
- All staff member who have received secure materials training will sign an agreement stating that they have received training and know the implications of not following the expectations.
- No unauthorized individuals are allowed into secure storage at any time.
- Teachers must sign out all secure materials by recording the time they pick up materials, the time they return the materials, and sign their name.
- Teachers must return all secure materials to secure storage *immediately* after testing concludes each day. No secure materials may be kept in teachers' classrooms.