

**Metropolitan School District of Washington Township
8850 Woodfield Crossing Blvd.
Indianapolis, Indiana 46240**

Memorandum

August 8, 2024

To: MSDWT School Test Coordinators and Select CEC Staff
From: Dr. Chad E. Michalek, Data Analytics and Assessments Coordinator
RE: MSDWT Test Security and Integrity Training

Steps MSDWT will take to ensure that all staff adhere to IDOE's and MSDWT's test security policies.

1. The CTC will review, update, and conduct Test Security and Integrity Training on an annual basis.
2. MSDWT will continue to conduct test security and integrity training reviews during each test administration training held by the CTC for STCs and STCs in their respective buildings before each assessment window opens (ILEARN, IREAD-3, SAT, WIDA, and I AM).
3. The CTC and STCs will update and review with staff the MSDWT and school-specific test security policies. The school-specific document will be forwarded to the CTC by September 13, 2024 and kept on file at each building.
4. The CTC and STCs will review signed Test Security and Integrity Agreements before every statewide assessment window opens to ensure that all required staff have participated in test security and integrity training and signed the required agreement.
5. The CTC will continue to forward assessment guidance from Indiana Department of Education staff to relevant MSDWT personnel.

IDOE Required Assessment Training Plan for MSDWT

Assessment Training Meeting

Each school will schedule a meeting no later than September 13, 2024, for all staff members. This guidance and all relevant documents for the meeting will be emailed to principals and school test coordinators and posted online under the [MSDWT Assessments webpage](#) for use in training meetings.

Assessment Training Leaders

School Principal and School Test Coordinator(s)

Meeting Components

1. “Indiana Testing Security and Integrity Agreement” (to be signed by all staff excluding bus drivers and submitted to the principal/school test coordinator by the submission deadline):
[2024-2025 Indiana Testing Security and Integrity Agreement](#)
2. Section 9, Part C Test Security Violations of the *2024-2025 Indiana Assessment Program Manual* on “Indiana Ethical Testing Practices and Procedures.” (The entire program manual can be found on the Indiana Department of Education website at the following link:
[2024-2025 Indiana Assessments Policy Manual](#)
3. “Code of Ethical Practices and Procedures” from Appendix A of the *Indiana Assessment Program Manual*:
[2024-2025 Code of Ethical Practices and Procedures](#)
4. MSDWT Test Security Policy
5. School-Specific Test Security Policy.

Meeting Activities

1. All participants will sign the sign-in sheet indicating attendance. This document will be filed locally at each school by the STC and forwarded to the CTC as an artifact of completion.
2. An agenda will be distributed to all participants. This document will be filed locally at each school by the STC and forwarded to the CTC as an artifact of completion.
3. Review the “Indiana Testing Security and Integrity Agreement.”
4. Review the MSDWT and school-specific test security policies.
5. Review the “Code of Ethical Practices and Procedures.”
6. Explicitly state and discuss:
 - a. It is a violation of test security procedures for students (or staff) to discuss or paraphrase test questions/materials (in person, by phone, via texting or social media, or any other communication vehicle) with anyone.
 - b. No secure test materials, test questions, or student responses/answer sheets shall be reviewed, retained, paraphrased, or discussed before, during, or after testing in any manner unless and until such materials are released via posting on the web by IDOE.
 - c. It is a violation of test Security to email, text, or instant message actual or paraphrased test content.
 - d. It is a violation of test security to post actual or paraphrased test items or student responses in a public forum.
7. Watch the IDOE Training Video:
[All Staff Test Security & Integrity Training: 2024-2025 - YouTube](#)
8. Answer any questions raised by the participants.
9. Complete the “Indiana Testing Security and Integrity Agreement” and return them to your Principal or School Test Coordinator.

Additional Notes

1. This training must be conducted by September 13, 2024. Newly hired staff or staff currently on leave (i.e., maternity leave) must receive training prior to the test window opening.
2. All individuals required to sign the “Indiana Testing Security and Integrity Agreement” must read and watch all items listed in the Meeting Components subsection of this document. Reading and watching of these items must occur before signing the agreement.

If you have any questions or concerns, please let me know.