



Test Monitor Training

Wednesday, March 30, 2011

Purpose of Presentation

- Eliminate problems with test security and administration by reviewing MDE procedures
- Maintain test security
 - Maintains integrity of tests and test results
 - Protects the state's financial investment
- Documentation
 - **ANYONE** involved with the packaging, security or administration of statewide tests must complete a **Non-Disclosure Agreement**.
 - Test monitors must have a **Test Security Checklist** to determine all testing material were returned.
 - For online testing you must have **Student Authorization Tickets**, ensure that each student gets the correct one
- Understand required procedures as a test monitor

Viewing and Copying Tests

Viewing and copying tests

- Only certain people are allowed to see test items
 - Students taking the test
 - Staff working with accommodations (ie. reading a script, scribing a test)
 - MTAS Administrators
- ***Reproducing any part of a test is a breach of security and a violation of copyright law, except as otherwise permitted.***

Possible Security Issues

General

- Lack of a written policy on test security or administration
- Policy exists, but is not communicated or followed
- Failure to secure test materials from arrival to return

Testing Personnel

- Inadequate training
- Failure to read/understand/sign Non-Disclosure Agreement
- Inadequate staffing of testing rooms or computer labs (if possible the student-Test Monitor ration should be, at most 30:1, if possible)

Test Administration

- Failure to follow the Test Monitor Directions or script
- Failure to follow district guidelines of taking breaks
- Cheating by a staff member or student
- Inappropriate materials posted on the walls

Possible Security Issues, Continued

Missing Materials

- Test material left unattended
- Secure materials not returned
 - Especially accommodated materials, such as scripts and CDs

Test Monitor Responsibilities

Before, During, and After Testing Sessions

Before Testing Day

- Read, Understand and Sign the Non-Disclosure Agreement.
- Review the Test Monitor Directions Handout.
- Know how to contact your School Assessment Coordinator during testing.
- Know what behaviors and activities should be documented and how to report them.
- Know where to pick up testing materials on the day of the test.

Know procedures for:

- Restroom and other breaks during testing
- Disruption due to inclement weather or special circumstance
- Student illness
- Student perceives an error in a test book.
- Starting and stopping the test for each segment

Before Testing Day, Continued

- Know your district's testing schedule and assigned days.
- If students are taking a test on more than one day, know your building's plan for keeping documents secure.
- Remove or cover any prohibited materials in your room
- Know which students will receive an accommodated version of the test.

Testing Day: Before Students Arrive

- Sign out your secure test materials from your School Assessment Coordinator.
- Keep your testing materials secure until the testing session.
- Verify that students receive their assigned testing materials.
- Know what to do if a student's online test will not resume.
- Make sure you have test materials for the student taking the test.
- For online tests, make sure you have Student Authorization tickets and Seal Codes (only for the Science test).

Testing Day: During the Test

- Monitor your students during all testing sessions.
- Follow the Test Monitor Directions Script exactly.
- Answer questions by re-reading scripted directions.
- For online testing, make sure students are logged in and taking the correct test.
- Ensure that staff do not review test items during any test session.
- Notify your SAC of any testing irregularities as soon as possible.

Activities Prohibited During Testing

- Posting visual aids
- Revealing future test items
- Reading a test item (unless using a math or science script)
- Copying or emailing test items
- Helping students
- Changing a student's answers
- Defining terms used in test items

If a breach of test security occurs:

- Notify SAC/District Assessment Coordinator
- DAC will contact MDE

Testing Day: After the Test

- Verify receipt of all test materials from students.
- Keep your testing materials secure after the testing session.
- Sign in your secure test materials with your School Assessment Coordinator.
- Notify School Assessment Coordinator if something unusual or unexpected occurred during the testing so that the Test Administration Report can be completed.

Bottom Line

When testing is over, a Test Monitor should be able to say "YES" to:

- Were the test materials secure at all times?
- Did I carefully read and follow all of the Test Monitor Directions?
- Did my students arrive at their answers independently?

Possible Consequences of Violations

MDE may require district to:

- Develop or amend its test administration/security plan
- Clarify roles and responsibilities of staff; establish better tracking mechanisms
- Order training of staff or send memo to staff
- Refer to the matter to the Board of Teaching for possible teacher licensure sanctions

MDE may:

- Send a copy of its decision to the Minnesota Department of Administration-Data Privacy Violations
- Invalidate a test score-student, class, school or district
- Withhold state educational funding