

West Central School Corporation

Test Security Policy

1. All testing materials will be delivered to individual school entities no more than one week in advance of test administration.
2. Secure test materials (except for the *Examiner's Manual*) will not be available to staff more than 24 hours in advance of test administration.
3. Security of the assessment materials during testing and storage of all secure assessment materials before, during, and after testing will be ensured through:
 - a. All materials are secured in a central, locked location in each school building.
 - b. All materials are inventoried by school test coordinators, signed out and signed in by teachers.
4. West Central School Corporation will ensure that all appropriate staff have knowledge of the *Indiana Ethical Testing Practices and Procedures* and understand how to secure, administer, and handle the assessments while in their possession. School Test Coordinators will ensure that meetings are scheduled to review the *Indiana Ethical Testing Practices and Procedures* each year. These meetings will include:
 - a. The communication of, at least once annually for all appropriate staff, how standards and procedures will be monitored and documented.
 - b. The communication to all appropriate staff of the purpose(s) of each statewide, corporation-wide, and school-wide assessment.
 - c. The communication for all appropriate staff all security procedures established for each assessment.
 - d. The provision of information and professional development necessary to ensure that all appropriate staff has 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.
 - e. The established testing schedule.
 - f. The procedures for dissemination of test materials that allows all appropriate staff to have access to test administration manuals prior to the administration of the test, but prohibits the unsupervised reviewing of any secure test questions before, during, or after the assessment administration.
 - g. The process that ensures that all student assessments are secure when they are not being administered.
 - h. The guidelines for reviewing practices and materials used in the school to prepare students for assessments.
 - i. The established channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate.
 - j. The established procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and insuring protection of both the rights of individuals and of the integrity of the assessment.
5. Each school shall investigate any complaint of inappropriate testing practices or testing irregularities.
 - a. Investigations will include the following:
 1. A formal process by which all complaints are documented and can be tracked to their resolution which will include:
 - a. An initial inquiry by the test coordinator or principal to determine whether there is credible evidence that such an event has occurred must be conducted within one school day of receipt of a verified complaint, allegation, or concern about inappropriate testing practices, or a report of testing irregularity.
 - b. If any evidence of an inappropriate testing practice or testing irregularity exists, a report to the Office of Student Assessment will be sent within the next seven calendar days.

- c. Provision will be made for protection of the integrity of any ongoing assessments.
 - d. A final written report to the Office of Student Assessment will be made within four weeks, unless a written request for a timeline extension has been granted.
- 2. The final report will indicate any recommendations or findings that would impact the reliability or validity of student scores and specifically detail actions that West Central School Corporation recommends the state to take.