TEST SECURITY

The District shall comply with all procedures established by TEA in its annual test administration manuals with regard to test security and confidentiality. The Superintendent shall be responsible for ensuring that:

1. Procedures are developed to assure the security and confidentiality of state assessments are in compliance with all requirements established by TEA.

2. District and campus testing personnel are trained in test security and confidentiality, as well as test administration procedures, in accordance with TEA's published requirements.

3. Any violation of the state's security or confidentiality procedures is reported to TEA in accordance with established procedures.

TEA's *Test Security Supplement* will serve as the "best practices" document to guide the District in the implementation of this policy.

Note: Additional information and forms related to test security can be found at http://tea.texas.gov/student.assessment/security/.

ELIGIBILITY AND OATHS OF TEST SECURITY AND CONFIDENTIALITY

ALL DISTRICT AND CAMPUS PERSONNEL WHO PARTICIPATE IN STATE-MANDATED TESTING OR HANDLE SECURE TEST MATERIALS MUST MEET THE ELIGIBILITY REQUIREMENTS DETAILED IN THE TEXAS STUDENT ASSESSMENT PROGRAM COORDINATOR MANUAL AND MUST SIGN THE APPROPRIATE OATH OF TEST SECURITY AND CONFIDENTIALITY FOR THEIR ROLE.

ANY PERSON WHO HAS MORE THAN ONE TESTING ROLE (FOR INSTANCE, A PRINCIPAL WHO ALSO SERVES AS CAMPUS COORDINATOR) MUST RECEIVE APPROPRIATE TRAINING AND SIGN AN OATH OF TEST SECURITY AND CONFIDENTIALITY FOR EACH ROLE.

OATHS OF TEST SECURITY AND CONFIDENTIALITY ARE AVAILABLE FOR THE ROLES OF SUPERINTENDENT, DISTRICT TEST COORDINATOR, PRINCIPAL, CAMPUS TEST COORDINATOR, TEST ADMINISTRATOR, TELPAS RATER, TELPAS VERIFIER, AND TECHNOLOGY STAFF.

OATHS OF TEST SECURITY AND CONFIDENTIALITY ARE SIGNED ANNUALLY AND BY SIGNING THE AN OATH OF TEST

El Paso ISD
071902

TESTING PROGRAMS
STATE ASSESSMENT

EKB
(REGULATION)

SECURITY AND CONFIDENTIALITY PERSONNEL ARE AGREEING TO FULLY COMPLY WITH ALL REQUIREMENTS GOVERNING THE STUDENT ASSESSMENT PROGRAM.

SECURITY TRAINING MAY BE PROVIDED BY THE DISTRICT TEST COORDINATOR, CAMPUS TEST COORDINATOR, OR OTHER APPROPRIATE PERSONNEL, AS DESIGNATED BY THE DISTRICT TEST COORDINATOR AFTER BEING APPROPRIATELY TRAINED.

Note: Oaths of Test Security and Confidentiality can be found at http://tea.texas.gov/student.assessment/security/oaths/.

ELECTRONIC DEVICES & CELL PHONES IN THE TESTING ENVIRONMENT

STUDENT POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES, INCLUDING CELL PHONES AND/OR SMART WATCHES, IN THE TESTING ENVIRONMENT IS PROHIBITED. IF STUDENTS HAVE ONE OF THESE DEVICES IN THEIR POSSESSION DURING STATE TESTING THEIR TEST WILL BE INVALIDATED WITH A SCORE CODE OF "O". DEVICES WILL BE CONFISCATED AND STUDENTS WILL BE SUBJECT TO LOCAL DISCIPLINARY ACTION AND PROCEDURES.

REPORTING ABSENCES

CAMPUS TEST COORDINATORS WILL CHECK AND RECONCILE TESTING LISTS WITH ABSENCE REPORTS AT THE END OF EACH TESTING WINDOW, BEFORE ANSWER DOCUMENTS ARE RETURNED TO THE TESTING CENTER, TO ENSURE AN ANSWER DOCUMENT IS SUBMITTED FOR EACH ELIGIBLE STUDENT WITH THE APPROPRIATE SCORE CODE BUBBLED.

IF A STUDENT IS ABSENT AND UNABLE TO TAKE A MAKE-UP TEST, AN ANSWER DOCUMENT WILL BE SUBMITTED WITH THE ABSENT SCORE CODED BUBBLED (OR WILL SUBMIT THE ABSENT SCORE CODE IN THE ONLINE SYSTEM, IF THE STUDENT TESTED ONLINE).

HIGH SCHOOL END-OF-COURSE PROCEDURES

STUDENT ENROLLMENT

ONE WEEK PRIOR TO TESTING, CAMPUS TEST COORDINATORS WILL CHECK/VERIFY DAILY ENROLLMENT TO ENSURE ALL ELIGIBLE STUDENTS ARE SCHEDULED TO TEST. CAMPUS TEST COORDINATORS WILL USE THE STU-168 REPORT FROM THE DISTRICT STUDENT MANAGEMENT SYSTEM TO CHECK ENROLLMENTS AND WITHDRAWALS.

ON TESTING DAYS, REGISTRARS ARE RESPONSIBLE FOR PROVIDING CAMPUS TEST COORDINATORS WITH STUDENT

ENROLLMENT/WITHDRAWAL INFORMATION, AS ENROLL-MENTS AND WITHDRAWALS OCCUR.

ELIGIBILITY TO TEST

STUDENTS MUST BE TESTED WHEN THEY COMPLETE IN-STRUCTION IN THE COURSE (BOTH PARTS), WHETHER THEY PASS THE COURSE OR NOT.

STUDENTS WHO TRANSFER INTO THE DISTRICT FROM OUT OF STATE OR OUT OF COUNTRY, WHO COMPLETE A COURSE IN OUR DISTRICT, MUST TAKE THE END-OF-COURSE TEST THAT CORRESPONDS TO THAT COURSE.

THE CAMPUS PRINCIPAL AND ASSISTANT PRINCIPAL OF GUIDANCE AND INSTRUCTION WILL ASSIGN A COUNSE-LOR(S) TO WORK WITH THE CAMPUS TEST COORDINATOR, DURING THE WEEK OF TESTING, TO CHECK STUDENT REC-ORDS FOR NEWLY ENROLLED STUDENTS TO DETERMINE TEST ELIGIBILITY.

THREE WEEKS PRIOR TO TESTING, CAMPUS TEST COORDI-NATORS WILL PROVIDE A TESTING ROSTER OF STUDENTS TO THE ASSISTANT PRINCIPAL OF GUIDANCE AND INSTRUC-TION FOR COUNSELORS. THE ROSTERS WILL BE REVIEWED AND SIGNED BY COUNSELORS VERIFYING THE ACCURACY OF ALL STUDENTS ELIGIBLE TO TEST. COUNSELORS WILL RETURN THE VERIFIED ROSTERS TO CAMPUS TEST COOR-DINATORS WITHIN TWO WEEKS.

THE DIRECTOR OF ASSESSMENT WILL WORK WITH THE DI-RECTOR OF GUIDANCE SERVICES TO COMMUNICATE THIS INFORMATION TO COUNSELORS BEFORE THE FIRST TEST ADMINISTRATION OF THE YEAR. TRAINING WILL TAKE PLACE ANNUALLY.

THE DISTRICT TESTING DATABASE WILL BE USED TO POPU-LATE THE INITIAL LIST OF ELIGIBLE TESTERS/RETESTERS.

ANSWER DOCUMENT SUBMISSION FORM

CAMPUS TEST COORDINATORS WILL SUBMIT THE ANSWER DOCUMENT SUBMISSION FORM TO THE TESTING CENTER, NO LATER THAN THE LAST WORKING DAY PRIOR TO TEST-ING WEEK. THE ANSWER DOCUMENT SUBMISSION FORM WILL CONTAIN PRE-TEST NUMBERS OF ELIGIBLE TESTERS.

CAMPUS TEST COORDINATORS WILL ALSO SUBMIT THE AN-SWER DOCUMENT SUBMISSION FORM WHEN THEY RETURN ANSWER DOCUMENTS TO THE TESTING CENTER, AT THE END OF THE TESTING WINDOW, WITH THEIR POST-TEST

NUMBERS. THE FORM WILL CONTAIN POST-TEST NUMBERS OF ELIGIBLE TESTERS, SCORE CODES, AND AN EXPLANATION OF CHANGES FROM PRE-TEST NUMBERS.

SUBMITTED ANSWER DOCUMENTS WILL BE COUNTED AND CHECKED AGAINST THE ANSWER DOCUMENT SUBMISSION FORM TO ENSURE ALL ANSWER DOCUMENTS HAVE BEEN SUBMITTED (COMBINATION OF S, A, & O SHOULD ADD UP TO TOTAL NUMBER OF ELIGIBLE TESTERS).

TRAINING ON HOW TO PROPERLY COMPLETE THE ANSWER DOCUMENT SUBMISSION FORM WILL TAKE PLACE ANNUALLY, BEFORE THE DECEMBER TEST ADMINISTRATION.

CAMPUS TEST COORDINATORS WILL SUBMIT A LIST OF ABSENT STUDENTS AND "O" SCORE CODE FORMS, ALONG WITH THE ANSWER DOCUMENT SUBMISSION FORM, TO CONFIRM CORRECT INFORMATION HAS BEEN SUBMITTED. ABSENCE VERIFICATION WILL BE CONFIRMED AND COMPLETED BY THE CAMPUS ATTENDANCE CLERK, USING CODING FROM THE DISTRICT STUDENT DATA MANAGEMENT SYSTEM.

REPORTING TO TESTING ROOM AND MAKE UP TESTING

THE PRINCIPAL AND THE ASSISTANT PRINCIPAL OF GUIDANCE AND INSTRUCTION, WITH ASSISTANCE FROM THE CAMPUS TEST COORDINATOR, WILL DEVELOP A STUDENT ROUNDUP AND TESTING MAKEUP PLAN, USING THE DISTRICT-DEVELOPED FORMS, LOCATED ON THE TESTING CENTER WEBSITE.

THE STEP-BY-STEP ROUNDUP PLAN WILL INCLUDE A PROCESS FOR IDENTIFYING STUDENTS THAT HAVE NOT REPORTED TO THE TESTING ROOM WITHIN THE FIRST HOUR OF THE START OF SCHOOL, AND ENSURING THAT PROCEDURES ARE IN PLACE TO ROUNDUP THOSE STUDENTS AND ESCORT THEM TO THEIR TESTING LOCATION.

THE MAKEUP PLAN WILL INCLUDE A STEP-BY-STEP PROCESS FOR IDENTIFYING AND TESTING STUDENTS THAT WERE ABSENT ON THEIR ORIGINALLY SCHEDULED TESTING DAY. IT WILL ALSO INCLUDE OFFERING MAKEUP TESTING EVERY DAY OF THE TEST WINDOW AFTER THE INITIAL END-OF-COURSE TEST.

THE PLANS WILL INCLUDE COMMITTEE MEMBERS, KEY PERSONNEL AND DUTIES, AND A STEP-BY-STEP DESCRIPTION. THE PLAN WILL BE SIGNED BY THE PRINCIPAL, ASSISTANT

PRINCIPAL OF GUIDANCE AND INSTRUCTION, AND THE CAMPUS TEST COORDINATOR, AND SUBMITTED TO THE TESTING CENTER THREE WEEKS BEFORE EACH END-OF-COURSE TEST ADMINISTRATION.

IN THE CASE WHERE STUDENTS ARE ABSENT FROM THE CAMPUS, DESIGNATED PERSONNEL WILL MAKE CALLS TO THE STUDENT'S HOME TO ENCOURAGE STUDENTS TO REPORT TO SCHOOL TO TEST.

AUDIT OF TEST RESULTS

THE DISTRICT ACCOUNTABILITY DEPARTMENT WILL AUDIT TEST RESULTS AFTER EVERY END-OF-COURSE TEST ADMINISTRATION, FOLLOWING THE DATA VALIDATION PROCESS, TO MONITOR FOR IMPROVEMENT IN PROCESSES. ADDITIONAL RETRAINING WILL BE PROVIDED AND NEW PROCEDURES WILL BE DEVELOPED AS NEEDED.