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~~ will be trained **ANNUALLY** in test security and confidentiality, as well as test administration procedures~~, in accordance with TEA's published requirements~~.

3. Any violation **OR SUSPECTED VIOLATION** of ~~the state's~~ **TEST** security or ~~confidentiality~~ procedures ~~is~~ **WILL BE** reported to ~~TEA in accordance with established procedures~~ **THE ASSESSMENT OFFICE AS SOON AS CAMPUSES BECOME AWARE OF THE ISSUE**.

~~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/.~~ in TEA's online resources.

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~~ **DISTRICT AND CAMPUS COORDINATOR RESOUCES (DCCR)** 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.~~

AN OATH ~~Oaths~~ of test security and confidentiality ~~are~~ **MUST BE** signed annually~~, and by~~. **BY** signing the oath of test security and confidentiality, personnel are agreeing to fully comply with all requirements governing the ~~student~~ **TEXAS** 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 AND 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 "~~0~~**O**". Devices will be confiscated and students will be subject to local disciplinary action and procedures. |

~~REPORTING ABSENCES~~

SCORE CODES

Campus test coordinators will ~~check and reconcile~~ **COMPARE** 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.~~ **EACH ELIGIBLE STUDENT HAS A TEST RECORD SUBMITTED WITH THE APPROPRIATE SCORE CODE.**

If a student is absent and unable to take a make-up test, an answer document ~~will be submitted with the absent score code bubbled (or will submit the absent score code in the online system, if the student tested online).~~ **OR ONLINE TESTING RECORD MUST BE SUBMITTED WITH AN ABSENT SCORE CODE.**

HIGH SCHOOL
END-OF-COURSE
PROCEDURES

   STUDENT
   ENROLLMENT

One week prior to testing, campus test coordinators will **REVIEW** 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 enrollments and withdrawals occur.

ELIGIBILITY TO
TEST

Students must be tested when they complete instruction 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 counselors to work with the campus test coordinator during the week of testing to check student records for newly enrolled students to determine test eligibility.

Three weeks prior to testing, campus test coordinators will provide ~~testing rosters of students~~ **A LIST OF ELIGIBLE TESTERS** to ~~the assistant principal of guidance and instruction for counselors.~~ **CAMPUS STAKEHOLDERS (COUNSELORS, LPAC ADMINIS-TRATOR, DIAGNOSTICIANS, ETC.)** ~~The rosters will be reviewed and signed by counselors verifying~~ **TO HELP VERIFY** the accuracy of all students eligible to test. ~~Counselors~~ **STAKEHOLDERS** will return the verified rosters to campus test coordinators within two weeks. **ASSISTANT PRINCIPALS OF GUIDANCE AND IN-STRUCTION WILL SUPPORT THIS PROCESS ON CAMPUSES.**

The director of assessment will ~~work with the director of guidance services to~~ communicate this information to **THE DIRECTORS OF OF THE DEPARTMENTS FOR ALL CAMPUS STAKEHOLDERS** ~~counselors~~ before the first test administration of the year. ~~Training will take place annually~~.

Training sentence being moved to close out this section.

The District testing database will be used to populate the initial list of eligible testers/retesters.

Training **ON THE PROCESS** will ~~take place~~ **BE PROVIDED** annually.

~~ANSWER DOCUMENT SUBMISSION~~ **TOTAL TESTERS** FORM

Campus test coordinators will submit the ~~answer document submission~~ **TOTAL TESTERS** form to the ~~testing center~~ **ASSESSMENT OFFICE** no later than the last working day prior to testing week. The ~~answer document submission~~ **TOTAL TESTERS** form will contain pre-test numbers of eligible testers.

Campus test coordinators will also submit the ~~answer document submission~~ **TOTAL TESTERS** form when they return answer documents to the ~~Testing Center~~ **ASSESSMENT OFFICE**, 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~~ **TOTAL TESTERS** form to ensure all answer documents have been submitted **FOR PAPER TESTERS** ~~(combination of S, A, and O should add up to the total number of eligible testers)~~.

Training on how to properly complete the ~~answer document sub-mission~~ **TOTAL TESTERS** form will ~~take place~~ **BE PROVIDED** annually~~, before the December test administration~~.

Campus test coordinators will submit a List of Absent Students and "~~0~~**O**" Score Code forms, along with the ~~answer document submission~~ **TOTAL TESTERS** form, to confirm correct information has been submitted. Absence verification will be confirmed ~~and completed by~~ **USING ABSENCE REPORTS OBTAINED FROM** the campus attendance clerk, using coding from the District student ~~data management~~ **INFORMATION** 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 make-up 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 who have not reported to the testing room within the first hour of the start of school, and ~~ensuring~~ **ENSURE** that procedures are in place to round up those students and escort them to their testing location.

The make-up plan will include a ~~step-by-step~~ process for identifying and testing students who were absent on their originally scheduled testing day. It will also include offering make-up testing every day of the **PRIMARY** test window after the initial end-of-course test **DATE**.

~~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 will be 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~~ **ANALYTICS** 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.