

TEST SECURITY INFORMATION FOR TEACHERS

Jefferson County School System

NOTE: This sheet contains some information that applies to both test coordinators and teachers. This information is intended to help teachers understand the procedures that test coordinators use to inform them of their responsibilities.

The need to be very careful about test security is critical. Test coordinators should be certain that they are aware of their responsibilities and have made everyone who assists them with test administration aware of his/her responsibilities. Staff members who are not involved in testing should also be aware of the school's responsibility for test security. Paraprofessionals, custodial staff, and others in the school who may be in classes during testing or may be in the area where tests are stored, even though they do not have direct access to tests, should be aware of security rules.

Situations may arise which call for unplanned reactions. New questions may arise about what can and what cannot be done in relationship to testing issues. Therefore, test coordinators may have to make decisions on what actions should result. Trying to analyze each situation by asking the following questions may help to decide what is the proper thing to do.

1. Could this possibly give one student an improper or unfair advantage over others?
2. Could this possibly give one teacher's class an improper or unfair advantage over others?
3. Could this possibly give a student or a teacher advance knowledge of the test?
4. Could this possibly be considered as teaching a child a small amount of information that is known to be on the test, or is very likely to be on the test, rather than teaching skills and the entire curriculum for the subject area to be tested?
5. Could this possibly be considered unethical or a violation of Board rule, professional teaching practices, the provisions in the DOE Student Assessment Handbook, or the instructions in the Examiner's Manual?
(Actions that are unethical are reported to the Professional Practices Commission and may result in suspension or revocation of teaching certificate.)

If the answer to any of the above is yes, then the action would be improper and should not be taken. This does not mean that teachers should not prepare students for standardized tests. They should have a daily review of skills or concepts that are to be tested. They should also practice taking tests and be taught skills to improve test scores.

Teachers should contact the school test coordinator for any questions about testing issues. If an answer is not readily available, one will be obtained from the State Department of Education.

Following is a list for consideration prior to testing. The list should not be considered all-inclusive.

Must do:

1. Contact the school test coordinator if any question arises about tests or test security. The school principal must also be made aware of any issues involving testing or test security.
2. Keep all testing materials stored in a secure place accessible only by the principal and the test coordinator. The Department recommends that tests be stored in a locked cabinet in a locked room. If an adequate number of locked cabinets are not available then test materials are to be stored in a locked room to which only the principal and test coordinator have access.
3. Be certain that everyone involved in the testing process has been properly trained and informed of responsibilities in the area of test security.
4. Be certain that all materials issued to persons administering tests are counted carefully when given out and when returned. Keep a log of checkout times and return times. If a problem occurs, notify the principal immediately.
5. Distribute testing materials as close to the actual testing time as possible.

6. Be certain that all persons receiving materials sign a checkout sheet when they get the materials. This sheet should show date and time.
7. Make certain that all materials are returned immediately after the testing session. Teachers are responsible for turning them in and coordinators are responsible for verifying that they do.
8. Be certain that materials are issued only to persons who have been carefully advised of their responsibilities for test security.
9. Follow instructions in the test manual exactly. This is very important. Not doing so can invalidate test scores.
10. Be certain that the test coordinator, principal, or principal's designee is present when demographic data (name, student number, etc.) is entered on test booklets for grades K-12. This should be done in a central and well supervised location.
11. Take down or cover any charts, maps, tables, etc. displayed in the classroom if the item could provide assistance to students during the test.
12. Teachers should collect and turn in to the test coordinator any scratch paper used during a standardized test and the test coordinator should destroy it. Scratch paper must not be used for a test if the test directions do not allow it.
13. Teachers should notify test coordinators of any problems that occur during testing. Test coordinators should immediately notify the principal in writing of any problems and then notify the appropriate person in the Testing Division office at the DOE.
14. Make certain that everyone involved in testing in any manner is aware of the items in this list and the list below.
15. Make certain that everyone involved in testing is aware of professional practices and the consequences of violations.

Must not do:

1. Allow anyone to see tests before they are administered-not even for a brief look regardless of the reason.
2. Copy tests or test materials in any way-no photocopies, no handwritten copies, no notes may be made about test content.
3. Allow anyone else to copy tests or testing materials or make notes about test content.
4. Keep tests or testing materials at the end of the testing session.
5. Give students the answer, or any clues as to the answer, to any test item.
6. Make notes about test content during test administration.
7. Use any information about actual test items, regardless of how it is obtained, to help children prepare for the test. Such information may not be shared with anyone for any purpose. This does not include appropriate sample test items or practice materials.
8. During instruction, teach a particular problem or bit of information because it is known to be on the test. (This does not mean that skills and concepts, which are listed in the objectives or on test profiles, should not be emphasized-they should be.)
9. Add anything to, or delete anything from, the directions in the test manual. This violates test norming conditions and invalidates scores.
10. Discuss test items or actual test content with anyone at any time. This does not prohibit discussions about test objectives, test profiles, test results, or test preparation.

I received a copy of this two-page document and understand that I need to be aware of its Contents and to share this information with everyone who assists me with testing.

Name: _____ Date: _____

NOTE: The failure of any personnel to assume the responsibilities described herein may result in testing irregularities and/or invalidation of scores. Additionally, failure to assume responsibilities may affect professional certification status.