



Deborah A. Gist  
Commissioner

# **NECAP ASSESSMENTS: *TEST SECURITY PROCEDURES***

**October 2011**

## **Today as a staff, we all need to . . .**

- ✓ Understand the importance of standardized test administration and test security
- ✓ Understand the legal intent and purposes behind the test security procedures
- ✓ Review the required testing procedures and policies
- ✓ Understand our school's plan to implement these procedures
- ✓ Distribute security material to all staff who have access to secure testing materials.
- ✓ Have all Teachers/Test Administrators and relevant support staff sign an "Affirmation of Test Security" form

# **The intent of STANDARDIZED TEST ADMINISTRATION and TEST SECURITY is to:**

- To **ensure** that all students in grades 3 through 8 and 11 in Rhode Island, Maine, New Hampshire and Vermont are tested under comparable conditions that neither advantage nor disadvantage any student
- To legally **protect** everyone who comes into contact with test and answer booklets and other secure testing materials

## **This will be done by . . .**

1. Documenting that secure storage of test and answer booklets (and other secure testing materials) is maintained at all times;
2. Verifying—**by counting**—all test booklets and answer booklets that were:
  - ✓ shipped to our school;
  - ✓ handed to Teacher(s)/Test Administrator(s);
  - ✓ collected back from Teacher(s)/Test Administrator(s) and
  - ✓ returned to Measured Progress at the end of the testing window. **NOTE: UPS will pick up materials on Wednesday, October 26<sup>th</sup>, 2011 starting at 8:00 a.m.**

# SECURITY PROCEDURES

1. School staff will participate in an informational meeting and receive written material about the security procedures.
2. Every school staff person who **handles** a test booklet or answer booklet or other secure materials will sign an "Affirmation of Test Security."
3. The Principal/School Testing Coordinator will verify the receipt of materials.
4. The Principal/School Testing Coordinator will **personally** distribute test booklets/materials to each Teacher/Test Administrator.
5. Every Teacher/Test Administrator will **personally** sign that he/she has received a specific number of test booklets and answer booklets.
6. Prior to testing, every Teacher/Test Administrator will review the grade-specific *Test Administrator Manual* to become familiar with all administration procedures and with details about which materials and equipment are permitted or prohibited during the administration of each assessment.
7. If there are any school personnel who assist with test administration/make-up testing/coding, etc., they each must sign the "Affirmation of Test Security" to verify his/her involvement and understanding of guidelines and procedures.
8. At the conclusion of testing (and following completion of make-up testing and coding, if any), the Teacher/Test Administrator **personally** will return all of the test booklets to the Principal/School Testing Coordinator and sign them in, ***counting the booklets*** to verify that all have been returned.
9. The Principal/School Testing Coordinator will complete, print and sign the Measured Progress online *Certification of Proper Test Administration* form.
10. The Principal/School Testing Coordinator will affirm to the District Testing Coordinator that all test booklets have been returned to Measured Progress and that all procedures have been followed appropriately.