NECAP Science Assessments

"DOs and DON'Ts" of Test Security

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It is essential to follow security measures before, during, and after testing in order to ensure the validity, reliability and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in the test administration manuals and the assessment security instructions and procedures provided by the Rhode Island State Assessment Program for the NECAP Science Assessments.

The educational testing instruments used in the Rhode Island State Assessment Program are considered secure materials. Security of these testing materials is the responsibility of all school district employees who come into contact with or are assigned responsibility for the receipt, inventory, administration, storage and return of these materials. **Failure to safeguard these test materials or to comply with standardized test administration procedures could adversely affect an individual's employment and/or certification status.** (Refer to the ASSESSMENT SECURITY NOTICE, below.)

This information is provided to assist you in determining what activity might constitute a breach of security. This list is not intended to include every possible circumstance where a security breach might occur.

- ✓ All test booklets, answer booklets, and grades 4 and 8 inquiry task booklets and kit materials, must be kept in a locked and secure area except during actual test administration. This includes time periods 1) prior to the beginning of testing, 2) at the close of each testing session, and 3) following completion of all testing and prior to the return shipment of the test booklets, answer booklets and inquiry task booklets to the testing company.

- ✓ Photocopying, hand copying or otherwise reproducing ALL OR ANY PART of test booklets, answer booklets or inquiry task booklets is strictly prohibited. All assessments are to remain secure throughout all phases of the testing process.

- ✓ Only persons explicitly designated to administer tests to students, to provide special codes to test booklets, or otherwise to handle (*e.g.*, distribute or package) test booklets, answer booklets, inquiry task booklets or kit materials for the inquiry task may have, at any time, possession of a test booklet or answer booklet or inquiry task materials.

- ✓ Students must never be exposed to test items or inquiry tasks or kit materials prior to, between testing sessions or following test administration.

- ✓ All persons are prohibited from providing students with the answers to test items or inquiry tasks at any time (before, during, and after test administration has been completed). This includes provision of cues, clues, hints and/or actual answers in any written, printed, electronic, verbal and/or non-verbal form.

- ✓ Responses to test items and inquiry tasks must represent the student's own independent and unaided thinking and must remain unchanged after test administration is complete. All persons are prohibited from changing or editing students' answers to test items or inquiry tasks, either by providing hints or clues to wrong answers during test administration or by erasing or correcting wrong answers recorded, or provided in other ways, by the student. Allowable testing accommodations (refer to appendices in the Test Administrator Manual) remove barriers to

participation so that these students may provide their own responses without giving them an advantage over other students.

- ✓ All NECAP test booklets and answer booklets and grades 4 and 8 inquiry task booklets are numbered and **must** be returned following the completion of testing. **NOTE:** *Following the conclusion of testing, the kit materials are no longer secure and should not be returned to Measured Progress*.

- ✓ During the test administration, Test Administrators should monitor the testing process by moving unobtrusively about the room. It is difficult to observe testing in progress if one merely sits or stands in the front of the room. The Test Administrator is to devote total attention to the students being tested and to avoid involvement in paperwork or any other activity that distracts from proctoring.

- ✓ Using test items and inquiry tasks in *any* form (including rewording actual test items) during the testing process is *strictly prohibited*.

- ✓ Teachers are not to attempt—formally or informally—to score answer booklets or inquiry task booklets for any NECAP assessment. Scoring is the responsibility of the test contractor.

- ✓ Use of test materials at times, and for purposes, other than those approved by the Rhode Island Department of Education is strictly prohibited.

ASSESSMENT SECURITY NOTICE

Each assessment instrument in the Rhode Island State Assessment Program is procured and disseminated to local school districts by the State of Rhode Island under the authority of the Commissioner of Elementary and Secondary Education and the Board of Regents for Elementary and Secondary Education. The assessment booklets are the property of the State of Rhode Island and may not be retained by school personnel. These assessments may not be copied or reproduced in any way. All test booklets, answer booklets, inquiry task booklets (grades 4 and 8), and all drafts must be returned as directed by the State of Rhode Island Department of Education at the close of test administration. Reproducing or copying the NECAP Science Assessments is a violation of the assessment security procedures established by the States of Rhode Island, New Hampshire and Vermont.

It is the position of the Rhode Island Department of Education that reproducing, copying or retaining these assessments, or any other compromise of the security of assessment instruments, constitutes unprofessional conduct which could lead to the suspension or revocation of your certification. Under R.I.G.L. 16-11-4 certificates may be revoked "for cause."

All school staff who administer the NECAP Science Assessments and support staff who handle test materials are required to sign an affirmation that they understand test security expectations. Furthermore, district testing coordinators and principals are required to sign an affirmation providing assurances that, to the best of their knowledge, the test security procedures have been followed; that no retention of test booklets or answer booklets or inquiry task booklets (grades 4 and 8) has occurred; and that test administration guidelines and procedures set forth in the *Principal/Test Coordinator Manual* have been followed and specifically noting any exceptions or problems. Should such affirmation and assurances be intentionally false, submission of the affirmation may constitute submission of a false document to a public agency in violation of R.I.G.L. 11-18-1. Any violation may also constitute cause for the suspension or revocation of your certificate under R.I.G.L. 16-11-4.