

Rhode Island State Assessment Program:

NECAP Science Assessment

"OVERVIEW OF TEST SECURITY PROCEDURES"

May 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 security procedures
- ✓ Review the required procedures
- ✓ Understand our school's plan to implement these procedures
- ✓ Distribute security material to all staff
- ✓ Have *all* test administrators and relevant support staff sign the "*Affirmations of Test Security*"

The Intent of
STANDARDIZED TEST ADMINISTRATION
and TEST SECURITY is...

- To **ensure** that all students in grades 4, 8 and 11 in Rhode Island, New Hampshire and Vermont are tested under comparable conditions that do not advantage or disadvantage them
- To legally **protect** everyone who comes into contact with test and answer booklets

This will be done by . . .

1. Documenting that secure storage of test and answer booklets is maintained at all times;
2. Verifying **by counting**, *all* test booklets and answer booklets:
 - ✓ that were shipped to our school;
 - ✓ that were handed to test administrator(s);
 - ✓ that were collected back from test administrator(s); and
 - ✓ that were returned to Measured Progress

TEST 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 must sign an "Affirmation of Test Security."
3. The Principal/School Testing Coordinator must verify the receipt of materials.
4. The Principal/School Testing Coordinator must **personally** distribute test booklets and answer booklets to each Test Administrator.
5. Every Test Administrator must **personally** sign that he/she has received a specific number of test booklets and answer booklets.
6. Prior to testing, every Test Administrator will review the *Test Administration 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 who assist with test administration/make-up testing/coding, etc., each one must sign the "Affirmation of Test Security" to verify his/her involvement.
8. At the conclusion of testing (and following completion of make-up testing and coding, if any), the Test Administrator **personally** must 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 must complete, print and sign the Measured Progress online *Certification of Proper Test Administration* form.
10. The Principal/School Testing Coordinator must affirm to the District Testing Coordinator that all test booklets have been returned to Measured Progress and that all procedures have been followed appropriately.