Springfield
CITY SCHOOL DISTRICT

Every Student | Every Opportunity | Every Day

2018–2019 District Test Security Procedures

Springfield City Schools will follow the test security procedures outlined in Ohio Administrative Code 3301-13-05.

<u>Assessment Staff</u>

District Test Coordinator – Crystal Aker – Career ConnectEd Center

School/Agency	School Test Coordinator
Clark Center	Deb Accurso
Fulton Elementary School	Kristin Cole
Hayward Middle School	Christopher English/Edna Chapman
Kenton Elementary School	Rob Cassell/Amy Paul
Kenwood Elementary School	Zachary Raines/Ally Thurman
Lagonda Elementary School	Jessica Wells
Lincoln Elementary School	Chaka Colstock/Jim Scoby
Mann Elementary School	Andrew Couper/Dawn Spangler
Perrin Woods Elementary School	Krystal Cole
Roosevelt Middle School	Tim Elliott
Schaefer Middle School	Kim Watkins/Cody Bryson
School of Innovation	Catherine Lestrud
Snowhill Elementary School	Robbyn Clayborne
Snyder Park Elementary School	Trevin Bair
Springfield High School	Dee Thomas/Susan Backus/Karen Teusink
Warder Park Elementary School	Jennifer Ulery-Smith

Other Satellite Agencies	Agency Test Coordinator
Clark County Juvenile Detention Center	Candace Copeland
Oesterlen	Nadia Alaoui Bouhamid/John Hogsett
OIC	Jennifer Janutolo
West Central Juvenile Detention Center	Scott Ernest
Youth Challenges	Sarah Armstrong

Technology Staff – Directors and Specialists
Test Administrators – Certified Teachers, Administrators, Tutors, and Substitute Teachers
Monitors – Teachers, Administrators, Tutors, Paraprofessionals, and Student Teachers
Translators – Certified Teachers and Contracted Translators
Scribes – Certified Teachers, Administrators, Tutors, and Substitute Teachers

School/Agency	Student Services Supervisor
Clark, Lagonda, Snyder Park	Ryan Leach
Fulton, Perrin Woods, Roosevelt, Warder Park, Grades K-6 Low Incidence	Shimika Duerson
Kenton, OIC, Schaefer, School of Innovation, Youth Challenges, Grades 7-12 Low Incidence	Rachel Hill
CTC, Snowhill, Grades 9-12 Transition	Jacqueline Gray
Oesterlen, Springfield High School	Georgette Rasor
Hayward, Kenwood, Lincoln, Mann, Non-Public Schools	Lorraine Clemons

School/Agency	English Learner Coordinator
All Schools	Rebeckah Young

Handling of Testing Materials

Receiving Materials from Vendor -
When a mail service such as UPS or FedEx delivers the boxes of materials to our district office at Career ConnectEd Center, the receptionist contacts the district test coordinator who then retrieves the boxes from the office and locks them in a secure room. If the district testing coordinator is not in the building, other designated staff will retrieve the key to the secure room and lock up the boxes.

The district test coordinator acknowledges and accounts for any materials received at the district level but will not open up any school boxes. Any discrepancies of district materials will be reported to the test vendor by the district test coordinator.

The district test coordinator then adheres a label with the school and school test coordinator name to the appropriate boxes for delivery.

Shipping to Schools/Agencies –
A request for delivery is made with the district's courier who then accesses the boxes from the secure room at Career ConnectEd Center and delivers them to each school or local agency.

The district test coordinator delivers materials to test coordinators of local and state satellite agencies via FedEx.

Storage at Schools/Agencies –
Once the boxes arrive at the schools and agencies, the school/agency test coordinators lock up the materials in a secure room.

School/agency test coordinators acknowledge and account for any materials received for their school. Any discrepancies are reported immediately to the district test coordinator who will then contact the test vendor.

During Testing –
Only school/agency test coordinators are allowed access to the secure room during the test administration.

Each day of testing, the school/agency test coordinator has a process for signing out and in test booklets and other materials to test administrators. The security tracking form provided by the test vendor or some other chain-of-custody document may be utilized by each school/agency test coordinator to track materials. Any materials utilized by the district test coordinator are accounted for each day and locked in a secure room.

For students on home instruction, tutors check out the materials each day from the school test coordinator and lock it up during the day at the school. Overnight, the documents stay with the tutor until they can lock them up in the morning.

Shipping to District –
Once testing is completed, the school/agency test coordinators prepare materials for shipment. The district test coordinator arranges for the materials to be delivered via the district courier or FedEx. The courier picks up the materials from the school's secure room and places them in the secure room at Career ConnectEd Center.

The district test coordinator arranges for delivery of materials from test coordinators of local and state satellite agencies. The materials are acknowledged and accounted for by the district test coordinator. Any materials utilized by the district test coordinator and the satellite agencies are boxed and prepared for shipment.

Boxes received by each school are not opened by the district test coordinator.

Shipping Materials to Vendor –
Once arrangements have been made for a shipping service to pick up test materials, either the district test coordinator or staff of Career ConnectEd Center will direct the shipping service to gather the boxes from the secure room.

<div align="center">Communication of Procedures</div>

The district test coordinator will include a copy of the *Ohio's State Tests Rules Book, Ohio Accessibility Manual,* and *District Test Security Procedures* in the district's *Public School Works* assessment training course so that each school staff member can acknowledge that they are responsible for the contents and rules every school year.

Additionally before each test administration, the district test coordinator will review these procedures with the school/agency test coordinators. Likewise, the school/agency test coordinators will review these processes with their test administrators. Test administrators will be reminded to never take photographs of students, tests, computers or the testing room during testing. Test administrators will remind students about the student cell phone policy below before each test administration.

School/agency test coordinators, technology staff, test administrators, and other assessment staff will sign an agreement each year. These agreements will be kept digitally or in paper form for a minimum of three years.

A copy of the *District Test Security Procedures* will be posted to the district website for staff, families, and students to reference.

Policy on Student Cell Phones and Reproduction of Test Materials

Before testing, students will be asked to turn off their cell phones and place them on their desk during the administration of the test. This will ensure students are not distracted by the phone and test security is honored. Should a student need to go to the restroom or another location during the test, the phone shall remain in the classroom.

Should a student decide to use their cell phone during the test for any reason, related to the test or not, the test will be invalidated. The student's parent or guardian will be notified of this occurrence.

Photographing, texting, or otherwise reproducing test material is strictly prohibited. If a student photographs or texts information about a test item(s), including posting it to social media, the Ohio Department of Education will be contacted and further disciplinary measures will be taken against the student.

Students can use their cell phones after testing as long as all other students have completed testing in the testing environment.

Policy on Staff Cell Phones and Reproduction of the Testing Environment or Materials

Test administrators may have a cell phone for medical and technological emergencies, to use as a time keeper or to otherwise perform necessary test-related actions and will not use the cell phone for non-test related issues or personal issues. Test administrators are to never take photographs of students, tests, computers or the testing room during testing.

Test Administrator Qualification and Monitoring

Any person administering a test must be an employee of the district and hold a license, certificate or permit issued by the Ohio Department of Education.

A test administrator must be in the room at all times. This person must actively monitor students to ensure test security. If the test administrator must leave the room in which the test is being administered, another test administrator who meets the criteria above must replace them.

The ratio for testing purposes is one test administrator to 30 students in any testing room. For any group of more than 30 students, a proctor or monitor must be in the room with the test administrator. The proctor or monitor is not required to meet the criteria above for test administrators.

A test administrator must actively monitor the test session. This includes but is not limited to the following: walking around the room, making sure the students are taking the correct test, observing that students are not involved in activities that might be considered cheating, monitoring test completion per student, monitoring how much time is left in a test session, and generally being involved with the test session. These are not active monitoring behaviors: reviewing a test so closely that student responses are clearly read, being involved with non-test administration activities such as grading papers or reading a book, or leaving the students unattended while the test is still in session.

Alleged Violations of Test Security

When an alleged violation of test security in the form of an irregularity, standardized administration test irregularity, or test security violation may have occurred, staff will be instructed to first contact the school/agency test coordinators, who have been instructed to contact the district test coordinator immediately with details of the allegation. This violation may be caused by a staff member, student, or both. The district test coordinator will then contact the Ohio Department of Education to consult about the next steps.

In most cases, the school/agency test coordinator will be asked to fill out a Report of Test Incident which is located in the *Ohio's State Test Rules Book.* This report will stay in the school and district in less severe cases but may need to be submitted to the Ohio Department of Education for more severe violations. For less severe violations, an alternate version of the test may be used if a student's test needs to be invalidated.

If the Ohio Department of Education requires an inquiry due to the severity of the alleged violation, an investigation will be conducted by the district test coordinator which will last no more than 10 days (or longer if necessary). During this investigation, due process procedures will be followed to allow for the accused individual's legal representation (if desired) and chance to share their perspective. All of the individuals involved will be interviewed and other data gathered to determine if a violation occurred.

If a student is found to be in violation, their test(s) will be invalidated.

If an employee is found to be in violation, the results of the investigation will be sent to the employee, the district's human resources director, the superintendent, and the Ohio Department of Education within 10 days of the investigation's conclusion. Any action taken by the school and/or district will also be included in the report to the Ohio Department of Education.

Student Fitness Trackers and Smartwatches

Some test vendors require the removal of student fitness trackers and smartwatches before entering a testing environment. Students will be informed of this requirement before test day so they can plan accordingly.