



**Policy 2340
Test Security**

Name _____

Signature _____

Date _____

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Testing Code of Ethics

The Testing Code of Ethics addresses special concerns regarding appropriate professional practices within the WV-MAP, as well as appropriate professional conduct. The Testing Code of Ethics supplements the practices and procedures set forth by Policy 2340.

ETHICAL TESTING PRACTICES

Test Security

1. County school personnel shall establish and implement procedures to ensure maximum test security and limit access of secure materials to applicable county/school personnel.
2. Apart from the scheduled test administration to students, secure test materials shall be stored in a locked and secured location by the county test coordinator in accordance with the test administration guidelines of each assessment.
3. The county test coordinator shall be responsible for the test booklets/answer sheets received by the county and shall maintain a record of the booklets sent to each school in accordance with the test administration guidelines of each assessment.
4. Before each test administration, materials must be distributed and stored according to instructions provided with the test. Tests must be secured at all times during test administration, including all breaks in the testing sequence. All test booklets (used and unused) and answer sheets, if applicable, must be counted, reconciled, and returned to a locked and secured area immediately upon the completion of each daily testing session.
5. Secure test materials in a school must be stored in a locked and secured location(s) before and after each daily testing session. Secure test materials are to be stored in the building before and after testing in accordance with the test administration guidelines of each assessment. Testing, including makeups, must occur during the testing window. Access to test booklets and answer sheets shall be restricted to the scheduled dates of test administration.
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6. Any allegations of cheating, security breach, testing administration breach, copyright infringement, loss of materials, or other deviation from acceptable and ethical security procedures shall be reported immediately to the principal, county test coordinator, county superintendent, and the WVDE. The WVDE shall report allegations to the State Superintendent according to the protocol outlined in this policy.
7. No secure test materials, test questions, or student responses/answer sheets shall be reviewed, retained, reproduced, paraphrased, or discussed in any manner. Additionally, teachers and/or students may not alert examinees to the correct answer choice by any means, including but not limited to, pointing to the correct answer, eliminating answer choices, or mouthing the correct answer.

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8. Personnel responsible for the testing program shall participate in the training for each assessment's appropriate test administration procedures as outlined in Appendices B-H.
9. Each county test coordinator shall complete each required WVDE assessment training and sign a County Test Coordinator's Secure Materials and Test Procedures Agreement (Appendix B). The agreements shall be filed at the WVDE before access to secure test materials is provided.
10. Each county technology coordinator shall complete each required WVDE assessment training and sign a WVDE/County/School Technology Personnel Secure Materials and Test Procedures Agreement (Appendix H). The agreement shall be on file with the county test coordinator before access to secure test materials is provided.
11. Principals shall complete each required county test coordinator's assessment training and sign a Principal's/Secure Materials and Test Procedures Agreement (Appendix D). The agreement shall be on file with the county test coordinator before access to secure test materials is provided.
12. School test coordinators shall complete each required county test coordinator's training and sign School Test Coordinator's Security Agreement and Test Procedures (Appendix E). The agreement shall be on file with the county test coordinator before access to secure test materials is provided.
13. Any individual who administers, handles, or has access to secure test materials at the county or school shall complete each required assessment's training and sign the appropriate training verification form to remain on file in the appropriate office each year.
14. No one shall compromise test security or the accuracy of the test data and results by manipulating the test administration, test equipment, demographic data, or the students' answers or data.
15. Student test scores or test performance shall not be disclosed to unauthorized persons as per the FERPA, the Student DATA Act, Policy 4350, the WVDE Data Access and Management Guidance, and Policy 2340.

Test Administration

1. Tests shall be administered only during the testing window established by the WVBE, except when requested, in writing, by the county superintendent and county test coordinator and subsequently approved by the WVDE.
2. Examiners of standardized tests shall rigorously follow the appropriate administrative procedures as directed in the test's administration manual(s).
3. All examiners shall strive to create a positive testing environment.
4. Students shall not have access to secure test content and materials.
5. Examiners shall limit assistance to students to only those issues concerning the mechanical aspects of selecting answers, clarifying directions, and finding the right place on answer sheets or electronic display. Examiners shall not indicate answers, point out the rationale of an item, or prompt students in any manner.

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6. Students, examiners, and technology specialists shall be monitored to ensure that appropriate test-taking procedures and test security measures are followed.
7. Specific instructional information, as specified in the test manuals, shall not be displayed in the room during test administration.
8. Only references or tools specifically designated in test manuals are provided to students.
9. Accommodations, as appropriate, for students with IEPs, Section 504 Plans, or EL Plans shall be provided as established by their respective plans.
10. An examiner shall not administer tests to family members or individuals living in the same household.
11. Appropriate test preparation is recommended and may include the use of diagnostic and interim assessments, the formative assessment process, standards-focused instruction, and the development of study skills and test-taking strategies.

Test Notification

Students and parents/guardians shall be:

- a. given notification before testing;
- b. provided information on the purposes and descriptions of the test and uses of the test results;
and
- c. encouraged to follow test preparation procedures.

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Appendix F

West Virginia Board of Education Policy 2340, West Virginia Measures of Academic Progress

State of West Virginia, County of _____

West Virginia Constitution, Article XII, §2; W. Va. Code §18-2E-1a(8), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

Examiner's/Scribe's Secure Materials and Test Procedures Agreement

I acknowledge that I will have access to secure assessments in the WV-MAP. I also acknowledge that I have read, understand, and agree to adhere to Policy 2340, including the Testing Code of Ethics (Appendix A), for all assessments within this policy. I understand that these materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training.

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, or review/discuss secure test materials and/or test items.
2. I will not use test items, test booklets/answer sheets, or any of the information contained in an assessment to review/prepare students for a test.
3. I will not allow access to the test materials or answer keys to any student or any other person not so authorized by the principal.
4. I will not alter students' responses in any manner (indicate answers, point out the rationale, prompt, etc.).
5. I will not share my method of authentication, including, but not limited to, my username and password to access any testing platform or student data/results.
6. I will not disclose individual student test scores or test performance data to unauthorized persons as outlined in FERPA, the Student DATA Act, Policy 4350, the WVDE Data Access and Management Guidance, and Policy 2340.
7. If serving as an examiner for the alternate assessment, I will adhere to the prompting hierarchies and document all applicable assistive technology to ensure the accuracy of student responses.
8. If serving as an examiner for students with IEPs, Section 504 Plans, or EL Plans, I will adhere to the accommodations listed therein and monitor using the appropriate process as identified by the WVDE.
9. If serving as an examiner for an online assessment, I will not offer technical assistance (e.g., accessing the dictionary, grammar checks, formatting functions, etc.) that might alter the accuracy of student responses in the web-based assessment before, during, or after the administration of the test.
10. I understand that I can only use an electronic device, such as a cell phone, during test administration only to communicate directly with the principal and/or school test coordinator to address any immediate issues (e.g., technology issues, medical emergencies, testing disruptions, etc.) that might arise during testing.
11. I understand that electronic devices used in alleged cheating cases will be confiscated until the county, in consultation with local legal counsel, has determined the device contains no secure testing information.
12. I have read and understand Policy 2340.
13. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification/permit may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the Examiner's/Scribe's Secure Materials and Test Procedures Agreement to the appropriate test administrator five instructional days before administering any assessment.

Signature: _____

Print Name: _____

Position: _____

School: _____ Date: _____

*Signed copies of this form should be kept on file at the school and the county office.
If this form is not on file, it will be considered a breach of security by the county and WVBE.
This agreement is valid for the academic year of the signatory date and shall be signed before
the administration of any tests.*

Questions

