

Barnesville Public Schools Testing Security Procedures 2023 Updated

Each person who will be handling test materials or in a testing room must read and follow our district testing procedures as outlined below.

Before Testing:

Complete the 3 training modules in [PearsonAccessNext.com](https://www.pearsonaccessnext.com)

Select Resources & Training

Training

Training Management System

Login (you may have to reset your password as they expire after 1 year)

Select Test Monitor If you administer MTAS, select MTAS Administrator

Complete Test Security Training module (includes non-disclosure)

Complete Active Monitoring module

Complete Administering the MCA module.

Preparing Students for Testing:

Prepare student for testing by using the item samplers available on [PearsonAccessNext.com](https://www.pearsonaccessnext.com) located under Preparing for Testing. The following resources are also available:

Testing Directions Print out the script and read the first day of testing and subsequent days of testing.

Student Tutorials

Item Samplers

Formula Sheets

Stand Alone Calculator information

Preparing the Testing Room:

Most teachers will be testing in their own classrooms, any items related to education need to be removed or covered. Small group administrations, should inspect the testing room to make sure no educational materials are displayed.

During Testing:

Read to the students Directions for Online Administrations before testing begins. If monitoring a paper test read Directions for Paper Administrations.

Follow the active monitoring procedures as described in the video training.

No cell phones are allowed in the testing room. No smart watches or fitness trackers are allowed in the testing room. Instruct all students to leave these devices in their lockers. No cell phones are to be used during breaks in testing.

Only 1 student at a time may leave the room for bathroom breaks. Turn iPads over when the student leaves the room.

If you are giving a testing break, students are not to discuss test content and their iPads need to be turned over. Cell phones may not be used.

Technical problems should be addressed by emailing Casey or Amy Wierschke or calling us If you are able.

Fire drills or other codes, safety of students is first, if possible secure the testing room. Turn iPads over. Paper test booklets are closed. Students are not to discuss test content.

If a student becomes ill and does not return to test, they will finish on test make-up days.

Students who finish the test and remain in the testing room can read a paper book or work on paper homework not related to test content. They may not use any electronic device.

Subsequent days of testing, students who are finished may not be in the testing room. The high school teacher will send the students who are finished to a district teacher who has preparation that hour and agrees to take charge of the students.

At the end of a test session, collect any secure materials. Follow secure materials instructions as described below.

After a Test Session:

Collect any secure materials: test tickets, scratch paper, formula sheets, student test booklets and return to Amy Wierschke in the high school and Kari Wilson at the elementary school. If testing for multiple days, secure materials may be kept in a secure place in your room and turned in when the test session is complete. Amy and Kari will shred testing tickets and scratch paper. Paper testing materials will be returned to Amy Wierschke following completion of testing for return to MDE.

Chain of Custody for Secure Materials:

All paper test materials are checked in by Amy Wierschke and kept secure until the day of testing. Test monitors will be given student test tickets the day before or day of testing. Test monitors will also make a note of who is in the testing room to assist with the session. Please give this information to Amy. All test materials that must be returned will be checked and packed by Amy.

Please report any suspected misadministration or security breaches to Amy Wierschke as soon as possible. For example, cell phones in the testing room, students trying to cheat, or secure materials missing. Amy Wierschke will complete a Test Administration Report as needed.

Reminder: Test results that are available shortly after testing are considered preliminary and may not be discussed in a public forum. You may share with parents and use the information to plan for further teaching.