Test Security and Administration Training

Presented by
Nevada Department of Education (NDE)
Office of Assessment, Data and Accountability Management

http://www.doe.nv.gov/Assessments/

NEVADA
Department of Education

Thank you for attending the Nevada Department of Education's Test Security Training. This fulfills the annual required training for all school test coordinators, test administrators and proctors.

Published: August 2024

Presentation Video, 11 minutes
YouTube: https://youtu.be/5WDSHXC1rOQ
Title: 24-25 NDE Test Security Video
Channel: WCSD Assessment

INFORMATION
https://www.washoeschools.net/Page/452

FORM: Acknowledgement of Training
https://www.washoeschools.net/cms/lib/NV01912265/Centricity/domain/160/forms/FORM_TrainingIndividual.pdf

FORM: Confidentiality Agreement
https://www.washoeschools.net/cms/lib/NV01912265/Centricity//Domain/160/Forms/FORM_ConfidentialityAgreement.pdf

Test Security and Administration Training

Contents

- Importance of test security

- Secure test administration practices

- NDE-specific policies and processes

NEVADA
Department of
Education

In this session, we'll discuss the importance of test security to maintain a valid and reliable assessment, we'll look at some best practices to keep administrations secure and finally, we'll talk about some specific policies in Nevada.

Test Security and Administration Training

Why Test Security?

- Required by NRS 390.270-390.430
- Strict adherence to procedures
  - Minimizes errors
  - Provides consistency and equity in test administration
  - Protects the integrity of the State assessment program

NEVADA
Department of
Education

Test security training is required by state law, which outlines the responsibilities of the people involved in order to minimize errors, and to provide uniform procedures in administration.

Why Test Security?

- Every student in the Nevada public education system must be given an opportunity for a fair and valid testing experience.
- Valid test scores allow students to receive the instruction they require to become successful.

NEVADA
Department of
Education

Every student in the Nevada public education system must be given the opportunity for a fair and valid testing experience, so they may receive the instruction they need to be successful.

Test Security and Administration Training

Threat Awareness

- Threats vary by delivery mode (computer v. paper & pencil).
- Be aware of the testing environments.
- Inspections may ensure that security procedures are maintained at each site.

NEVADA
Department of
Education

Here are some ideas to facilitate a secure test administration.
- To help ensure proper test delivery, it is critical to be aware of potential threats.
- Threats will vary by test delivery mode, such as computer and paper-and-pencil.
- Environment Control means that test takers cannot use environmental features, such as location and access to the restrooms, to cheat or steal.
- Site inspections ensure that test security procedures are being followed at each test site.

Test Security and Administration Training

Examples of Threats

- **Cheating Threats**
  - Collusion
  - Cheating aids
  - Proxy test takers
  - Copying other student's responses
- **Theft or Stealing Threats**
  - Digital photography
  - Transcribing
- **Program Integrity Threats**

NEVADA
Department of
Education

Here are just a few of the threats that an accountability testing program faces. Examples include (1) using pre-knowledge of live content, (2) colluding with others, (3) using cheating aids, (4) using a proxy test taker, (5) modifying the scoring process, and (6) copying answers. One possible definition of cheating is, "A behavior which could result in inappropriately increasing the score on a test."

Traditional Approaches to Cheating are Alive and Well

The existence of threats and vulnerabilities during test administration is not always apparent. In fact, sometimes the risks don't even enter our thinking until we analyze data and question the presence of anomalies. When tests are given over the course of several days, weeks, or months, they can be easily stolen and disclosed regardless of the administration method. Some believe that items can become compromised by exposure or overuse. That's not true. If no one shares or discloses the items, it doesn't matter how many people have seen them. Items do not become tattered like a well-read book. They are stolen, and it only takes one person to harvest them.

Students may be very creative while attempting to cheat…

Test Security and Administration Training

The Perils of Social Media and Testing

- Students try to share test content via screen capture postings (Instagram, Snapchat, etc.)
- In some instances, with parent encouragement
- Need to be vigilant in making sure that unauthorized devices are not present in the testing environment.
- Recent instances of memorized responses indicate that cheating & plagiarism may not require devices to be present in the testing environment.

NEVADA
Department of
Education

Social media and evolving technology add additional degrees of difficulty. Administrators need to remain vigilant in making sure that unauthorized devices are not present and test content remains secure, and remain aware that even the best device-awareness may not catch all instances of cheating.

Test Security and Administration Training

Technology

- Bluetooth-enabled earpieces
- Spy cameras and smart watches
- Non-testing apps in testing device
- AI-generated responses

NEVADA
Department of
Education
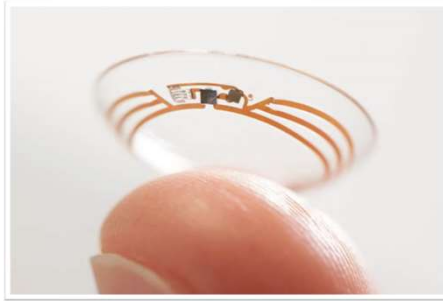
Test security is in a constant race with new technology, but even classic means of technology usage can become security challenges. Only by carefully monitoring the administration can we assure that content isn't shared online.

Test Security and Administration Training

Test Administration Basics

- Follow published procedures.
- No unsupervised breaks.
- Personal belongings/non-permissible materials prohibited.
- Electronic devices are prohibited unless required for test administration or a permissible testing accommodation.
- Test takers are monitored to ensure they are working independently and adhering to procedures.
- Teachers, when practicable, should not monitor their own classrooms.
- State and District test security manuals specify implementation and policy expectations for these points.

NEVADA Department of Education

Test Administration Basics include:
- Administrators must follow published procedures.
- No unsupervised breaks are allowed.
- Personal belongings and non-permissible materials are prohibited.
- Electronic devices are prohibited in the testing environment unless they are required for test administration or if a student has an accommodation for a specific permissible device.
- Test takers and their screens are closely and regularly monitored.
- Teachers, when practicable, should NOT monitor their own classrooms.
- Review the State Test Security Procedures publication and your district's security policy documentation for specific details of these very general points.

Sample Test Administration Checklist

| No.	Item	✓	Comments
1	All materials related to test content are not visible in the room during testing.		
2	The desk/tables are arranged to prevent test takers from viewing each other's test.		
3	Desks/tables are clear of all materials except what is allowed in the test administrator manual.		
4	A seating chart has been completed.		
5	All cell phones/personal electronic devices have been collected from test takers.		
6	The Test Administrator read directions word for word from the provided script.		
7	Test takers worked independently.		
8	The testing room was free of disruptions.		
9	The Test Administrator answered only questions related to the test directions.		
10	Only one test taker at a time was given a break and they were monitored during that time.		
11	When the test takers returned from breaks, they did not go back to previously answered questions.		
12	All test takers remained quiet as throughout the test administration.		
13	Once the test was completed the materials were delivered to the Site Coordinator immediately.		
14	Test takers were never unsupervised.		
15	All test administration staff have signed an Acknowledgement of Training/Security Agreement.		

Here is a sample checklist for test administration. Note that this list will change depending on the priorities and environment of the test.

SAMPLE items for Test Administration Checklist
❑ *All materials related to test content are not visible in the room during testing.*
❑ *The desk/tables are arranged to prevent test takers from viewing each other's test.*
❑ *Desks/tables are clear of all materials except what is allowed in the test administrator manual.*
❑ *A seating chart has been completed.*
❑ *All cell phones/personal electronic devices have been collected from test takers.*
❑ *The Test Administrator read directions word for word from the provided script.*
❑ *Test takers worked independently.*
❑ *The testing room was free of disruptions.*
❑ *The Test Administrator answered only questions related to the test directions.*
❑ *Only one test taker at a time was given a break and they were monitored during that time.*
❑ *When the test takers returned from breaks, they did not go back to previously answered questions.*
❑ *All test takers remained quiet as throughout the test administration.*
❑ *Once the test was completed the materials were delivered to the Site Coordinator immediately.*
❑ *Test takers were never unsupervised.*
❑ *All test administration staff have signed an Acknowledgement of Training/Security Agreement.*

NDE Test Administration Procedures
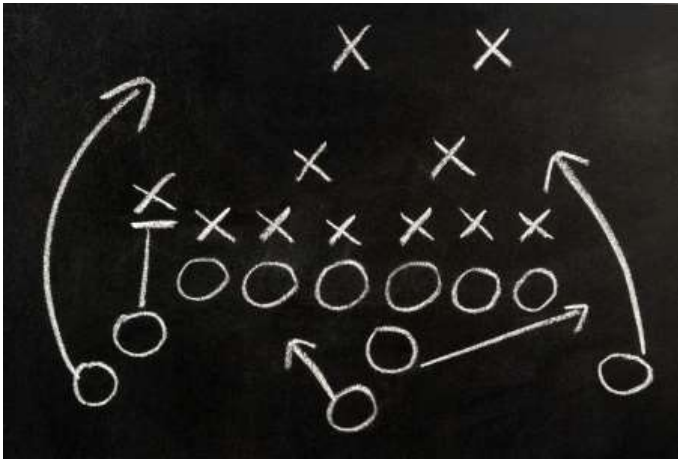
Let's look at some specifics for test administration in Nevada.

Test Security and Administration Training

Resources

- NDE Test Security Procedures (state test security plan)
- District and School Test Security Plans
- Usability, Accessibility and Accommodations Guide
- Test Administrator & Coordinator Manuals

NEVADA
Department of
Education

School Test Coordinators should familiarize themselves with the available resources, including
- The NDE Test Security Procedures manual
- Your district and school test security procedures
- The Usability Accessibility and Accommodations Guide
- Test Coordinator and Administrator Manuals

Test Security and Administration Training

Personal

- All individuals involved with the testing process must be trained for the current school year.
- Document attendees and keep training records 3 school years.
- The test administrator is responsible for all testing activities at the classroom level.
  - Must be a licensed Nevada educator (licensed substitutes may serve as test administrators).

Any individual involved with state-mandated assessments must be trained in security procedures. Records of these trainings must be kept for 3 school years. The test administrator is responsible for <u>all</u> testing activities at the classroom level, and must be a licensed Nevada educator (licensed substitutes may serve as test administrators).

Test Security and Administration Training

Personal

- Proctors (individuals assisting the test administrator) may be unlicensed, but must not be unsupervised in the testing room.
  - Student teachers
  - Aides
  - Community volunteers
  - Emergency Substitutes

NEVADA Department of Education

Proctors (persons assisting with test administration) may be unlicensed, but must not be unsupervised in the testing room. A licensed educator must be present at all times.

Accommodations and Support

- Testing Platform
  - Select embedded accommodations and designated supports in DRC's INSIGHT Portal **prior to administration.**
- School
  - Provide non-embedded accommodations and supports to test administrators.
- Classroom
  - Ensure appropriate accommodations are provided to students in the testing environment.

NEVADA
Department of Education

Accommodations and supports allow for equitable access to test content:
- Appropriate accommodations and designated supports **must** be selected in DRC's INSIGHT Portal **prior to administration.**
- Provide non-embedded accommodation and support information to classroom test administrators.
- Ensure accommodations and supports are provided at the student level.

Test Security and Administration Training

Reminders for Test Preparation

- Seating charts are strongly recommended.
- Check testing environments for non-permissible materials.
- Test Tickets must be maintained securely.

NEVADA Department of Education

If practicable, the NDE strongly recommends seating charts for test administration.
Check the testing environment for non-permissible materials on desktops and walls.
Test tickets must be maintained securely.

Test Security and Administration Training

Inform Students in Advance (posters, memos, etc.)

- <u>No</u> electronic devices unless a student has an accommodation plan that allows a specific *permissible* device.
- Possession of unauthorized devices is grounds for invalidation.
- Students interacting with other students (verbally or otherwise) is prohibited and is grounds for invalidation.
- Student cheating will result in invalid scores.
  - District is responsible for invalidating test in INSIGHT.
  - NDE may require additional invalidations.

NEVADA
Department of
Education

Inform students in advance of what is expected of them
- Electronic devices—other than those required for test administration— are prohibited unless a student has an accommodation that allows a specific permissible device.
- Possession of unauthorized devices, or interacting with other students are prohibited activities and grounds for invalid scores.
- All instances of student cheating will result in invalid scores, and it is the district's responsibility to invalidate the tests. The NDE may require further invalidations after reviewing evidence.

Test Security and Administration Training

At the beginning of the Testing Session

- Students must be given the appropriate test ticket.
- Personal items/non-testing materials must be stored prior to beginning the test, and must not be accessible during testing.
- No unauthorized individuals present.
- Document all individuals in testing room.
- All documentation retained for 3 school years.

NEVADA
Department of
Education

At the beginning of the testing session
- Students must be given the appropriate "Test Ticket."
- Personal items/non-testing materials must be stored prior to start of the session.
- No unauthorized individuals may be present in the testing room. This includes parents, community volunteers, students and school staff who are not participating in testing.
- All individuals in the testing room must be documented (and those records must be maintained for 3 school years).

Test Security and Administration Training

Test Administration

- Quiet, test-conducive environments
- Scripts read verbatim
- Students actively monitored
- **<u>NO</u> assistance provided to students other than general testing directions**
- No access to unauthorized devices/materials
- Students attended by licensed personnel while accessing the test

NEVADA Department of Education

- Ensure that test environments are quiet, scripts are read verbatim, and students are monitored to ensure they are working independently and adhering to procedures.
- NO assistance of any kind may be provided to students beyond making sure they understand the general testing directions.
- Access to unauthorized devices or materials is prohibited. (Test administrators and proctors should also avoid cell phone use unless it is only means of contacting administration.)
- Licensed personnel must be present while students have access to the test.

Test Security and Administration Training

Test Tickets

- Secure materials
- Count tickets when distributing and collecting
- Provide to the <u>correctly identified</u> students
- Follow the instructions in the Test Administrator's Manual for distributing and collecting test tickets.

NEVADA
Department of
Education

- Online Test Tickets contain student identifying information and are considered secure. Tickets should be counted when distributed and collected.
- Ensure that tickets are provided to the correct students, verifying that students with similar names are correctly identified.
- Some tests will require tickets to be collected and redistributed for another testing session or "Part." Follow the instructions in the Test Administrator's manual for specifics.

Test Ticket Errors

If a student tests with another student's ticket, or begins testing without the appropriate accommodations or designated supports

- Test Administrators contact school test coordinator (STC)
  - STC notifies District Test Director (DTD)
  - DTD contacts Department
- **Wait for further instructions**

NEVADA
Department of
Education

If a student tests with another student's ticket, or tests without the required accommodations or supports, test administrators must report the incident to your school test coordinator immediately and wait for further instructions. Do NOT retest the student until you have been notified that the test has been regenerated.

Test Security and Administration Training

Scratch Paper

- Considered as test materials, dispose securely.
- Collect after each testing session or "Part" before students are allowed to leave the testing room.
- Distribute **fresh** scratch paper at the beginning of each testing session or "Part".
- For the ELA/Math **_PT only_**, scratch paper may be retained for students between parts.
  - Students must write their name or other identifier on the page.
  - Saved scratch paper must be maintained as secure materials while in staff possession.

NEVADA
Department of
Education

Scratch paper is also secure and must be collected after each test session or "Part." Fresh scratch paper must be distributed at the beginning of a new session or "Part." The only exception to this rule is on the Smarter Summative Math & ELA Performance Tasks, where students' scratch paper may be collected and redistributed to those same students between two parts of the same task.

Test Security and Administration Training

Breaks

- Must be supervised
- Online tests may be paused for up to 20 minutes
  - Countdown timer appears on screen
- Students may not return to the same "Part" of a test after an unsupervised break, *except* for Computer Adaptive Test (CAT).

NEVADA
Department of
Education

- Breaks must be supervised (unlicensed personnel may supervise breaks occurring <u>outside</u> of the testing environment).
- Online tests may be paused for up to 20 minutes, and a countdown timer will appear on the screen.
- Remember, students may not return to a Part of a test following an unsupervised break. The Computer Adaptive Test—or CAT—is an exception, because students will not be able to view test content they have seen previously.

Unlocking Tests

District Test Directors have permission to unlock tests under certain circumstances, and only if the student has completed **5 or fewer responses.**

NEVADA
Department of
Education

Online Performance Tasks "lock down" each night, or "time out" after 20 minutes of inactivity, or when a student submits a test. "Unlocking" a test allows a student to access a test that has been timed out or submitted. Under certain circumstances, a district test director has permission to unlock a test when a student has completed 5 or fewer responses.

Test Security and Administration Training

Unlocking Tests

Contact your District for the following:

- Interruptions in the testing process, including
  - technology malfunctions
  - student illness
  - school evacuations
- Human error <u>discovered on testing day</u>, including
  - logging in to the wrong part of the test
  - unintentionally submitting PT before completion

NEVADA
Department of
Education

The School Test Coordinator must notify the District Test Director if any of the following occur:
- An interruption in the testing process, such as technology malfunctions, student illness or schoolwide evacuations, or
- instances of human error.

Test Security and Administration Training

- DISCLOSURE OF TEST CONTENT IS STRICTLY PROHIBITED (Copyright protected)
- PHOTOGRAPHING, RECORDING, OR TRANSMITTING ANY PART OF A TEST OR TESTING SESSION IS PROHIBITED
  - EXCEPTIONS:
    - Nevada Alternate Assessment is recorded
    - School or district test coordinator is gathering evidence to investigate a potential irregularity

DISCLOSURE OF TEST CONTENT IS STRICTLY PROHIBITED. It is the property of the NDE, and is copyright protected. Photographing, recording or transmitting any part of a test or testing session is prohibited with the following exceptions:
- The Nevada Alternate Assessment is a recorded administration; and
- A district or school test coordinator may capture evidence in the investigation of a potential testing irregularity. A signed confidentiality agreement must be submitted with the evidence.

Test Security and Administration Training

- DO NOT READ, REVIEW, LOOK AT, COPY OR TAKE NOTES ON TEST CONTENT
  - EXCEPTIONS:
    - Specific accommodations/supports require viewing test content (must sign confidentiality agreement prior to testing).
    - Medical caregivers required to be present during testing must sign a confidentiality agreement prior to testing (caregivers are NOT permitted to assist with test administration).

NEVADA
Department of
Education

DO NOT READ, REVIEW, LOOK AT, COPY OR TAKE NOTES ON TEST CONTENT.
- Test Administrators who will be exposed to test content while providing an accommodation must sign a confidentiality agreement prior to testing.
- Any medical caregivers required to be present in the testing room must also sign a confidentiality agreement prior to testing.
- Specific instructions for testing homebound students are available in the Test Security Procedures Manual.

Reporting Testing Irregularities

- Immediate notification of potential irregularity is required by law
  - Notify School Test Coordinator (STC) or principal.
  - STC or principal completes **online** report within **14 days of incident** using Caveon Core web service.
  - District Test Director (DTD) completes investigation and reports to NDE within **14 days of initial report**.

NEVADA
Department of
Education

Immediate notification of a potential irregularity is required by law. The School Test Coordinator or principal will complete an online report using the Caveon Core incident tracking software.

Test Security and Administration Training

NDE and District Obligated to Investigate

Possible Consequences:

- Corrective action administered by NDE or District
    - Revision of procedures
    - On-site observations
- Invalidation of scores
- Accountability consequences
- License sanctions (NRS 391.330)

Principal is responsible for all testing activities at the site and is required to cooperate fully with investigations.

NEVADA
Department of
Education

The NDE and district are obligated to investigate if there is reason to believe an irregularity has occurred. Possible consequences may include invalid scores, corrective actions, or license sanctions. Remember, the principal has the ultimate responsibility for all testing activities, and is required to cooperate with investigations.

Test Security and Administration Training

We've mentioned some concerns specific to the Nevada Summative & Science tests (CRTs) previously because they cause a high proportion of irregularities each year, but it is important to note each assessment's online student management system has unique procedures that are described, in detail, in trainings specifically tailored to those assessments.

\- ACT (CCR)

\- NWEA MAP (RBG3)

\- WIDA (ELPA)

Note that each test has its own documentation, and each vendor may have differing requirements for administration security procedures.

Test Security and Administration Training

District Test Directors should contact NDE
Office of Assessment, Data, and Accountability Management
ADAMinfo@doe.nv.gov
EPP for Test Security, phone: 775.687.9255

Schools should contact their District Test Director

Thank you for your cooperation!

NEVADA
Department of
Education

Immediate notification of a potential irregularity is required by law. The School Test Coordinator or principal will complete an online report using the Caveon Core incident tracking software.