



# Test Security

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## Test security refers to:

- Who has access to secure test materials
- What students can see and hear while testing
- What resources students can access while testing

## Test security practices:

- Protects the student.
- Protects the staff.
- Protects the test.
- Protects you.

# Why is Security Important?

- So that student responses are a true representation of what students know and can do
- So that assessment data used for accountability are valid and accurate
- So that test items can be used across years to allow for comparability
- So that investments of resources, time, and energy are protected

# Standardized Administration

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- Provide students no unfair advantages or disadvantages for students.
- Read and understand all manuals, directions, and scripts.
- Maintain strict adherence, with no deviation, to every element of directions/instructions.

# Examples of Irregularities in Standardized Testing

- Academic content visible in the testing environment
- Student talking during testing
- Untrained Test Administrator (TA)
- TA leaving the testing environment (students unsupervised)
- Coaching
- Non-allowable resource
- Providing supports that are not aligned to the NMPED accommodations manual

# Irregularities in Standardized Testing

Any **incident** that results in a **deviation** from documented test administration procedures

## Two Types of Irregularities:

- **Impactful:** testing irregularities results in responses that do not accurately reflect what a student knows and can do. These tests are almost always invalidated.
- **Non-impactful:** testing irregularities do not result in invalidated tests.

# How Do We Prevent Testing Irregularities?



Active Monitoring before,  
during, and after test  
administration.

# Paper-Based Test (PBT) Materials Storage

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- Must be locked and secured by STC/DTC
- Daily accountability
- TAs sign out and check in materials, including student testing tickets, before and after testing
- Reproduction of test materials is prohibited.



# Computer-Based Test (CBT) Security

- Prepare the room so that no student can view another student's computer screen.
- Supervise students at all times.
  - No cell phones or other unapproved electronic devices.
  - No talking during testing.
- Do not share user names or passwords.
  - Destroy used scratch paper at the end of the test.
- Follow all security policies and test administration protocols.

# Reporting a Testing Irregularity

1. School personnel and proctors shall report a testing irregularity to the DTC within 24 hours
2. Report to PED by telephone/e-mail within **3** days.
3. DTC conducts an investigation to determine whether incident is impactful or non-impactful. Does a student test need to be invalidated?
4. The PED Testing Irregularity Reporting form should be completed in the PED Test Coordinator Portal with a recommendation as to whether or not the assessment should be invalidated within **ten** days.