

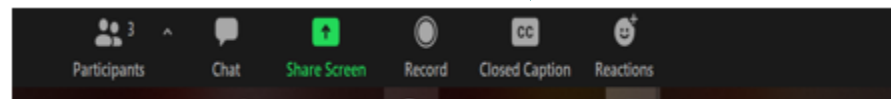
Housekeeping



- Please remain on mute when not speaking
- Camera use encouraged
- Chat questions encouraged
- The meeting is being recorded

Closed Captioning is available

- Click on this icon
- Then, select "Show Subtitles"



Overview

- Test Security training ensures that everyone knows the rules and is prepared for a fair test administration.
- Trainings also provides a baseline of expectations for all parties, including students
- Security measures are meant to equalize, protect, and standardize the school testing experience, which leads to realizable and valid results

Why Test Security Matters

- Security guidelines exist to provide a level playing field, without which we cannot have meaningful results.
- All students are to be tested under standardized conditions.
 - Poor test security and administration practices affect the validity of the test results.
 - It can also effect student performance and provide an advantage or disadvantage, to a student or group of students.

Test Security & Validity

- All students should have a fair chance to show what they know.
- All test administration and security comes down to one ultimate question:
“Will the test administration lead to student results that accurately reflect a valid and reliable measure of what each student knows and is able to do compared to New Mexico’s academic standards?”
- Valid and reliable testing requires the results to be accurate and meaningful. Following the test administration guidelines laid out here will help to ensure that all students have equal opportunities to show their knowledge, skills, and abilities.



Roles & Responsibilities for Test Security:

Preparing, students, staff, facilities for testing incidents

Assessment Roles and Responsibilities

Role	Responsibilities include...
District Test Coordinator	<ul style="list-style-type: none"> Knowing the best practices to testing Ensuring that new and returning staff receive the necessary annual training for administer PED provided tests
Technology Coordinator	<ul style="list-style-type: none"> Oversee the setup and installation of the online testing software Collaborate with DTC to ensure computers/devices are secure, operating properly, and ready for testing
School Test Coordinator	<ul style="list-style-type: none"> Passes training from DTC to building team Plans details of administering the assessment Creating rosters Plans for the use of rooms, staffing, and accommodations Ensures signage is posted (e.g., "Testing, Do Not Disturb"; "No Printing Copies")
Test Administrator	<ul style="list-style-type: none"> Attends test security training Prepares the testing room (e.g., covers posters that could serve as "cheat sheets," ensuring test booklets have been assigned to each room Check for students who need accommodations and designated supports
Proctor	<ul style="list-style-type: none"> Role is to support the Test Administrator Attends test security training Ensures room is secure and fully prepared
Teacher	<ul style="list-style-type: none"> May serve as a TA for another class Main responsibility is knowing the content standards that students are expected to know, and ensures instruction and curriculum are aligned Avoids "drill and kill "which is not in favor of deeper learning that modern assessments measure Utilizes available practice items so students are familiar with tools on the test

Assessment Roles and Responsibilities

<i>Primary Point of Contact for Role →</i>	District Test Coordinator <i>NMPED/Vendors</i>	School Test Coordinator <i>DTC</i>	Test Administrator <i>STC</i>	Proctor <i>STC</i>	Student <i>School Staff</i>
Training					
Hold a valid PED license (Teacher/Admin)	X	X	X		
Attend test security training 2x/year	X	X	X	X	
Must sign Confidentiality Agreement 2x/year	X	X	X	X	
Provide training to staff	X	X			
Review and know content in 6.10.7 NMAC (Filed Dec. 7, 2018)	X	X	X		
Review allowable test accommodations with staff	X	X			
Responsible for materials, inventory, and security	X	X	X		
Prior to Testing					
Provide assessment manuals and allowable support materials/tools (e.g., calculators, blank paper)	X	X			
Maintain local secure tracking procedures	X	X			
Create student and room test assignments		X			
Gives clear instructions on what is/is not allowed on each assessment	X	X	X		
Post "Testing, Do Not Disturb" signs		X	X		
Monitor halls/restroom escorts		X		X	
Identify students to be tested and place order	X	X			
During Testing					
Actively monitor proper and standard administration of assessments	X	X	X		
Ensure proper administration of accommodations	X	X	X	*May assist a TA	
Read the directions/scripts to students			X		
Protect student confidentiality	X	X	X	X	
Securely store assessment materials (including test tickets)	X	X	X		
Report irregularities as soon as possible	X	X	X	X	X
After Testing					
Obtain signature on NMPED Superintendent/Principal Verification forms	X	X			
Ensure that all students were tested	X	X	X		
Verify student data in online portal or paper based materials	X	X	X		
Return all secure materials	X	X	X		
Securely destroy all scratch paper and test tickets	X	X			
Distribution of reports and post test results	X	X			

Student Preparation

All state assessments are designed to assess state aligned academic standards.

- Use the state content standards for curriculum development, instruction, and assessment – including formative assessments, quizzes, and other evaluations for students during the instructional year.
- Integrate test taking skills during classroom instruction and create an environment of positive test taking.
- Use released documents, practice tests, and resources supported by PED.
- Communicate with parents and community what state assessments entail.

18 Prohibited Practices in 6.10.7 NMAC

Using secure test questions, or altered version of

Revealing, copying, or reproducing secure assessment questions, materials or student responses

Repeated drilling of content identical to what is found in state assessments

- Example - If a school uses released items (previously used items from actual state assessments made available to the public) or similar items that are parallel to state assessment items, this should be part of an instructional program that leads to long-term learning and not to drill for the sake of attempting to artificially change test scores.

Placing undue stress on a student before, during or after the test

- Example - Encouraging students to prepare for an upcoming test by excessive practice or studying (such as well into the evening hours) or encouraging students to work beyond a reasonable effort would be another.

Testing Environment

Requirements	Details
Distraction free testing environment	The school shall designate an area for the test administration that provides an environment that minimizes distractions and disruptions for students (e.g., classroom, computer lab, or library).
Instructional materials removed or covered	Posters, charts, visuals that might include related: <ul style="list-style-type: none">• content displays• word lists• writing formulas• definitions• mathematical formulas/theorems
Active Monitoring of students	<ul style="list-style-type: none">• Test Administrators and Proctors must move through the room and monitor the students' work area during testing; give full attention to students.• The Test Administrators and Proctors should avoid distracting behaviors such as:<ul style="list-style-type: none">• holding extended conversations with one another• reading newspapers or books• eating• working on a computer, using a cell phone, iPad, etc.• tending to unrelated duties

Testing Environment

Requirements	Details
No student access to electronic devices	Permitting students during a standardized test to have on or near their desk or on their person, any unauthorized items, including scrap paper, tablets, laptop computers, cell phones with or without cameras, cameras, calculators, calculator watches, smart watches, media players, headphones, backpacks, and rulers unless any of these are required or permitted by standardized test instructions or non-standardized accommodations request.
Secure test materials	All secure test materials must be kept secure at all times.
Permitted room attendance	Only staff involved in administering the test and the students taking the test can be in the testing room.

DTC Forms

TEST COORDINATOR FORMS

Local Demonstration of Competency Form

Testing in English Waiver ★

Superintendent Designation of Test Coordinator (for use only if Test Coordinator Portal is unavailable) ★

Superintendent Verification (for use only if Test Coordinator Portal is unavailable) ★

Medical Exemption Request (for use only if Test Coordinator Portal is unavailable)

Testing Irregularity Reporting (for use only if Test Coordinator Portal is unavailable) ★

Student Confidentiality Form

Staff Confidentiality Form

Principal Verification

Retain locally; need not submit to PED ★

Nonstandard Accommodations Request (for use only if Test Coordinator Portal is unavailable)



Test Irregularities:

Active Monitoring before, during, and after test administration will help avoid irregularities.

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.

- For example - The wrong test is started by the student, or starting a test without the proper accommodations or accessibility features in place or given the wrong accommodation based on the IEP, etc.

Non-impactful: testing irregularities do not result in invalidated tests.

- For example - There is a technical outage during a test, but students are able to resume testing once the signal is restored, etc.

Common Irregularities

2013, the federal Officer of Inspector General (OIG) released an audit of 5 state agencies:

- using actual test questions to prepare students for the tests
- erasing students' wrong answers and filling in the correct answers
- indicating the correct answers to students during testing
- allowing students to change answers after giving them the correct answers
- allowing students to discuss answers with each other

Irregularities

Additional Security Breaches

Lost or stolen booklets

Obtaining unauthorized access to secure assessment materials

Logging in to view questions or change responses

Teachers providing answers or providing assistance to students during testing

Students accessing non-allowable resources (notes, textbooks, the internet)

Taking photos of test items and sharing them on the internet or social media

Accommodations being used inappropriately to cheat

Irregularities

Failing to conceal visual aids in the testing room.	Coaching/Prompting	Cell phones or other non-allowable electronic devices	Starting a test without accommodations in place
Students talking during testing	Non-allowable accommodation	Student is sick and needs to leave during the test	Students move past the current test session
Untrained TA; TAs deviate from administration directions or script	Incorrect test ticket given to student	Unsupervised Students	Taking test material off campus unless authorized by the DTC

Reporting Missing Materials

The loss of secure state assessment materials is a breach of assessment security and must immediately be investigated and reported.

TA must report missing materials to STC.

DTC must also notify the vendor's help desk and PED.

Missing test materials should be reported as an irregularity.

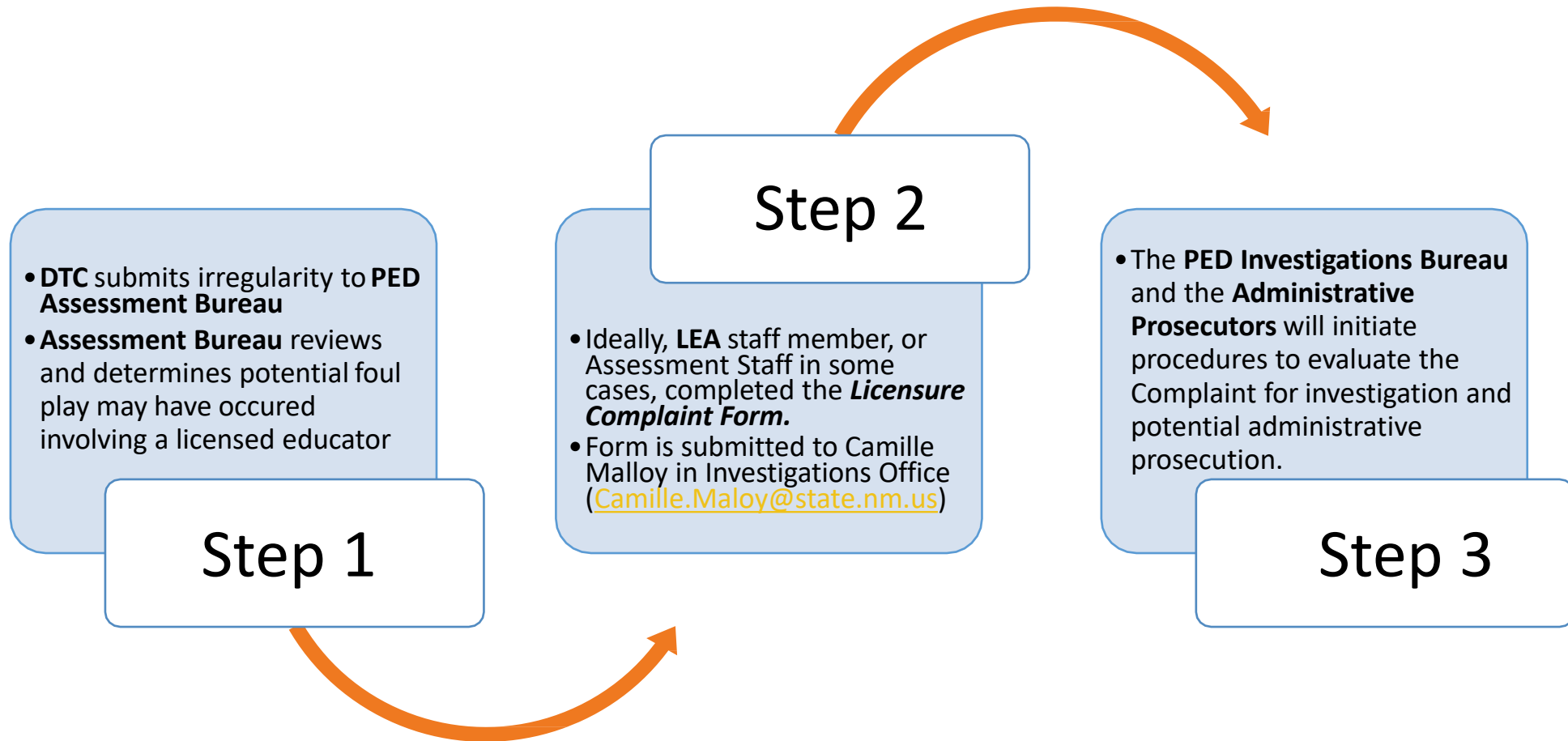
- Exception to this would be ACCESS; WIDA has their own testing materials for.m

Process for Reporting Testing Irregularity

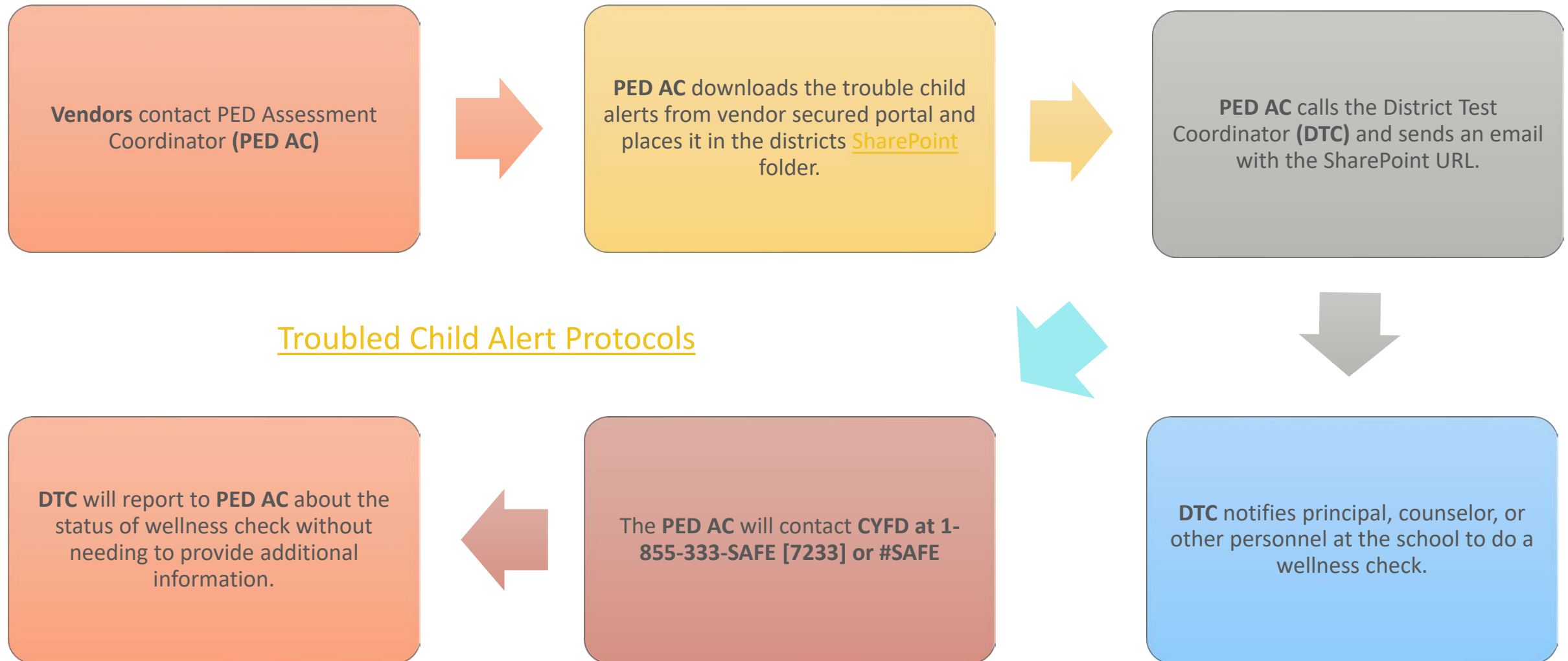
A testing irregularity must be:

- Reported to the DTC within 24 hours.
- Reported to PED by telephone/e-mail within 3 days.
- Investigated by the DTC to determine whether incident is impactful or non-impactful.
- Completed in the [PED Test Coordinator Portal](#) within ten days.

Flowchart: Irregularity Submission to Investigation



Safe/Troubled Child Alert Protocol



Troubled Child Alert Protocols



After Testing Procedures:



Post Test Procedures

Test Administrator	<ul style="list-style-type: none">• Return all materials to the STC immediately after test session is complete. (This may vary by test schedule)• Shred scrap paper.
School Test Administrator	<ul style="list-style-type: none">• Check to be sure you have received all materials from TAs.• Return all materials to the DTC once all testing sessions have been completed.
District Test Coordinator	<ul style="list-style-type: none">• Check to be sure you have received all materials from STCs.• Return all materials to the vendor prior by the deadline. (This varies by assessment).• Ensure document retention for 5 years.• Have the principal complete the Principal Verification Form and keep for five years.

Test Security “Wisdom or Tips”

This is a sample document that can be used for Verification. We have also done online Quizzes for the STC’s – This idea comes from LCPS.

Organization of documents is huge. We initially kept binders, now we have all documentation on Google Drive. STC’s upload documents and it allows me to transfer secure student information such as test scores.



Investing for tomorrow, delivering today.

Test Security Policies and Procedures

Please review the Test Security Policies and Procedures found here
<https://drive.google.com/file/d/1yTNbAQoK1w1qqShYrOFQvBVkKILGd5kL/view?usp=sharing>
and the Test Security Presentation found here.
https://drive.google.com/file/d/14sKY_GAHwdc8-SatUKQrE6DoRKCPp1rh/view?usp=sharing

Then complete the form below.

First and Last Name *

Short answer text

Please certify that you have viewed the presentation and read the documentation. *

I have read the aforementioned materials regarding Test Security and affirm that I will comply with the gui...

Communication and ensuring that the STC’s have developed relationships within their POD’s. There are time’s when I’m simply not available to solve whatever logistical testing issue they may be having, so having a team to lean on when seeking an answer is so important.

Make sure STC’s understand and can explain in detail the uses of these assessments



Using the Test Coordinator Portal:

How to access and use to submit forms to the PED

Adam Rios
Program Coordinator
New Mexico Public Education Department

Test Coordinator Portal



Test Coordinator Portal

LOGIN

Email*
*Required

Password*

[Login](#) [Forgot Password?](#) [Request Access](#)
*Required

- Request new accounts at <https://tcp.ped.state.nm.us/>
- PED approves new DTC accounts
- New STCs request accounts; DTCs approve
- DTCs approve forms created by STCs; only DTCs submit to PED
- Instructions at https://webnew.ped.state.nm.us/wp-content/uploads/2020/08/Test_Coordinator_Portal_Instructions_8.4.20.pdf

PED Assessment Portal Forms

Before Testing

- Superintendent/Director Designation
- Request for Medical Exemption
- Request for Non-standard Assessment Accommodation

During Testing

- Testing Irregularity Reporting Form

After Testing

- Superintendent's Verification

What happens after I submit a form to the PED Portal?

- **Superintendent Designation**

- PED staff review
- PED staff approve or return
- DTC receives automatic notice of approval.
- Or DTC receives notice of return.
- If returned, DTC edits or completes and resubmits.

- **Irregularity**

- Program manager reviews
- Program manager completes PED section. PM approves or returns with decision.
- DTC receives automatic notice of approval or return with PED decision and action.
- If PM decides to invalidate score, student will not receive a score. Accountability will not include in proficiency rate calculation.

Irregularity Form PED Response

For PED Use Only

Report processed by	<input type="text" value="Adam Rios"/>	Date	<input type="text" value="01/29/2021"/>
Invalidated	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reported for investigation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PED decision	<input type="text" value="The attached testing irregularity form has been reviewed and is approved. NMPED accepts the district recommendation and next steps. No further"/> <i>Your description should be no more than 5000 characters. Characters remaining: 4840</i>		
	Status	<input type="text" value="Approved by PED"/>	

*Required

What do I do if the Test Coordinator Portal isn't working?

- Paper Forms are available on the Assessment Bureau web page: <https://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/>
- Download
- Complete
- Sign
- Email the completed form to ped.assessment@state.nm.us.

Questions?

