



# Test Security Manual

## 2019-2020



Office of  
Test Security



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# Test Administration and Security Standards

**1**

The confidentiality of test questions and responses is paramount in maintaining the integrity and validity of the test.

**2**

All test administrations are conducted in a prescribed format to give every student an equal opportunity to succeed and to allow for making valid inferences and interpretations of test results.

**3**

Administrators, staff, students, and parents must adhere to ethical standards and procedures in testing.

**4**

Training is required for all staff involved in the testing process.

**5**

Each test coordinator is responsible for the receipt, storage, distribution, collection, and return of all test materials and test-related materials according to the district and state requirements.

**6**

Test supervision and monitoring are required to prevent potential test administration irregularities.

**7**

Each person participating in the testing program is directly responsible for reporting all testing irregularities or violations.

# Standards and Procedures for Test Administration and Security

As the Dallas Independent School District (Dallas ISD) moves forward to ensure that every high school student in the district graduates college- and workforce-ready, systemic changes have been implemented to improve student achievement and reduce achievement gaps across income and ethnic groups. To protect these gains from being questioned, the following standards and procedures have been established to ensure the integrity of the testing process and the accuracy and validity of all test scores. These standards and procedures apply to all personnel involved with any aspect of the District's or state's testing programs. Comprehensive test administration standards specific to each assessment program are provided in test administration manuals.

All District staff involved in assessment programs are required to abide by state policies established in statutes and rules. Violations of test security shall be subject to penalties as provided in statute and rule regarding test security.

As defined by the Texas Education Code (TEC), Chapter 39, Subchapter B, the *State of Texas Assessments of Academic Readiness (STAAR)*, *STAAR Alternate2 (STAAR Alt2)*, *STAAR Spanish*, and the *Texas Language Proficiency Assessment System (TELPAS)* are secure testing programs. In addition, any field-tests for *STAAR*, *STAAR Alt2*, *STAAR Spanish*, and *TELPAS* programs are also secure. 19 TAC §101.61 states that all test materials must be handled in strict accordance with the instructions contained in the Test Coordinator Manual and in the Test Administrator Manual. Each person with access to test materials shall maintain and preserve the security and confidential integrity of the *STAAR*, *STAAR Alt2*, *STAAR Spanish*, and *TELPAS* tests.

Locally developed tests such as the *Assessment of Course Performance (ACP)*, *Common Assessments*, and locally administered tests such as *TerraNova/Supera*, *ISIP*, *IPT/LAS Links*, *TMSFA*, *ACT*, *SAT*, *PSAT*, and *Credit by Examination for Acceleration (CEFA)* must also be handled in strict accordance with the instructions in their respective manuals in order to maintain and preserve their integrity.

This manual has been prepared to provide administrators, teachers, and other district personnel with the information required to implement a secure, uniform administration of all state and district assessments. The expectation is that all parties involved in test administration will adhere to the regulations stated in this manual.

# Rationale for Test Administration and Security Standards

The Dallas Independent School District is committed to a testing/assessment program that provides guidance to staff to better meet the teaching/learning needs of students. Recognizing the public's right to have assessment data that accurately and ethically reflect the performance of students, the district is putting forth these guidelines to ensure transparency in all testing situations. The district also recognizes that all of its students will perform well on assessments when there is excellence in teaching, excellence in the learning environment, and excellence in leadership. We view such results as part of the “natural order” when all elements are present in an optimal way in the teaching/learning environment.

The Office of Test Security was created as a structural safeguard designed to monitor district-wide testing. The purpose of this office is to oversee and resolve any anomalies in the testing process from administration to scoring and the analyses of the results. Specific duties of this office include:

- provide training for campuses on test security issues,
- investigate test security violations/irregularities,
- analyze test data for anomalies,
- evaluate and investigate anomalous results, and
- implement and coordinate District monitoring program.

## Introduction

Appropriate and ethical testing practices are not always universally understood or followed. Good testing practices are sometimes violated because the person involved is not informed about what appropriate standards and procedures are acceptable and unacceptable in testing. The reliability and validity of these examinations depend upon the ability to administer them in a standardized, secure fashion, in accordance with accepted professional and ethical assessment standards. To maintain the integrity of the test administrations, it is essential that all individuals understand the importance of uniform policies, standards, and procedures for establishing and maintaining test security. Test security has always been essential and continues to be vital in the age of high stakes testing and accountability, particularly as the state strives to meet the guidelines of Every Student Succeeds Act (ESSA).

Knowledge of policies and standards surrounding test security empowers school personnel with the tools to make informed decisions and take preventive steps to maintain the soundness of all state- and District-mandated testing. It is incumbent upon all professional educators to understand and observe acceptable assessment practices. Data resulting from valid and reliable assessments and standardized assessment practices will:

- aid in the evaluation of the school district’s instructional programs and services,
- ensure equity in student achievement, and
- assist in the identification and development of the potential that exists in each of the students in the school district.

These testing standards and procedures also serve to protect the integrity of teachers and administrators in the District. This manual has been prepared to provide administrators, test coordinators, teachers, and

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other school personnel with the information required to implement a secure, uniform administration of all assessments in the District testing program.

This manual covers standards and procedures applicable to all types of assessments, including large-scale standardized assessments as well as local assessments. Topics covered in this manual include:

- Test Security
- Testing Preparation
- District Testing Security Procedures
- Campus Testing Security Procedures
- Testing Conditions
- Principal's Responsibilities
- Test Coordinator's Responsibilities
- Test Administrator's Responsibilities
- Security Procedures for Storage, Distribution, and Collection of Materials
- Monitoring by Central Staff
- Cheating and/or Security Violations
- Testing Irregularities and Reporting Test Security Violations
- Possible Consequences/Sanctions for Compromising Test Security



# Test Security

The primary goal of Dallas ISD testing security is to protect the integrity of all assessments. To ensure that trends in achievement results can be calculated across years and longitudinal data can be collected, it is imperative that test questions are secure. The best way to ensure test security is to limit test access only to those who must have access and ensure that all who have access understand the crucial need for test security. An outline of acceptable and unacceptable test preparation and administration practices for instructional and administrative staff is delineated in this manual.

## Definition of Test Security

State-developed tests used in the District's testing program are secure, proprietary test instruments published and copyrighted by the Texas Education Agency (TEA). Locally developed tests used in the District's testing program are secure, proprietary test instruments published and copyrighted by Dallas DISD. Any disclosure or dissemination of actual test items to any person may be considered a copyright violation and may severely undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test.

## Importance of Test Security

Test security is important to:

- make valid inferences on student and school performances as required by federal, state, and local requirements,
- maintain the integrity of
  - the assessment results,
  - the testing environment,
  - the assessment instrument,
- give accurate measures of students' knowledge and skills, and
- maintain the opportunity for fairness among all campuses.

## Persons Responsible for Test Security

Everyone who works with assessments, communicates test results to others, and/or receives testing information is responsible for test security including:

- District Test Coordinator,
- Campus Test Coordinators,
- Assessment Department Staff,
- Central Staff,
- Campus Administrators and Staff, and
- Students, Parents, and the Community.

# Testing Preparation

## Preparing Teachers to Administer the Test

Large-scale test administration must be carried out in a prescribed format to give every student an equal opportunity to succeed and to allow for making valid inferences and interpretations of test results. Standardized testing ensures that testing conditions are the same for all students across the state and district. Strict adherence to testing procedures and standards presented in this manual will ensure that the test results accurately reflect student learning.

The responsibilities of the test administrator are to:

- be familiar with test administration directions before beginning any testing session,
- prepare for the distribution and collection of materials in the testing room to maintain security,
- prepare student seating arrangements and complete seating charts, making sure that spacing between students prevents them from sharing answers,
- follow the accommodation provisions outlined in the student's Individualized Education Plan (IEP) for students with disabilities as defined under the Individuals with Disabilities Education Act (IDEA) or students covered by Section 504, and provide accommodations for students with identified EL (English Learner) or Multi-Tiered Systems of Support (MTSS) status,
- ensure that adequate and complete sets of materials are available to all students,
- provide an adequate testing environment, free from interruptions and announcements, and
- ensure all security standards are followed at all times.

# District Testing Security Procedures

Dallas ISD will ensure that all security measures are in place as materials enter the district, ship to campuses and return to the warehouse. District procedures will also include test administration training for campus administrators, test coordinators, and monitor training for district monitors.

## Training

- Identify positions for which training sessions are mandatory.
- Keep documentation after each training session that includes:
  - a dated, detailed agenda of the training done in preparation for each test,
  - a copy of hand-outs, PowerPoints, or other materials used in training,
  - documentation that participants were informed of consequences of testing violations, and
  - signatures of all who attended the training.
- Keep copies of signed oaths of security from principals and test coordinators.

## Testing Materials

- Determine the area where secure testing materials are stored when not in use.
- Determine the procedure used for receiving and securing materials. Include specific information about which persons will have access to secure storage areas.
- Determine the procedure used for distributing materials to individual schools. Include the date materials will be distributed to schools.
- Determine the procedure used for retrieving materials from individual schools.
- Determine the procedure for counting/verifying that all secure materials are accounted for.
- Provide documentation that accounts for all secure materials.

## Monitoring

- Determine method of identifying/selecting central staff members to be monitors.
- Keep documentation after each monitor training session that includes sign-in sheets, agenda, and copies of materials used for training purposes.
- Keep copies of signed oaths of security from monitors.
- Determine monitoring procedures that central staff monitors are to follow when visiting the campuses on testing day(s).
- Keep documentation of all campus and classroom surveys completed by the monitors during the monitoring process.

# Campus Testing Security Procedures and Plan

Campus testing procedures will ensure that all security measures are in place as staff is trained, manuals are reviewed, materials are handled, and other testing standards are addressed. All campuses are required to develop and submit a Campus Test Security Plan that details a comprehensive summary of all testing procedures to be followed during all test administrations. In addition, campuses are required to develop a testing day procedures/logistics plan (identify test administrators, identify testing rooms, assign students to testing rooms, bell schedule on testing day, testing schedule, non-testing students coverage, relief test administrators schedule, etc.) for each test administration.

## Training

- Include the following documentation for each training session:
  - a dated, detailed agenda of the training sessions,
  - a copy of hand-outs, PowerPoints, or other materials used in training,
  - sign-in sheets for each training session, and
  - signed oaths for all involved in the test administration.

## Testing Materials

- Designate the area where secure testing materials are stored when not in use and who will have access to that area.
- Determine procedures for distribution and collection of test materials from each test administrator.
- Determine procedures test administrators will use to distribute materials to students and to account for materials before students leave the testing room.
- Identify test administrators, hall monitors, and relief personnel who will be involved in each test administration.
- Identify which students will be tested and/or which test they will take (special education, 504, EL, different grade levels, language tested, etc.).
- Determine test schedule and student testing assignments.
- Identify test sites and test administrators and alternates.
- Identify hall monitors and relief personnel.

## Additional Standards

- Identify procedures for activities such as staff bathroom breaks, students' bathroom breaks, late students, disruptive students, snacks, lunch.
- Plan for emergencies – student/staff illness, inclement weather, facility issues.
- Determine where individual and small group administrations will take place and by whom.
- Determine procedures for moving students who have not finished testing to other testing locations in the school.
- Determine what activities students who have completed testing will be allowed to do in the testing rooms per local and state guidelines.
- Determine procedures to review answer documents to be sure that all students' demographic information is correct and that appropriate circles are bubbled. At least two people should be present at all times when answer documents are being reviewed.
- Remind teachers/test administrators that no test or strategy review is allowed on testing day.

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The link to the template for the Campus Test Security Plan is [assessment.dallasisd.org](http://assessment.dallasisd.org). The template can be found under the Test Security tab.

Submit Campus Test Security Plans to [testsecurity@dallasisd.org](mailto:testsecurity@dallasisd.org) by Tuesday, October 29, 2019.

<b>DALLAS</b> INDEPENDENT SCHOOL DISTRICT
<b>Campus Test Security Plan</b>
<b>2019 - 2020</b>
School Name
TEA
Principal
Lead Test Coordinator
Assistant Test Coordinator
Dallas ISD Assessment Department

# Testing Conditions

## Testing Procedures

All district staff must strictly follow the written test administration standards included in the district and Campus Coordinator Resources (DCCR) provided by TEA and in locally developed manuals created by the Assessment Department. These procedures include planning for the test, organizing the classroom, preparing students to take the test, completing student identification information, reading instructions to students, and collecting test booklets after each testing session. Failure to follow the specified procedures jeopardize the validity and integrity of the test results and can lead to disciplinary action to include termination.

## Testing Environment

Testing conditions should be comfortable and appropriate for all students. Lighting should be adequate, chairs and desks available, “QUIET” or “TESTING IN PROGRESS” signs posted, and announcements should not be made on the public address system during testing sessions. Testing sessions should be conducted in classrooms, rather than in a large-group or an auditorium-type setting. Doors should remain open during testing (exceptions: portables, oral administration groupings). A designated space should be made available in the testing room(s) for backpacks, duffle bags, purses, and electronic devices. On testing days, reviewing content or strategies before testing begins for the day is NOT allowed.

## Test Administration

Test administrators must be prepared and familiar with the test directions prior to each test administration and must read the test directions verbatim from the test administrator manual. Students must be given the opportunity to ask questions and understand how to mark their answers before they begin taking the test. However, test administrators MUST NOT answer questions about specific test items. They may only repeat the initial instructions about item format, scoring rules, and timing. They must be careful not to inadvertently give clues that indicate the correct answer or help eliminate some answer choices.

Test administrators are to actively monitor students during testing by walking around the room making sure that the students are working only on the test being administered that day and that examinees do not have access to unauthorized materials. Test administrators are NOT allowed to read or look at the test questions and answers in the test booklet or the responses on the answer document while actively monitoring.

Students should not be forced to keep their testing materials on their desk/table once they have finished testing (pacing). Test booklets and answer documents should be collected by the test administrator when each student has expressed that they have completed testing.

During lunch, test administrators, monitors, and/or other staff members must actively monitor students to make sure that the students do not discuss any test information. Also, students must be escorted and/or supervised during bathroom breaks. Bathroom logs are recommended.

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## Cell Phones and Electronic Devices

Students are prohibited from having cell phones and/or electronic devices accessible or on their person during testing unless the devices have been approved as part of the testing procedures (e.g., electronic devices used as calculators or as listening devices). Cell phones must be collected by the test administrator BEFORE test materials have been passed out. Cell phones are returned when all testing materials have been checked in with the test coordinator after testing has ended.

Staff persons (e.g., test administrators, hall monitors, district monitors, and the like) are prohibited from having visible or utilizing electronic devices in a testing environment.

## Snacks During Testing

All test booklets must be closed and removed from the desks/tables if snacks are provided during the test administration. Snacks include crackers, candy, and drinks. Allotted testing time **CANNOT** be stopped for a snack break.

## Classroom Test Administration Configuration

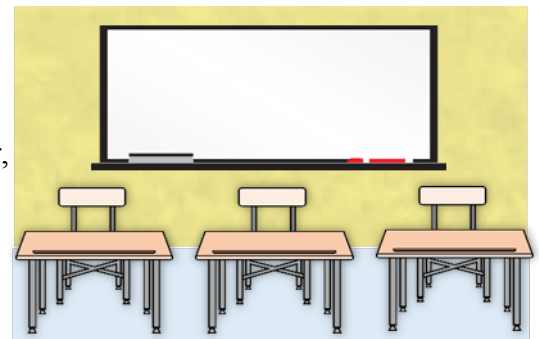
Teachers cannot test their own students in the subject(s) and/or content/grade level in which they receive TEI's – refer to the EK (Regulation) for specific criteria per grade level. As such, the recommendation is that 5<sup>th</sup> grade teachers test 4<sup>th</sup> grade students, 4<sup>th</sup> grade teachers test 3<sup>rd</sup> grade students, and 3<sup>rd</sup> grade teachers test 5<sup>th</sup> grade students. It is also recommended that teachers not be used as test administrators for the content they teach even if it is a different grade level. (EXCEPTIONS: Special education teachers providing SPED accommodations or Spanish-speaking staff members administering Spanish version of an assessment where there is only one Spanish-speaking staff member at the campus.) Teachers teaching “special” classes such as art or music will be allowed to administer tests for core content areas.

Instructional coaches are prohibited from administering tests or relieving test administrators in testing rooms where a test is being administered in the subject area that they coach. (Reading, Writing, Language Arts all contain similar concepts so a Reading Instructional Coach cannot be a test administrator or hall monitor for Reading, Writing, or Language Arts.)

To protect the validity and integrity of test results, principals are not allowed to act as test administrators nor handle secure testing materials such as answer documents.

Seating charts must be completed for each testing room (individual administration, small-group administration, consolidation rooms) including any computer labs used for online testing during each testing session conducted by the District. (EXCEPTIONS: *Common Assessments, ISIP, TMSFA, and CEFA*). They must include:

- location – room number,
- test being given, subject area, grade level,
- complete name of test administrator(s), monitor(s),
- complete name of each student testing, student ID number,
- Start and stop time(s) for state tests, and
- booklet number and form number, as applicable, for state tests.



# Principal's Responsibilities

## Before Testing

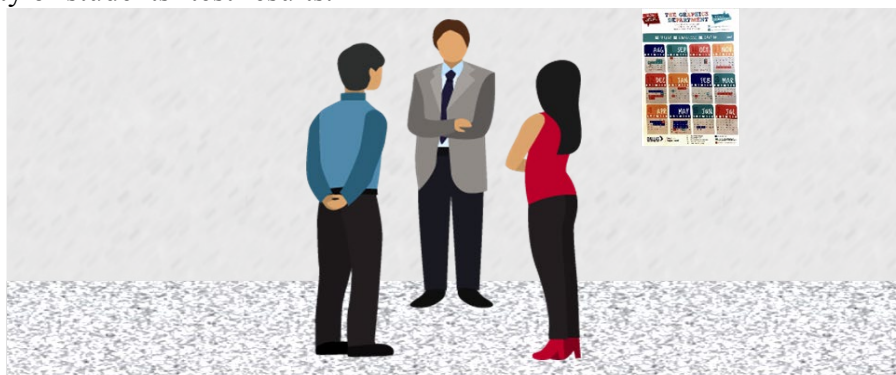
- Appoint a campus test coordinator who has teacher certification and is not responsible for teaching subjects tested with state or local assessments. Any special circumstances must be cleared through the Assessment Department. Ensure that the test coordinator attends all mandatory district training sessions and that they provide test security and test administration training to all staff. Immediately notify the Assessment Department in the event there is a change in designee.
- Attend district training sessions on test security and accountability and/or be trained by the campus test coordinator.
- Allocate keys to secure storage location only to the campus test coordinator and assistant test coordinator.
- Oversee campus adherence to test security and administrative procedures.
- Ensure that school personnel have been trained on test security and test administration procedures prior to test administration.
- Inform faculty, students, and parents of test security procedures and testing schedules.

## During Testing

- Ensure assessments are administered in accordance with test administration procedures as outlined in the administration manuals provided by the state and/or district.
- Report any testing irregularities or test security violations to the Executive Director and the Office of Test Security immediately.

## After Testing

- Ensure procedures regarding test security are followed.
- Ensure that any violations of test administration and/or security procedures are reported and documentation is submitted.
- Ensure all test materials are properly secured and returned according to the district schedule.
- Cooperate with the District on any investigation of a suspected test security violation by student(s) and/or staff.
- Ensure that no cash rewards for individual test performance are given, and that the use of rewards for test performance does not lead to publication of students' test results or cause the loss of confidentiality of students' test results.





# Test Coordinator's Responsibilities

## Before Testing

- Attend District training sessions and inform the principal of all policies and procedures regarding test security or test administration.
- Conduct an inventory of test materials received from the Assessment Department.
- Report in writing any missing test booklets, answer documents, and any discrepancies in serial numbers to the Assessment Department prior to test administration.
- Conduct training for test administrators on test security and on test administration procedures.
- Maintain a dated and signed roster of all campus personnel attending the training on test security and test administration and filing a copy at the campus.
- Organize and implement the testing program at the campus.
- Arrange for testing locations and ensure that any bulletin boards or instructional displays in the testing rooms or hallways are covered or removed regardless of the subject.
- Secure test materials under lock and key before and after each test administration.
- Keep accurate written documentation of distributed test materials each day with date, time, serial numbers, and to whom distributed (Materials Control Form),
- Supervise any non-certified campus personnel who have access to secure materials.
- Monitor and verify that testing standards, procedures and guidelines have been followed.
- Create a testing day procedures/logistics plan (identify test administrators, identify testing rooms, assign students to testing rooms, bell schedule on testing day, testing schedule, non-testing students' coverage, relief test administrators schedule, etc.) for each test administration.

## During Testing

- Ensure that each room used for testing has a test administrator present from the time test materials enter the room until materials are returned to the secure location.
- Ensure that test materials are kept secure during each test administration until returned to the Assessment Department.
- Monitor test administration sessions to ensure the security and accountability of all secure materials.
- Be available during the testing sessions to answer questions.
- Seek guidance from Assessment Department staff for any testing issues requiring immediate determination.
- Report procedural testing irregularities and/or test security violations to the principal and Assessment Department and serious testing irregularities to the Office of Test Security immediately.

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## After Testing

- Collect and conduct an inventory of test materials.
- Ensure that any scratch paper that was used by the students is collected daily and kept secure. It should be sent to Records Management after test administrations for shredding.
- Ensure that answer documents, header sheets, and campus/group identification sheets are bubbled correctly.
- All used and unused answer sheets, test booklets, manuals, and other required documents used for state testing must be returned to the Assessment Department at the designated location. Do not destroy or keep any items at the campus.
- All used answer sheets, test booklets, and any other required documents or materials used for ACP or TerraNova/Supera testing must be returned to the Assessment Department at the designated location. Unused ACP answer sheets not used for make-up testing should be shredded or returned to the Assessment Department.
- Ensure that any irregularities/violations have been properly documented and submitted.
- Maintain the following documentation about each test administration for 5 years. (Documentation must be kept for 5 years with the option to keep it at the campus the entire time or to keep the 2 most recent years and send the remaining 3 years of documentation to Records Management.)
  - Seating charts
  - Testing rosters
  - Materials Control Forms
  - Signed oaths
  - Test Administrator Meeting Agenda
  - Sign-in sheets (meeting, video)
  - Training handouts
  - Irregularity forms and documentation
  - Training certificates, if applicable



# Test Administrator's Responsibilities

## Before Testing

- Attend a campus training on test administration and test security.
- Study the administration manual prior to testing.
- Ensure that all bulletin boards and instructional displays in the testing room are covered or removed regardless of the subject including, but not limited to, alpha numeric rugs, number lines and alphabet strips.
- Ensure that calculators, dictionaries, etc., are ready for test day, if applicable.
- Ensure that the testing room is conducive for testing (seating arrangement, lighting, well ventilated, appropriate temperature).
- Account for and maintain the security of all assigned materials.

## During Testing

- Adhere to test directions and test security standards and procedures to ensure a standard administration.
- Disseminate all testing materials in the same manner each time. Do not allow students to pass materials to other students.
- Ensure each student has his/her own test booklet and answer document.
- Actively monitor the testing session.
- Keep all testing materials under lock and key before and after testing periods and during any breaks even if students remain in the classroom. Test materials should never be left out in the open in an unlocked or unattended room.
- Ensure that a seating chart has been completed for that testing room.
- Ensure that trained personnel are in the testing room at all times during testing.
- Report any problems to the test coordinator and document any incidents.
- Follow district guidelines for managing students who finish the test early.

## After Testing

- Collect, account for, and return all test materials to the test coordinator after each test administration.
- Collect any scratch paper daily that might have been used by the students and return to the test coordinator.
- Separate test booklets and answer sheets unless they are combined within a booklet.
- Ensure student answer documents have been coded according to instructions (only score code, accommodations, and form number).
- Immediately report any testing irregularity or test security violation and provide written documentation to the test coordinator and/or principal.



# Security Procedures for storage, Distribution, and Collection of Materials

Each test coordinator is responsible for the receipt, storage, distribution, collection, and return of all test booklets and test-related materials, according to the instructions specified in the administration manuals.

Test security standards and procedures for the distribution and return of test materials before, during, and after testing will include that:

- all testing materials are locked in a secure place with limited key access;
  - unacceptable storage rooms are bookrooms, open office areas, work rooms, etc., unless approved by the Assessment Department,
  - all staff with access to this room need to be identified and sign an oath of confidentiality and security,
- students do not have access to any of the materials prior to or following testing,
- professional staff has access to the test booklets, test folders, questions, and/or reading passages only at the time necessary for administration purposes,
- no questions or items on the tests are reviewed, examined or copied at any time, and
- parents, volunteers, or other community members are not provided access to test content or secure test materials.

## Receiving, Distributing, and Collecting Test Materials

- As materials are received at the campus, the test coordinator must verify the accuracy of the shipment and notify the Assessment Department if any discrepancies are noted.
- When test booklets are being handled (e.g., separated, made ready for student use, or prepared for return), the process must be completed by the test coordinator and/or assistant test coordinator.
- Test materials, including test booklets, are not to be distributed to the test administrator until just prior to the scheduled test session on the day of the test.
- On the day of the test, the test administrator must verify the count and number ranges assigned to the testing session and sign the materials control form.
- Any test materials not issued to students, as well as any used test materials collected from students, must be securely stored and must not be accessible to students before, during, or after each test session. Under no circumstances are students permitted to have access to any test materials other than their own or to transport secure materials.
- At the conclusion of each testing session, the test administrator must account for all testing materials (test booklets, answer documents, manuals, etc.), and notify the test coordinator if any materials are missing.
- Upon the return of test materials after testing by the test administrator, the test coordinator must verify the count and number ranges assigned to the testing session and sign the materials control form.
- The test coordinator must return all test materials to the Assessment Department according to the time specified in the administration manuals.

## Monitoring by Central Staff

State testing will be monitored at the campus level by central staff employees to ensure that tests are administered in accordance with the specified standards and procedures to prevent potential test administration irregularities.

- All selected central staff employees will be trained on monitoring procedures and test security issues.
- All monitors will sign an oath of security.
- Central staff members will visit campuses and monitor all aspects of the testing process.
- Campuses will be monitored to ensure that proper testing and test security standards and procedures are being followed. Three major components of the testing process will be monitored:
  - maintenance of test material security before testing,
  - test administration procedures during testing, and
  - maintenance of test material security after testing.
- Campuses should expect a test monitor and must be prepared to receive the monitor at any time prior to, during, or immediately following the scheduled test dates. Monitors will complete campus and classroom surveys when assessing the testing process.
- Campus staff will be provided information regarding the monitor's role and responsibilities during monitoring.

# Cheating and/or Security Violations

Cheating on a test undermines the validity of the results and casts doubt upon the meaning and significance of the results. Additionally, those who cheat gain an unfair advantage over others and thus severely compromise the fairness of the testing process. Test security violations can be committed by administrators, teachers, students, or others.

## Some Examples of Test Security Violations by Campus Staff

- Leaving students unsupervised during testing,
- Not actively monitoring,
- Leaving test materials in an unsecured place,
- Removing test materials from a campus without permission from the Assessment Department testing personnel,
- Conducting a test or testing strategy review on test day,
- Photocopying or keeping a personal copy of the test,
- Offering hints (verbal or non-verbal) that indicate an answer or help eliminate answer choices,
- Rephrasing the test questions,
- Changing student answers after completion of the test by erasing any wrong answers and bubbling/writing in the correct ones, and
- Allowing students to go back to previous sections in the test booklet to check their work.

## Some Examples of Test Security Violations by Students

- Illegally obtaining a test booklet,
- Using a cheat sheet during testing,
- Copying answers from another student during testing,
- Giving answers to another student during testing,
- Sharing specific test information verbally, electronically or in written form with other students who are scheduled to take the same test at a later time,
- Taking a test during the make-up period and asking a student who has already completed the test to disclose test questions and/or answers, and
- Using electronic device(s) to copy, photograph, or transmit information from a test booklet or answer document or to get answers.

# Testing Irregularities and Reporting Test Security Violations

The incidents listed below represent departures from prescribed testing standards. The categories describing the more common irregularities and test security violations are provided to guide testing personnel in ensuring that appropriate testing standards are followed. Test coordinators should contact Assessment Department staff if an incident occurs about which they are unsure or if they are unclear as to what constitutes an irregularity.

## Eligibility Errors

Examples:

- Eligible students were not tested.
- Students were tested with the wrong test or a test in the wrong language.

## Individualized Education Program (IEP) Implementation Errors

Examples:

- A student was administered the wrong version of a test.
- A student was tested with an unallowable accommodation or was not given an allowable accommodation.

## Improper Handling of/Accounting for Secure Materials Errors

Examples:

- A student's completed answer sheet was lost or misplaced.
- A student, test administrator, test coordinator, or District Test Coordinator lost test booklets or other secure materials.
- Test administrator did not return secure testing materials to the campus test coordinator at the end of each testing day.

## Monitoring Errors

Examples:

- Secure testing materials were left in a room unmonitored.
- Students were left unmonitored during a lunch break, a short break taken in the testing room, or during restroom breaks.
- A test administrator did not notice that a student was using a cell phone to send a text message during a test.

## Other Procedural Errors

Examples:

- A test administrator failed to issue the correct manipulatives (e.g., charts, rulers, dictionaries, calculators), or students were incorrectly allowed to use manipulatives.
- A test was administered on the wrong day.
- A test administrator failed to read test administration scripts verbatim as outlined in the test administrator manuals or did not use the manual.
- A student was allowed to test beyond the time limit or was not provided the full time allotment on an exam.

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- All instructional displays were not covered during testing.
  - A *TELPAS* writing collection was not submitted correctly.

Testing violations are categorized as serious or procedural. Any incidents involving alleged or suspected serious violations on state mandated tests must be reported by the District Test Coordinator to TEA.

**Procedural irregularities or violations** include actions that are typically the result of minor deviations from testing procedures. Some examples include testing personnel:

- Losing or misplacing completed answer document(s) or test booklet(s),
- Issuing an incorrect test,
- Failing to provide an allowable accommodation or providing an unallowable accommodation,
- Failing to read the directions verbatim as outlined in the manual, and
- Leaving students or secure testing materials unmonitored during testing.

**Serious irregularities or violations** include actions that could reasonably be concluded or were determined to have ramifications that would alter or impact the integrity and validity of the test results and can result in the individual(s) responsible being referred to the TEA Educator Standards and Certification Legal Division for consideration of disciplinary action. Some examples include testing personnel:

- Viewing a test before, during, or after an assessment without authorization,
- Discussing or revealing secure test content or student responses,
- Making a copy of secure materials without permission,
- Directly or indirectly assisting students with responses to test questions, and
- Failing to report an individual engaged in any activity that violates the security or confidentiality of a test.

### **Reporting Test Security Violations**

Each person participating in the testing program is directly responsible for reporting in writing to the Office of Test Security any serious testing irregularity or test security violation. In the event of a serious test security violation, the Assessment Department and the Office of Test Security must be contacted immediately for additional guidance. The reporting person will complete the on-line Test Irregularity/Security Violation (TISV) Reporting Form and submit all documentation (including statements) as requested by the Office of Test Security. Any person involved in the testing irregularity is required to submit a typed and signed statement of the incident.

**TEST SECURITY VIOLATIONS ARE SERIOUS.  
ALL INVESTIGATIONS/REPORTING MUST BE COMPLETED IN  
A TIMELY MANNER.**



## Possible Consequences/Sanctions for Compromising Test Security

Potential sanctions for **campus staff** violations of security measures may include:

- suspension with or without pay,
- termination of contract, acceptance of resignation, or retirement,
- civil legal liability for copyright violations,
- legal prosecution,
- written reprimand, and
- others as determined by the school board.

Potential sanctions for **student** violation of security measures may include:

- invalidation of test results,
- suspension or expulsion from school or other disciplinary actions according to school board code of conduct,
- suspension or exclusion from participating in school extra-curricular activities, such as sports, plays, school-sponsored social functions, etc., per school board policy,
- removal from an elected office, such as president of the student council, etc., as dictated by school board policy, and
- others as determined by the school board.

### Penalties for Prohibited Conduct

In accordance with 19 TAC §101.65(e), the State Board of Educator Certification (SBEC) can impose a penalty on any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidential integrity, and on any person who fails to report such a violation. Penalties include:

- placement of restrictions on the issuance, renewal, or holding of a Texas Teacher Certificate, either indefinitely or for a set term,
- issuance of an inscribed or non-inscribed reprimand, and/or
- suspension of a Texas Teacher Certificate for a set term; or
- revocation or cancellation of a Texas Teacher Certificate without opportunity for reapplication, either for a set term or permanently.

Certified campus personnel are directly responsible for supervising any certified or non-certified paraprofessionals (i.e., teacher assistants, office clerks) who have access to secure test materials. If violation of test security or confidential integrity occurs under this circumstance, the certified professional is subject to the penalties listed above.

If necessary, Internal Audit, Professional Standards Office, Legal Review, and Employee Relations will be involved in the investigation or the issuance of sanctions.

## Evaluation & Assessment Staff Contact Information

<b>Evaluation &amp; Assessment</b>		
<b>Cecilia Oakeley, Assistant Superintendent</b>	<b>972-925-6407</b>	<b>oakeley@dallasisd.org</b>
<b>Assessment</b>		
<b>Aaron Ware, Executive Director</b>	<b>972-925-6402</b>	<b>aware@dallasisd.org</b>
<b>Celina Jimenez, Coordinator</b>	<b>972-925-6422</b>	<b>celjimenez@dallasisd.org</b>
<b>Karen Byers, Director</b>	<b>972-925-6434</b>	<b>kbyers@dallasisd.org</b>
<b>Charlenta Govan, Manager</b>	<b>972-925-6492</b>	<b>chgovan@dallasisd.org</b>
<b>Lakedra Cardell, Districtwide Testing Coordinator</b>	<b>972-925-6416</b>	<b>lcardell@dallasisd.org</b>
<b>Felicia Gibbons, Districtwide Testing Coordinator</b>	<b>972-925-6406</b>	<b>fgibbons@dallasisd.org</b>
<b>Jill Heintzman, Districtwide Testing Coordinator</b>	<b>972-925-6483</b>	<b>jheintzman@dallasisd.org</b>
<b>Kiesha Pearson, Districtwide Testing Coordinator</b>	<b>972-925-6485</b>	<b>kipearson@dallasisd.org</b>
<b>Vacant, Districtwide Testing Coordinator</b>		<b>@dallasisd.org</b>
<b>Vacant, Districtwide Testing Coordinator</b>		<b>@dallasisd.org</b>
<b>Fred Washington, Assessment Specialist</b>	<b>972-925-6419</b>	<b>fwashing@dallasisd.org</b>
<b>Leticia Lozano, Assessment Specialist</b>	<b>972-925-6487</b>	<b>letlozano@dallasisd.org</b>
<b>Jose Alonzo, Assessment Specialist</b>	<b>972-925-6433</b>	<b>jalonzo@dallasisd.org</b>
<b>Assessment Programming Support</b>		
<b>Sandi Smart, Manager</b>	<b>972-925-6469</b>	<b>smart@dallasisd.org</b>
<b>Test Development</b>		
<b>Kathy Jimenez, Manager</b>	<b>972-925-6436</b>	<b>kjimenez@dallasisd.org</b>
<b>Office of Test Security</b>		
<b>Rina Davis, Assessment Coordinator</b>	<b>972-925-8868</b>	<b>arguello@dallasisd.org</b>
<b>District Warehouse</b>		
<b>Jorge Aguirre, Assessment Coordinator</b>	<b>972-925-4430</b>	<b>jaguirre@dallasisd.org</b>

## **Evaluation and Assessment Resources**

<b>Assessment Website</b>	<b>assessment.dallasisd.org</b>
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<b>Test Security (To submit Principal/TC Oaths, Campus Plans, Secure Storage Forms)</b>	<b>testsecurity@dallasisd.org</b>
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<b>Test Coordinator Support</b>	<b>tcsupport@dallasisd.org</b>
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## **Assessment Phone Numbers**

<b>Assessment Main Number</b>	<b>972-925-6410</b>
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<b>Test Coordinator Hotline (TCs only)</b>	<b>972-925-8940</b>
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