



Test Security and Ethics

Kansas Assessment Program
Training Course
For Educators

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Instruction

Agenda

- KSDE test security plan
- District test security procedures
- Roles and responsibilities for DTC, BTC, Educator, and Test Proctor
- Reporting testing discrepancies and potential violations (share both district and state responsibilities)
- Reporting item issues
- Appropriate and inappropriate testing practices
- Monitor visits
- Test security agreement to abide by guidelines and sign off

Verification of Training

- All district staff who administer a state assessment **must** provide verification of training by signing an agreement to abide by form and sign off on training.
 - District and building-level personnel include any staff member who administers a state assessment, including administrators, educators, para educators, or other appointed staff members.
 - Parent volunteers may **not** administer a state assessment.



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Agreement to Abide by Guidelines

I have reviewed the 2022-2023 Kansas Assessment Examiner's Manual, read the Kansas Assessment fact sheet, and completed the USD 434 Test Security and Ethics training. I agree to abide by the guidelines as shared during the training information.

All required documents are available on the USD 434 homepage under Curriculum, Kansas Assessment Program.

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Printed Name	Date	Grade Level/Subject	Teacher Signature

Verification

- Any staff member who administers a state assessment **must sign an agreement** to adhere to test security and ethical testing practices.
- Written verification is needed for the protection of each teacher, proctor, and the district.

Materials Needed

Prior to beginning the training, you will need to download or have access to the following materials from the KSDE or Kansas Assessment Program (KAP) website www.ksassessments.org:

*These are available on district website, found [HERE](#):

- *Test Security and Ethics Fact Sheet*
- *Appropriate Testing Practices Fact Sheet*
- *Kansas State Test Security Guidelines*

Testing Window

Math - grades 3 - 8, 10

March 20 - April 28

ELA - grades 3 - 8, 10

March 20 - April 28

Science - grades 5, 8, 11

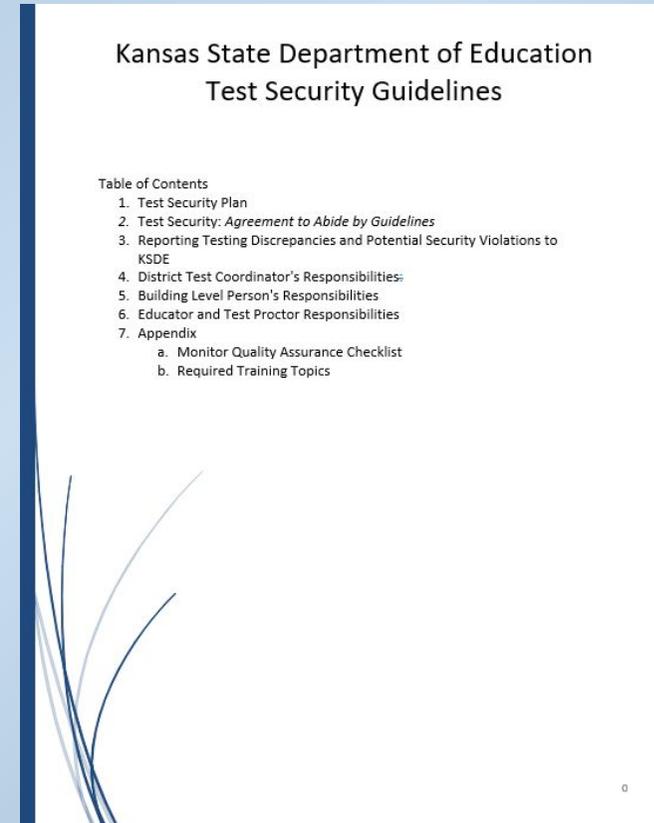
March 20 - April 28

Kansas Assessment Examiner's Manual

- The *Kansas Assessment Examiner's Manual (KAEM)* will be available the first week of November at www.ksassessments.org.
- Also available on district website

Kansas State Test Security Guidelines

- Please take time now to read the *Kansas State Department Test Security Guidelines*.
- This training will reference key points in the document that are critical for the understanding of staff who administer a state assessment.
- Highlight text that is important to the role you serve when administering a state assessment.



KSDE Fact Sheets

Please take time now to read the following:

- ***Test Security and Ethics Fact Sheet***
 - Provides an overview of the KSDE test security plan.
 - Indicates where to access the roles and responsibilities for the DTC, BTC, and test administrators in test security.
 - Tells how to report testing discrepancies and potential security violations to KSDE.
- ***Appropriate Testing Practices Fact Sheet***
 - Describes acceptable practices for testing.
 - Describes unacceptable practices for testing.

Purpose

- Test security is essential to obtain reliable and valid scores for accountability purposes.
- Accordingly, the Kansas State Department of Education must take every step to assure the security and confidentiality of the state assessment materials.
- Everyone who is involved in student testing, communicates results, and receives testing information is responsible for test security.

Purpose

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Purpose

All Kansas assessment programs **must** abide by test security and ethical testing practices. These programs include the following:

- Kansas assessment summative tests in English language arts (ELA), math, and science
- Kansas assessment predictive interim assessments in ELA and math
- Kansas English Language Proficiency Assessment (KELPA)
- cPass[®] assessment
- Dynamic Learning Maps[®] (DLM[®]) alternate assessments

*NOTE: Additional training modules are provided for staff administering DLM assessments.

District Test Coordinators Responsibilities - Carrie Mugridge

- Oversee test security for the entire district.
- Establish and implement test security and ethics procedures for the district.
- Train district and building-level personnel before testing begins, including training regarding test security procedures, ethics of testing, and reporting and documentation of accommodations.

Refer to the *KSDE Test Security Guidelines* document for a complete list of responsibilities.

DTC Responsibilities

- As the DTC, I must maintain a training log that verifies who was trained and when the training was completed.
- The training log is required for a monitor visit and for validation that staff have received training in your district.
- At the end of our training, we will sign the appropriate forms to document training and agreement to abide by ethical practices and procedures.

Kite[®] Educator Portal

- Include district procedures for:
- Establish procedures that determine who has access to information in Educator Portal and determine role assignments within the district.

Kite Educator Portal

- Teacher access available upon request and submission of access from DTC
- Establish and describe processes that confirm that usernames and passwords in Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords should **not** be shared or exchanged.
- When you log into Educator Portal you will sign a security agreement.

Daily Access Code (DAC)

- During testing, students must use a Daily Access Code to enter Kite **Student** Portal. This code is provided in Educator Portal and is **not** directly available to teachers and Test Proctors.
- In our district, you will receive the DAC through BTC.:
 - BTC will distribute each day for each teacher/student.
 - Building Test Coordinators are principals.
 - Your principal will provide details with you on when and how these codes will be shared.

Personal Needs Profile (PNP)

- Students may have accommodations during testing. These accommodations must be done routinely and are typically part of an IEP or 504 student plan. Accommodations **must** be entered into Kite Educator Portal.
- PNP's are entered by the DTC

Kansas Accommodations by Program

- An additional resource found on www.ksassessments.org and on the KSDE assessment page
- Indicates the tools available for students in Kite Student Portal
- Let's look at these tools so we are familiar with these options for students.

Accommodations available for students who have an IEP, 504, ELL plan					
Icon	Tool	KAP	KELPA	DLM	cPass
	American Sign Language Feature available in mathematics and science	✓			
	Auditory calming ⁵	✓			
	Color Contrast	✓	✓	✓	✓

TOOLS AND ACCOMMODATIONS BY ASSESSMENT PROGRAM					
Tools available for ALL students taking a KS assessment					
Icon	Tool	KAP	KELPA	DLM	cPass
	Calculator – Basic or TI-108 ¹	✓			✓
	Calculator - TI Graphing ²	✓			
	Calculator - TI Scientific ³	✓			
	Eraser	✓	✓		✓
	Guide Line	✓	✓		
	Help	✓	✓		✓
	Highlighter	✓	✓		✓
	Mark for Review – Question Answered	✓	✓		✓
	Mark for Review – Question Unanswered	✓	✓		✓
	Notes	✓	✓		✓
	Periodic Table (Science)	✓			
	Pointer	✓	✓		✓
	Search	✓	✓		✓
	Striker	✓	✓		✓
	Tags	✓	✓		
	Text to speech audio (TTS) – directions ⁵	✓	✓		
	Text to speech audio (TTS) – science ^{4,5}	✓			
	Whole Screen Magnification	✓	✓	✓	✓

¹ Available for Math grades 6-8, 10 and Science grades 5, 8, 11. May not be available in mathematics sections measuring numbers and operations. Refer to Kansas Examiner's Manual (KAEM) for directions regarding use of handheld calculator.

² Available for grade 10. May not be available in mathematics sections measuring numbers and operations. Refer to KAEM for directions regarding use of handheld calculator.

³ Available for Math grades 6-8 and Science grade 8 and 11. May not be available in mathematics sections measuring numbers and operations. Refer to KAEM for directions regarding use of handheld calculator.

⁴ Available all science grades

⁵ Requires speakers or headsets

What is PII?

Personally identifiable information (PII) is any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for [de-anonymizing](#) anonymous data can be considered PII.

Personally Identifiable Information (PII), Reporting

Reporting topics include the following:

- Personally Identifiable Information (PII)
- Reporting Testing Issues to Kite Service Desk
- Reporting Testing Discrepancies and Potential Security Violations to KSDE
- Data used to examine potential irregularities

Personally Identifiable Information (PII)

- PII must **not** be conveyed when testing issues are reported.
- The documentation for Kansas regarding allowable identifiers in an email specify that **only the Student State ID number** and no other identifying details should be provided in an email.

Reporting Testing Issues to Kite Service Desk

- Please do **not** report any PII.
- The documentation for Kansas regarding allowable identifiers in an email specify that **only the student state ID number and no other identifying detail** is to be used in email.
- Do **not** include the student's name, district, or school.

Contacting the Service Desk

When contacting the Service Desk

- do **not** send any PII for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes such information as a student's name, building name, or district name.
- do send the student ID number, the test the student(s) are taking (ELA, math, science, predictive interim, mini-test), and the error or concern you are reporting regarding the test taker.

Reporting Testing Discrepancies and Potential Security Violations to KSDE

It is the responsibility of the superintendent or their designee, on behalf of all school principals, to report in writing, all discrepancies in test material delivery, administration, and collection, as well as issues and concerns regarding potential violations of the Kansas State Department of Education's test security procedures, to Julie Ewing, Assessment Coordinator, Kansas State Department of Education, 785-296-4349.

Reporting Testing Discrepancies and Potential Security Violations to KSDE

- In consultation with staff from KSDE upon breach of security, appropriate consequences will be put in place at the district level.
- Because each case is unique in nature, a variety of steps could take place, including, but not limited to, the following:
 - No action taken: discussion with KSDE indicated the breach was not severe enough in nature to warrant any action
 - KSDE action: written letter and/or phone call to superintendent, DTC stating concerns and processing of action steps
 - Retesting of students
 - Removal of Test Proctors from testing rooms
 - KSDE monitor visit follow-up the next testing year to check for validation that changes to inappropriate practices have been made

Reactivations

- In rare instances, some students **may not** be able to complete a test session.
- If this happens, you may reactivate the student test.
- BTC will report the reactivation need to the DTC for approval

Appropriate Testing Practices Acceptable Practices (Fact Sheet)

- Provide students with the opportunity to learn the content and vocabulary prior to testing by basing instruction on state standards and an aligned local curriculum.
- Integrate teaching of test-taking skills with regular classroom instruction and assessment.

Appropriate Testing Practices Acceptable Practices (Fact Sheet)

- Ensure that students have had prior experience with the testing format. Use Kite Technology Practice tests. These are for the intended purpose of practicing technology and not content.
- Use formative assessments to inform instruction prior to testing. Formative tools are available in the Kite interim system.

Appropriate Testing Practices Acceptable Practices (Fact Sheet)

- Ensure that accommodations made on the state assessment are completed on all instructional assignments, as well as classroom, district, and standardized assessments.
- Complete training and sign an agreement to abide by KSDE test security, ethics of testing, and regulations before local testing begins.

Appropriate Testing Practices Acceptable Practices (Fact Sheet)

- Follow test procedures outlined in the *Kansas Assessment Examiner's Manual* and in the training received regarding security and ethical practices for testing.
- Follow established district and building procedures for collecting and destroying assessment materials, student notes, scratch paper, and drawings, upon completion of each test session and the entire assessment.

Appropriate Testing Practices Acceptable Practices (Fact Sheet)

- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material that could give assistance or advantage during testing.
- Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
- Verify the End/Review Screen upon completion of the test to ensure that all items have been answered before a student exits the test.

Appropriate Testing Practices

Unacceptable Practices (Fact Sheet)

- Do **not** store or save on computers or personal storage devices any test items; test items may **not** be shared via email, other file sharing systems, or reproduced by any means.
- Do **not** review tests or analyze items before, during, or after the assessment has been administered.

Appropriate Testing Practices

Unacceptable Practices (Fact Sheet)

- Do **not** discuss any specific items on the test with students or colleagues before, during, or after the administration of the assessment.
- Do **not** construct answer keys so that an assessment could be scored locally.
- Do **not** use actual or altered items (clone, parallel) for practice or instruction.

Appropriate Testing Practices

Unacceptable Practices (Fact Sheet)

- Do **not** conduct comprehensive reviews or drills the day of the assessment or between testing sessions. Once testing has begun, all reviewing should cease. Curriculum may be taught but **not** for review for the specific purposes of the test.
- Do **not** require students to show work or use scratch paper; scratch paper may **not** be graded and must be destroyed at the end of the test session.
- Do **not** respond to questions during testing that would help the students understand the item, aid them in responding to an item, or advise or encourage them to edit or change a response.

Appropriate Testing Practices Unacceptable Practices (Fact Sheet)

- Do **not** say or do anything that would let a student know whether an answer is correct or incorrect.
- Do **not** coach or cue students in any way during test administration, including using gestures or facial expressions for guidance.
- Do **not** ask students the way in which they arrived at an answer.

Appropriate Testing Practices Unacceptable Practices (Fact Sheet)

- Do **not** tell students to redo a specific item or to review any specific part of the assessment once testing has begun.
- Do **not** go back and review each item individually with the student; simply direct students to answer items that did **not** have a blue dot to indicate that the item was answered.

Monitor Visit: Purpose

KSDE staff and the members of the Kansas Assessment Advisory Council visit about 5–10% of Kansas schools during test administration yearly for the purpose of monitoring test security.

Monitor Visit: District and School Selection

A representative sample of districts across Kansas, across all state Board of Education (BOE) regions, including both large and small districts, are selected for monitor visits every year in Kansas.

Monitor Visits

Two methods will be used to conduct monitor visits:

- Schools and districts can volunteer to receive a monitor visit. A monitor team will be assigned to that district. The team will select the date they will conduct the visit based on the testing schedule provided by the school. The district will **not** be informed of the specific date selected.
- Unannounced visits for a random sample of schools: schools will be chosen from the list of districts and schools that did **not** volunteer. The DTC will be alerted to potential visits and will share test schedules for the purpose of monitor visits.
 - Random sample collection includes consideration of board member districts, district size, rural or urban, previous violations, and previous monitor visits.

Student KITE Access and test procedures

Log out of chromebook

Access Chrome Apps in the bottom left hand corner

Find the KITE App

Sign in with Tickets and Daily Access Codes (BTC will get those to you each day)

Check student completion before submitting test

Throw away scratch paper

Work on something quietly