

# Test Security Treasure Hunt

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Questions



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**What is a testing irregularity?**

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# Examples of Test Irregularities

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- Cell phones or other nonallowable electronic devices
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- Student is sick and needs to leave during the test
  - Starting a test without accommodations in place
  - Students move past the current test session
  - TAs deviate from administration directions or script



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**How should paper test  
materials be handled and stored?**

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What are considered test materials?

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Complete this sentence.  
These practices are \_\_\_\_\_.

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- Permitting students to begin a subtest, leave the room, and return to finish the subtest.
- Taking test material off campus unless authorized by the DTC.
- Failing to conceal visual aids in the testing room.
- Possessing or disseminating a reproduced or paraphrased test item.
- A student accessing testing portal with another student's log-in information.

# Which of these is **NOT** required if a testing irregularity occurs?

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1. School personnel immediately reports suspected test irregularity to DTC.
2. District or charter staff report suspected irregularities to PED by phone or email within 3 days
3. Districts must refer students who have violated test security to PED for corrective action.
4. DTC submits a PED Test Irregularity Reporting Form within **10** days to the assessment bureau.

# True or False?

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- In cases of a severe breach of security or irregularity, PED may refer the matter for investigation by the Licensure Bureau for possible revocation of a license.



# Which of these is NOT a DTC responsibility?

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- a. Providing test security training to STCs, principals, and anyone coming into contact with test material
- b. Posting signs near copy machines prohibiting copying any test materials.
- c. Designating the DTC for the LEA/Charter school/BIE school
- d. Developing checklists and procedures for complying with test security

# Missing Materials

- DTCs must establish an inventory tracking system for test materials
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- Loss of state test materials is a security breach.

- TA must report missing materials to STC.

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

- Missing Test Materials Reporting Form:

<http://webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinator/>



**Bonus question:**

LEA staff should only use SSID numbers for transmitting communication to PED. What laws protect student privacy?

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# Why is Security Important?

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- 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

# Test Security

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- Protects the student.
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- Protects the staff.

- Protects the test.

- Protects you.

# Text Rendering Protocol From the School Reform Initiative

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## **Purpose**

To collaboratively construct meaning, clarify, and expand our thinking about a text or document

# The Process

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- Individually review the document. Mark the sentence, the phrase, and the word(s) that you think are particularly important.
- **Process** It's okay if participants repeat the same sentence, phrase, or word.
- **1. First Round** Each person shares a *sentence* from the document that she/he thinks/feels is particularly significant.
- **2. Second Round** Each person shares a *phrase* that she/he thinks/feels is particularly significant. The scribe records each phrase.
- **3. Third Round** Each person shares the *word* that she/he thinks/feels is particularly significant. The scribe records each word.
- **4. Discuss** The group discusses what they heard and what it says about the document.
  - What new insights have you gained about the text by looking at it in this way?
  - What do you think this text is *essentially* about?
- **5. Debrief** The group debriefs the text rendering process.