

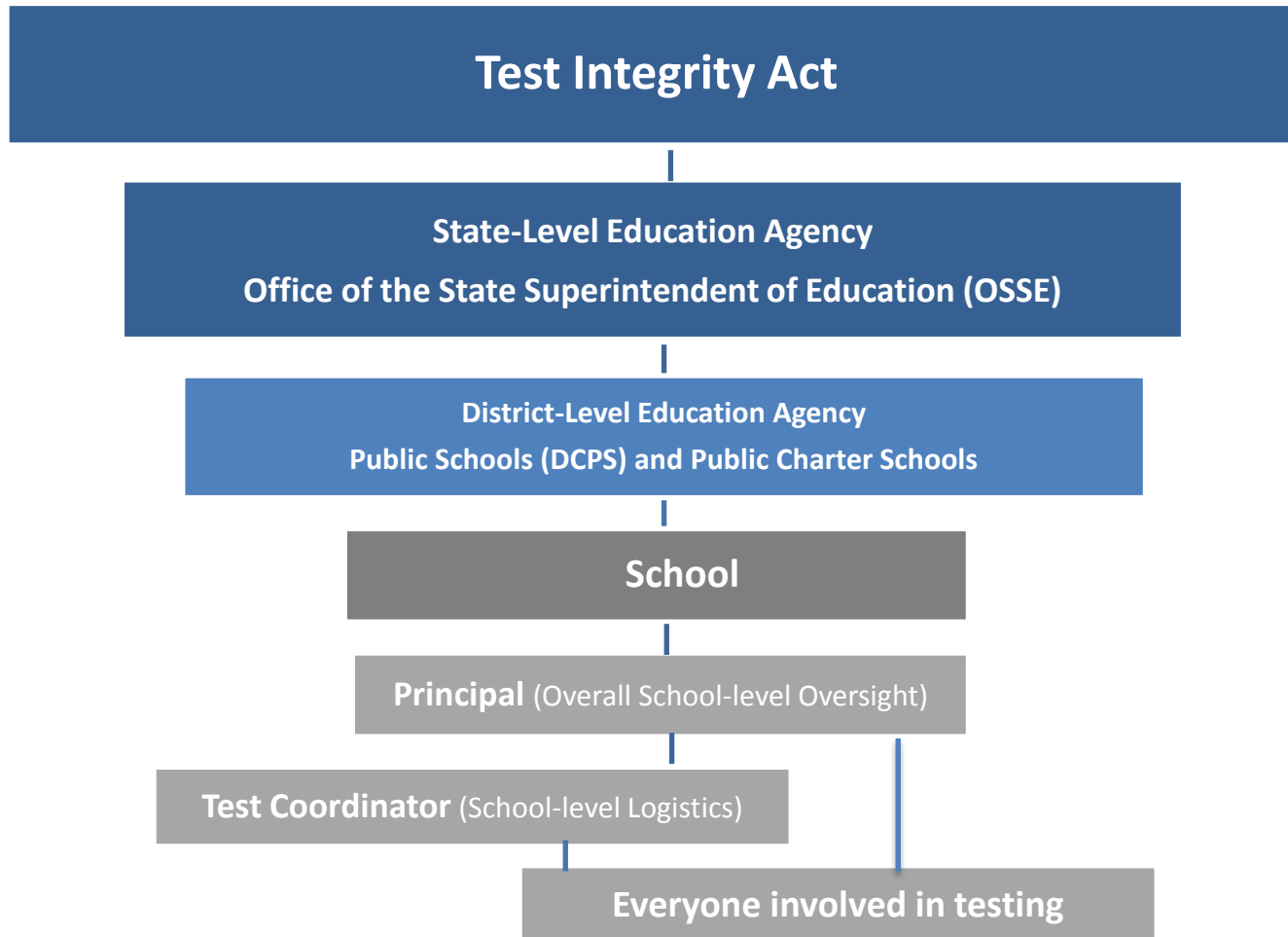
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# Test Integrity: A Review on Policies and Processes

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# Hierarchy of Testing Integrity



# Test Integrity Act

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*Enacted in 2013 by DC Council to establish procedures & protocols to ensure the integrity of tests results of “district-wide” assessments.*

- **Beginning with 2014 test administration**
- **Identifies testing roles**
  - “Test Monitor” (a.k.a. Principal) – A person responsible for testing integrity and security at each school
- **Identifies security protocols**
  - Submission of a “Test Integrity & Security Agreement” from each Test Monitor following the completion of testing; acknowledging that
  - All personnel involved in testing receive test integrity training and notification
- **Identifies OSSE-led investigation protocols**
  - Randomly selected classrooms
  - Preventing retaliation due to participation in test investigation process
  - Mandating cooperation in the investigations
- **Identifies sanctions** against LEAs, schools, and individuals found to violate test security, including: fines, test invalidation, revocation or teaching/administrative certificates

# Test Security Violations

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- Photocopying, or in any way reproducing , or disclosing secure test items or other materials related to statewide assessments;
- Reviewing, reading, or looking at test items or student responses before, during, or after administering the statewide assessment, unless specifically permitted in the test administrator’s manual;
- Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessments;
- Altering student responses in any manner;
- Altering the test procedures stated in the formal instructions accompanying the statewide assessments;
- Allowing students to use notes, references, or other aids, unless the test administrator’s manual or an approved accommodation specifically allows;
- Having in one’s personal possession secure test materials except during the scheduled testing dates and times;
- Allowing students to view or practice secure test items before or after the scheduled testing time;

# Test Security Violations

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- Making or having in one's possession answer keys before the administration of the statewide assessment;
- Leaving secure test materials in a non-secure location or unattended by authorized personnel;
- Using or allowing students use of unapproved electronics or cell phone during the administration of a statewide assessment;
- Making a false certification on any statewide assessment forms established and required by OSSE;
- Failing to actively supervise students at all times during test sessions;
- Allowing any form of cheating;
- Being present in the test environment or handling the test materials for one's own child or family member;
- Failing to count all test booklets and answer documents before allowing any pupil to leave the testing room and/or to ensure that all pupils have properly logged off the computer system;
- Failing to observe the test material chain of custody procedures as outlined in the school test security plan.

# School's Responsibility for Maintaining a Secure Test

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- Perform all testing integrity functions and responsibilities detailed by the Testing Integrity Act
- Maintain a Test Security File for a period of four years;
- Create, maintain and submit a school test security plan
- Obtain, securely maintain, and securely distribute material;
- Administer statewide tests as prescribed in the appropriate Testing Integrity Act, regulations, policies and manuals (unless expressly amended in writing by OSSE);
- Prior to, during, and following each test administration secure all state test materials and prohibit unauthorized access to secure test questions and materials at all times;
- Follow the technical difficulties process and report computer-based/online difficulties that impact test administration;
- Prohibit use of unapproved electronics during the administration of a statewide assessment (unless identified as an accommodation in the student's program plan);
- Prohibit any form of cheating;
- Return/dispose of all secure and non-secure test materials following procedures outlined in the appropriate testing manuals and OSSE Test Security Guidelines;
- Remove or cover displays related to the content area being tested and/or test taking strategies during the statewide assessments;
- Prohibit the use of unapproved electronic devices by students while taking the state assessment, and test administrators during the administration of an assessment, except as expressly permitted by OSSE;
- Immediately report any breach of testing security to the school's test monitor, the LEA's test integrity coordinator, or OSSE; and
- Uphold the integrity of testing and accuracy of the data by preventing any dishonest or fraudulent behavior and promoting a fair and equitable testing environment

# Test Integrity in DCPS

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**Data validity is very important to DC Public Schools.**

## **Why?**

- Instructional decision-making
- Student performance
- Performance-based Teacher/Staff/Leadership evaluations
- Recognition, rewards, and goal-setting associated with performance growth
- Compliance to policy & legislation

## **What are our strategies to ensure data validity?**

- Establish transparency and open communication between the schools, the district and the state
- Clear expectations and provide timely feedback
- Consistently take action

## **How?**

- Improve training and support systems
- Provide a method for reporting & monitoring
- Conduct interviews as soon as violation is suspected

# Preventative Measures

## Test Protocol Review & Revision

- Provide feedback on lessons learned
- Incorporate policy changes into all DCPS training documents
- Test Security Notifications

## Trainings

- Trainings are required for all Test Coordinator, school-based staff, and Observers
- Principal-focused training for their role as Test Monitors
- Specific focus on Test Security Process/Protocols

## Notification of Previous Violations

- School Administration notified of all test removals
- Notify School Administration regarding lessons learned, common procedure errors, school-specific incidents

## DCPS School Test Plan

- Each school site submits a test plan yearly in advance of testing
- All test plans are reviewed by the Assessment Team to ensure compliance with testing requirements and advise on successful test methods

## Observers

- Full-time external Observer assigned at all DCPS schools
- Observer materials highlight test security
- Targeted monitoring at schools with a confirmed test security violation or excessive procedure errors



# Preventative Measures: Test Security Protocols

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## Two-person rule:

- Test Coordinator and Principal/2<sup>nd</sup> POC must be present to handle secure test booklets (paper-based testing)
- Test Coordinator and Test Administrator must be present when handling secure test materials (e.g. distributing, returning, shredding)

Proctoring Policy: rooms with 15 students or more have 2<sup>nd</sup> adult during test administration

Secure Location: Secure testing materials (including student test booklets, student test tickets, login codes) stored in a locked location


Teacher Rotation: Teachers may only administer/proctor to student groups that are not their own caseload, unless they have another adult in the room with them

Cell Phone Policy (CBT): only testing leads may use cell phones and ONLY in emergencies or for immediate testing support

Electronic Devices (CBT): Test administrators are allowed to have one device with only approved test administration sites open

# Tracking and Monitoring Testing Irregularities/Incidents

<http://tinyurl.com/dcpsparccincident>

 Incidents } Add Incident

## Instructions

If you have questions regarding PARCC, DC Science or Alternate Assessment test administration and procedures, please contact your school's Test Coordinator. All testing irregularities must be reported within **24 hours** of the incident. Please note that the school's Test Coordinator and Principal will have access to all reports regarding their schools, but we recommend that you immediately notify them following completion of this document. If you would like to report the testing irregularities anonymously, please contact the Office of the State Superintendent of Education (OSSE) at (202) 305-3269. Click "Save" at the top right corner of this form to submit this report.

## School Information

School Name \*  Test Monitor Test Coordinator(s)

## Details of the Testing Environment

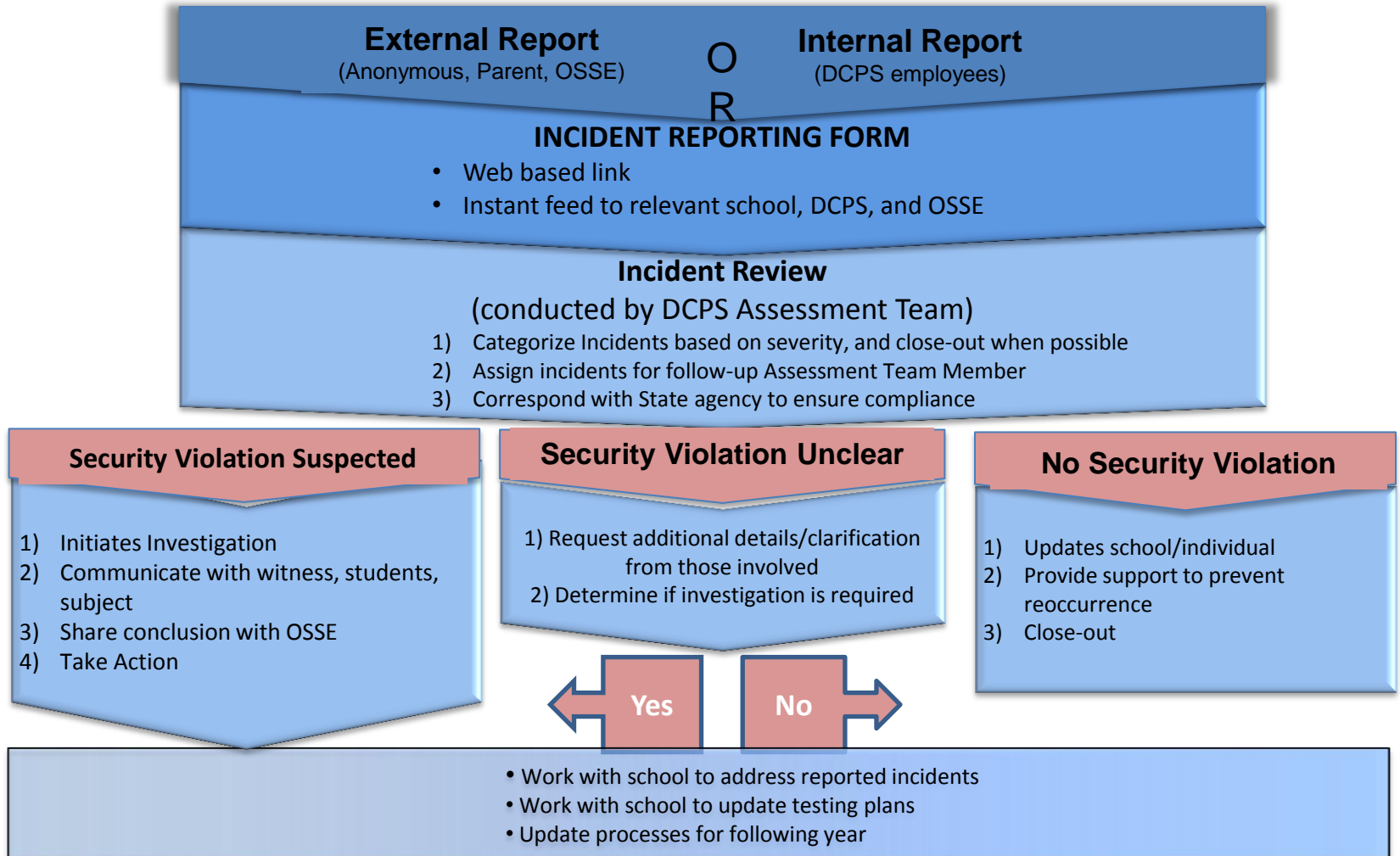
Date of Incident * <input type="text" value="mm-dd-yyyy"/>	Time of incident * <input type="text"/>
Affected Tested Subject <input type="text"/>	Testing Unit (e.g. Unit 1) <input type="text"/>
<input type="checkbox"/> This was an Alternate Assessment (MSAA or DC Science Alt)	
Room # <input type="text"/>	# of students in room <input type="text"/>
Test Administrator (First and Last Name) <input type="text"/>	Test Proctor (First and Last Name) <input type="text"/>

## Details of the Testing Irregularities & Breaches

This was a paper-based test. (Do NOT check if the test was conducted online)

Type of Irregularity \*

# Incident Reporting Analysis Structure



# Types of Investigations

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## **Follow-up:**

- Information gathering
- Brief set of questions conducted via email, phone, or in person
- Best used to determine whether or not a minor irregularity occurred

## **Informal:**

- Information gathering
- Question & Answer Statement collected via email or in-person
- Document/evidence collection required
- Best used to determine whether or not a violation took place

## **Formal:**

- Official Question & Answer Statement collected
- Official notification of an investigative review
- Evidence and documentation confirmation
- Best used once it is determined that a violation occurred

# Overview of Investigation Visits to Schools

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## Visits include:

- Document review
  - Test binder, which includes test plan, training logs, sign-in/sign-out sheets, observer forms, staff non-disclosure agreements, etc.
- Interviews with select, relevant school personnel and students
  - Principal
  - Test Coordinator
  - Test Administrators
  - Proctors
  - DCPS-assigned Observers, when relevant
  - Other staff involved in testing where relevant
  - Students from flagged classrooms
- When a staff member transfers schools or has left DCPS, every attempt to locate and interview is made

Follow-up visits and interviews occur when additional information is needed

# DCPS Test Integrity Council

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## Establishment

- In order to deliver on DCPS' mission to prepare all students for success in college, career, and life, we must ensure the integrity and accuracy of our student achievement data and results. The TI Council was established to review reported cases of testing impropriety by staff in DCPS, and to recommend needed action.

## Purpose & Mandate

- The TI Council serves in an **advisory capacity** to the Chancellor by reviewing reported cases of testing impropriety in DCPS and recommend possible sanctions.

## Membership

- Consists of leadership from various offices and areas of DCPS expertise (7 total)

# Implementation of Sanctions

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Following Chancellor approval, recommendations are transmitted to the DCPS Office of Labor Management and Employee Relations (LMER) for implementation.

## Potential Sanctions

1. Invalidation of student test scores with no opportunity for re-testing
2. Letter from the Assessments Team (not progressive action)
3. Place school or staff member on monitoring list for future testing administration(s)
4. Remove staff member from performing test administration in current and/or future years
5. Letter of reprimand sent by Labor Management & Employee Relations
6. Staff member suspended without pay for a set number of days
7. Staff member termination
8. Do not rehire



Contact:

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[DCPS.testing@dc.gov](mailto:DCPS.testing@dc.gov)