

TESTING PROGRAM

The Concordia Parish School Board shall take every precaution to assure that all tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. For criterion-referenced, norm-referenced, alternate assessments and certain other tests administered by or through the Louisiana Board of Elementary and Secondary Education (BESE), testing materials and procedures, as well as any electronic data, computer media, or passwords related to student testing, shall be properly supervised in strict compliance with regulations outlined by BESE and the School Board. In addition, all secure tests and test documents shall be stored under lock and key in designated areas when not in use.

Any teacher or other school personnel who allows or breaches test security, including unauthorized access to electronic data, shall be disciplined in accordance with statutory provisions, policy and regulations adopted by BESE and the School Board, and any and all laws that may be enacted by the state.

All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position and stored in a secure area as designated and supervised by a school administrator during test administration or any other time that test booklets and answer documents are present.

TESTING SECURITY

1. It shall be a violation of test security for any person to do any of the following:
 - a. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education and the School Board that would give examinees an unfair advantage or disadvantage;
 - b. Give examinees access to test questions prior to testing;
 - c. Examine any test item at any time (except for students during the test or test administrators while providing the accommodations Tests Read Aloud or Communication Assistance, Transferred Answers, or Answers Recorded for students determined to be eligible for those accommodations);
 - d. Copy, reproduce, record, store electronically, discuss, or use at any time in a manner inconsistent with test regulations all or part of any secure test booklet, answer document, or supplementary secure materials (e.g. writing prompts, science tasks);
 - e. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
 - f. Provide answers to students in any manner during the test, including provision

of cues, clues, hints, and/or actual answers in any form -- written, printed, verbal or nonverbal;

- g. Administer published parallel, previously administered, or current forms of any statewide assessment as a practice test or study guide;
 - h. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, supplementary secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
 - i. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the *Louisiana Department of Education, Division of Standards, Assessments, and Accountability*;
 - j. Fail to report any testing irregularities to the District Test Coordinator (a *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report such incidents to the *Louisiana Department of Education, Division of Standards, Assessments, and Accountability*;
 - k. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.
2. A *Statement of Assurance* regarding the Board's test security policy shall be submitted annually to the *Louisiana Department of Education, Division of Standards, Assessments, and Accountability*. This statement shall include the name of the individual designated by the Superintendent to procure test materials.
3. Test materials, including all test booklets, answer documents, supplementary secure materials containing secure test questions, video tapes, and completed observation sheets, shall be kept secure and accounted for in accordance with the procedure specified in the examination program administration manuals and other communications provided by the Louisiana Department of Education. *Secure test materials* include test administrators' manuals, test booklets, answer documents, and any supplementary secure materials.
- a. All test materials, except district and school test coordinator manuals and test administration manuals, test booklets, answer documents, and supplementary secure materials shall be kept in a predetermined, secured, locked storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in a locked storage at both the district and school levels; secure materials must never be left in open areas or unattended;
 - b. Test administrators are to be given access to the tests and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a designated locked, secure location each day of testing.

- c. All test booklets, answer documents, and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.
 - d. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors shall be reported to the *Division of Student Standards, Assessments, and Accountability* (LDE) by the school district's Test Coordinator prior to the administration of the test.
 - e. In the event the test booklets, answer documents, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator shall immediately notify by telephone the *Division of Student Standards, Assessments, and Accountability* (LDE) and follow the detailed procedures for investigating and reporting specified in BESE's *Test Security Policy*.
4. **Only personnel trained in test security and administration** shall be allowed to have access to or administer any statewide assessments.
5. The Superintendent shall designate annually one individual in the district as District Test Coordinator, and, if necessary, one individual as Backup District Test Coordinator, who shall be authorized to procure test materials which are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The name of the individuals so designated shall be provided in writing to the *Division of Standards, Assessment, and Accountability, Louisiana Department of Education*, and included on the *Statement of Assurance*.

If during the academic year the person appointed as District Test Coordinator changes, the Superintendent shall notify the LDE, *Division of Standards, Assessments, and Accountability* in writing within fifteen (15) days of the change of appointment.

6. Testing shall be conducted in class-sized groups. Permission for testing in environments that differ from the usual classroom setting must be obtained in writing from the *Louisiana Department of Education, Division of Standards, Assessments, and Accountability* at least thirty (30) days **prior** to testing. If testing outside the usual classroom setting is approved by the *Division of Standards, Assessments, and Accountability*, the School Board shall provide at least one proctor for every thirty (30) students.
7. The State Superintendent of Education may disallow test results which may have been achieved in any manner which is in violation of test security.
8. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.

9. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated testing programs, as well as any access to electronically shared student test data.
10. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through BESE or the Louisiana Department of Education shall have breached test security. Any individual who knowingly causes or allows the presentation of forged, counterfeit or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores but will be allowed to retake the test at the next test administration.
11. The District Test Coordinator shall coordinate the investigation of all reports of testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, in accordance with procedures outlined by the Louisiana Department of Education in Bulletin 118, *Statewide Assessment Standards and Practices*, and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the *Division of Standards, Assessment, and Accountability, Louisiana Department of Education*, and the Superintendent of the school district.

Investigation Process

Procedures for investigating **any** testing irregularity shall follow the procedures outlined in Bulletin 118, *Statewide Assessment Standards and Practices*, but shall include the following:

- a. In instances where any testing irregularities may have occurred, an initial written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.
- b. The District Test Coordinator shall review the allegation of test security violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to:
 - i. The location of the predetermined locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;
 - ii. Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time shall be interviewed;

- iii. Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing;
- iv. Compilation of any documents to support or to refute allegations made. All individuals who had access to the test materials at any time must be interviewed.

A written summary of the findings of the investigation shall be provided the Superintendent.

- c. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.
 - (1) Students found to have purposefully violated test security shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the Concordia Parish School Board *Policy Manual*.
 - (2) Any school employee found to have purposefully violated test security shall be charged with violation of state and/or parish policy and disciplinary action shall be pursued in accordance with the provisions of state statutes, with direction from the Concordia Parish School Board.
 - d. After completion of the investigation, the School Board shall provide a report of the investigation *and* a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence.
12. All persons involved in the administration of tests or that have access to test materials or student test data shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data and confidentiality requirements. A record of such activities shall be maintained by the Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn inservice all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data. *Access to test materials* by school personnel shall mean any contact with or handling the materials but does not include reviewing tests or analyzing test items, which are prohibited.
13. All test administrators and proctors shall be required to sign the *Oath of Security* and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and principal shall be required to sign an *Oath of Security* and return it

to the District Test Coordinator to be kept on file at the School Board office for three (3) years.

14. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the Board. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, principal, or assistant principal of each school. Additionally, a list of all individuals who have access to student level test data shall be maintained.
15. The School Board shall ensure that individual student test data in electronic and paper formats are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users of the LEAPweb Reporting System, the LEAPdata Query System, and the Enhanced Assessment of Grade Level Expectations (EAGLE) System shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. Any student information from these systems shall not be disclosed to anyone other than a state, district, or school official, or parent/guardian as defined by the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#). All users who are granted a password to these systems shall abide by FERPA provisions.

School level passwords for access to individual school data shall be provided to school principals by the District Test Coordinator as requested. Principals shall be responsible for distributing the password as needed to school personnel and to provide for security and confidentiality of the school level password.

All users shall be required to sign a security agreement each year guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the security agreement shall be sent to the District Test Coordinator for safekeeping, or for school users, maintained by the principal of each school. Signed security agreements shall be valid until the District Test Coordinator receives notification that the Security Agreement available online has been revised. If a breach in security occurs, principals shall immediately contact the District Test Coordinator or his/her backup for a replacement password. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords. District Test Coordinators shall send their signed security agreements for the Louisiana Department of Education.

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Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:81.6](#), [49:953](#)
[Statewide Assessment Standards and Practices](#), Bulletin 118, Louisiana
Department of Education
Board minutes, [5-11-04](#), [8-8-06](#), [7-10-08](#)

Concordia Parish School Board