

**School Safety Plan for Test Administration  
2021-2022  
Union Local Middle School**

Ben Porter	School Administrator-Examiner,Monitor or Scribe
Joel Davia	School Administrator- Examiner,Monitor or Scribe
Nick Nardo	School Administrator- Examiner,Monitor or Scribe
Katie O'Brien	District Test Coordinator--Examiner, Monitor or scribe
Joey Meholovitch	Examiner,Monitor and Scribe
Tracy Childress	Nurse (if needed)
Ruthie Martin	Secretary
Marilyn White	Secretary
Whitney Allar	Examiner, monitor or scribe
Justin Andes	Examiner, monitor or scribe
Lorita Bee	Examiner, monitor or scribe
Linda Bernard	Examiner, monitor or scribe
Kelly Butler	Examiner, monitor or scribe
Jill Butts	Examiner, monitor or scribe
Marie Compston	Examiner, monitor or scribe
Melissa Duvall	Examiner, monitor or scribe
Jodi Frye	Examiner, monitor or scribe
Robin Jefferis	Examiner, monitor or scribe
Johnen Julie	Examiner, monitor or scribe
Mary Kemp	Examiner, monitor or scribe
Kim Kerns	Examiner, monitor or scribe
April Linard	Examiner, monitor or scribe
Jill Loase	Examiner, monitor or scribe

Sheri McElroy	Examiner, monitor or scribe
Rich Mercer	Examiner, monitor or scribe
Natalie Michaels	Examiner, monitor or scribe
Greg Miller	Examiner, monitor or scribe
Joyce Nardo	Examiner, monitor or scribe
Robin Sefsick	Examiner, monitor or scribe
Jennifer Smolenak	Examiner, monitor or scribe
Sheryl Sonk	Examiner, monitor or scribe
Melissa Steadman	Examiner, monitor or scribe
Autumn Troullos	Examiner, monitor or scribe
Shayne Woodland	Examiner, monitor or scribe
Evelyn Wilson	Examiner, monitor or scribe
Tracey Wodarczyk	Examiner, monitor or scribe
Angie Yager	Examiner, monitor or scribe

Translator is not needed at this time but may need to be utilized at a later date due to students moving into the area.

### **Test Security**

It is illegal and unethical for anyone to reproduce or disclose any of the test content or cause the content to be reproduced or disclosed in any format. Test security is vital to the successful administration of the tests. All district and school personnel are responsible for ensuring the security of the individual test questions.

The responsibility to maintain the security of the test questions continues even after the test concludes. Under Ohio law, releasing any test questions or other contents of a test to students or helping students cheat in any other way may result in an invalidation of test scores, termination of employment, suspension of certificates to teach, and/or prosecution. Violations of test security provisions in the district's written procedures may be punishable by penalties specified by the district.

### **Test Administration Criteria**

Any person administering a test must be an employee of the district and hold a license, certificate or permit issued by the Ohio Department of Education. During every administration, a test administrator who meets these criteria must be in the room at all times. This person must actively monitor students to ensure test security. If the test administrator must leave the room in which the test is being administered, another test administrator who meets the criteria must be called to be in the test room.

The ratio for testing purposes is one test administrator to 30 students in any testing room. For any group of more than 30 students, a proctor or monitor must be in the room with the test administrator. The proctor or monitor is not required to meet the criteria for administering a test. A test administrator must be in each testing room, including rooms where small groups are administered the tests or where accommodations are provided.

### **Actively Monitor Test Sessions**

**A test administrator must actively monitor the test session.** This includes but is not limited to the following:

- walking around the room (the test administrator may sit at the test administrator desk for short periods but may not be involved with non-test activities listed below);
- making sure the students are taking the correct test;
- observing that students are not involved in activities that might be considered cheating;
- monitoring test completion per student;
- monitoring how much time is left in a test session and student test completion; and
- generally being involved with the test session.

### **These are not active monitoring behaviors:**

- reviewing a test so closely that student responses are clearly examined;
- **being involved with non-test administration activities such as grading papers, completing lesson plans or completing tasks on an electronic device for a non-test reason;** or

- leaving the students unattended while the test is still in session.

### **Breaks**

If students leave the room while resting is in progress, students must first get permission from the test administrator. Although it is permissible for test administrators to give students a brief break, test security must be maintained throughout the break. Students should not talk during a break.

It is preferable that only one student at a time be allowed out of the testing room. Students who wish to go to the restroom during the test must turn in all their testing materials to the test administrator prior to leaving the room. For paper testers, this includes scratch paper, test booklets, answer documents and special versions. If students are taking a test that allows the use of a handheld calculator, students must turn in their calculators before leaving the test room. For online testers, students must turn in scratch paper and handheld calculators (if applicable). Online testing students should pause their tests when taking a break.

### **Use of Electronic Devices (Phones or Computers)**

1. Using an electronic device for personal use during the testing session is grounds for immediate testing invalidation and may be grounds for disciplinary action by the school district. The materials must be secured in their book bags or lockers. Electronic devices are NOT allowed in the testing area with the exception of the test administrator who may use the device for the following reasons: medical and technological emergencies, to use as a time-keeper or to otherwise perform necessary test-related actions. Test administrators must not use the cell phone for non-test related issues or personal issues. Test administrators must NEVER take photographs of students, tests, computers or the testing room during testing.
2. No checking emails on the computers or being on any site other than testing website (if applicable). **Student and faculty use of electronic devices for personal reasons is not permitted until ALL tests have been completed and the test administrator has ended the testing session.**

### **Security Violations**

The following are security violations, which will need to be discussed with the department as soon as the alleged violation is known; see the inside front cover of this manual for contact information. This is not an exhaustive list.

#### *Before or during a test administration*

- Reviewing a test booklet or a student's answer document to review test content or student responses;
- Using a student's login information to access an online test in order to review the test content;
- Reviewing the test and creating a study guide or in some way releasing the test questions to students;
- Describing the test questions in an email, or discussing the test questions with anyone;

- Standing over a student who is taking the test and indicating in some manner that the student's answer is incorrect, blank or deficient;
- Coaching a student in any manner to indicate the correct answer or any answer;
- Posting any portion of the test content and/or a student response on social media before, during or after the test administration.

*After the administration*

- Marking, tampering with or contaminating a student's responses in any way, unless by a scribe or test administrator with permission to transcribe the student's responses with no changes;
- Failing to collect and securely shred any scratch paper that was provided to and used by students during a test and that contains student writing;
- Failing to account for and return any secure paper test materials;
- Discussing test questions with colleagues or students after the test has been administered, which may affect students who are tested on a later day;
- Describing the test questions in an email or discussing the test questions with anyone.

At any point, if personnel believe that a violation of test security has occurred, he or she should contact the building test coordinator about the alleged test security violation. The building test coordinator should report the alleged security violation to the district test coordinator. The district test coordinator will contact the department to discuss the situation. Information on reporting test incidents to the department is available in the Ohio Statewide Assessment Rules Book at [education.ohio.gov](http://education.ohio.gov) and searching the following keywords: rules book.

**After Testing Policy**

All students, including those students who finish early, will stay in the testing room for the duration of the administration. Generic silent work will be on-hand for students. The silent work must not be related to the subject matter being tested.

**Handling, Tracking, and Maintaining Security of Assessment Materials**

Defined as from the time and point of receipt in a school district or participating school until the time and point of shipping to the district's central collection location and from there shipped to the scoring contractor. Rule 3301-13-05 H (2)

1. Monitoring / Handling and Tracking Assessment Materials while on campus until time of shipping (Paper Based Tests) Rule 3301-13-05 H (2)

When materials are originally shipped from the testing vendor and have arrived at the school, the testing coordinator verifies the shipment using the packing slips in the boxes to ensure all materials have arrived. The testing coordinator will also make verification that the materials on the packing slip matches the amount of materials ordered through the testing portal website. The testing coordinator, after making verification that all materials are present, will lock materials in the secured storage area (Room C14 in Administration office) until the appointed testing time. Within

Room C14, the materials will be sorted and locked in a file cabinet. The only members of the test administration team that have access are: Rhonda Eberhart, testing coordinator (HS) and Zac Shutler (HS Principal).

### *Shipping Procedure*

Once all materials have been returned on the last day of testing and all makeups have been completed, the testing coordinator is to ship all materials back to the vendor based on the vendor's classification of scorable and non-scorable materials.

### *Scorable Materials- Test booklets*

1. The test coordinator and/or district coordinator will return paper booklets to the vendor for scoring per the vendor's procedure.
2. When shipping ,make sure to create a list of materials in each box. Be very specific such as book #s, teacher name, student name etc. (This will assist in case items are lost). In addition to a list of materials in each box, you need to keep a copy of the bottom portion of each shipping label which will have a tracking number.
3. Keep the shipping information in a file each year for three years.

### *Non-Scorable Materials- Administration manuals, any manipulatives sent by the test vendor and any other materials not classified as scorable materials*

1. The test coordinator and/or district coordinator will return non-scorable materials to the test vendor for scoring per the vendor's procedure.
2. When shipping items make sure to create a list of materials in each box. Be very specific such as book #s, teacher name, student name etc. (This will assist in case items are lost). In addition to a list of materials in each box, you need to keep a copy of the bottom portion of each shipping label which will have a tracking number.
3. Keep the shipping information in a file each year for three years.

### **Monitoring/ Handling and Tracking Assessment Materials during Testing Times.** Rule 3301-13-05 H (2)

When materials are being utilized for testing purposes, the materials will be delivered to the classroom in which testing will be taking place and must be signed out by the test administrator. The test administrator will verify the number of materials that were given as well as verify that the booklet number and students names will match according to any Pre-ID labels. When testing is completed ,the testing coordinator is to verify that all materials have been returned and sign the sheet stating receipt of materials and the time in which the materials were returned. After verification that all materials are present, the materials are put into the assigned storage room (A24 in the Administration Office) in the locked file cabinets.

### **Procedures for Handling, Tracking and Maintaining Security of Assessment Materials:**

Procedures at the site before, during and after an assessment administration, including, but not limited to, procedures for accounting for and storing assessment booklets, answer documents, and all other assessment materials in a secure location before, during, after and between assessment administration sessions.

#### *Handling Before Assessment*

When materials are originally shipped from the testing vendor and have arrived at the school, the testing coordinator verifies the shipment using the packing slips in the boxes to ensure all materials have arrived. The testing coordinator will also make verification that the materials on the packing slip match the amount of materials ordered through the testing portal website. The testing coordinator, after making verification that all materials are present, will lock materials in the secured storage area (Room A24 in Administration office) until the appointed testing time.

#### *Handling During Assessment*

When materials are being utilized for testing purposes, the materials will be delivered to the classroom in which testing will be taking place and must be signed out by the test administrator. The test administrator will verify the number of materials that were given as well as verify that the booklet number and students' names match according to any Pre-ID labels. When testing is completed, the testing coordinator is to verify that all materials have been returned and sign the sheet stating receipt of materials and the time in which the materials were returned. After verification that all materials are present, the materials are put into the assigned storage room (A24 in the Administration Office) in the locked file cabinets.

#### *Handling After Test*

Once all materials have been returned on the last day of testing and all makeups have been completed, the testing coordinator is to ship all materials back to the vendor based on their classification of scorable and non-scorable materials.

#### *Scorable Materials- Test booklets*

1. The test coordinator and/or district coordinator will return paper booklets to the vendor for scoring per the vendor's procedure.
2. When shipping items make sure to create a list of materials in each box. Be very specific such as book #s, teacher name, student name etc. (This will assist in case items are lost). In addition to a list of materials in each box, you need to keep a copy of the bottom portion of each shipping label which will have a tracking number.
3. Keep the shipping information in a file each year for three years.

#### *Non-Scorable Materials- Administration manuals, any manipulatives sent by testing vendor and any other materials not classified as scorable materials*

1. The test coordinator and/or district coordinator will return paper booklets to the vendor for scoring per the vendor's procedure.
2. When shipping items make sure to create a list of materials in each box. Be very specific such as book #s, teacher name, student name etc. (This will

assist in case items are lost). In addition to a list of materials in each box, you need to keep a copy of the bottom portion of each shipping label which will have a tracking number.

3. Keep the shipping information in a file each year for three years.

*Note:* Each building ships their individual testing materials. From the time they are completed testing and boxed up, the boxes with the test booklets are locked in the secure storage room until the time in which the shipping service comes to pick up materials.

### **Specification for Investigating any Alleged Violation**

Defined as any alleged violation of an assessment security provision or any alleged unethical testing practice, a procedure ensuring due process for any individual accused and a procedure for determining an action or actions to be taken in response to any accused and a procedure for determining an action or actions to be taken in response to any confirmed violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, this rule, or the school's security procedures, including but not limited to, cheating by a student and/or by any other person assisting a student to cheat.

#### *Suspicion of Violation of Test Security*

- The building principal shall conduct an investigation with all parties concerned about the alleged violation.
- Within two days, the building principal shall notify all parties in writing of the opinion as to whether or not a violation has occurred.
- Within 10 days of determining that a test security violation has occurred following an investigation, the District shall notify the State Board of Education in writing of the finding and of the action taken.

#### *Confirmed Violation of Test Security*

### **Possible Actions**

#### *Student*

If it has been determined that a test security violation has occurred, the student's test shall be invalidated. If other students are also involved, their tests shall be invalidated.

#### *Teacher*

If it has been determined that a testing security violation has occurred and a teacher was involved, the building principal shall forward the findings to the Superintendent. Upon receipt of the findings, the Superintendent may recommend to the Board that termination procedures shall commence.



*Building Principal or Testing Coordinator*

STEP 1: The Superintendent shall conduct an investigation with all parties concerned about the alleged violations.

STEP 2: Within 10 days of determining that a test security violation has occurred following an investigation, the District shall notify the State Board of Education in writing of the finding and of the action taken.

*Superintendent*

The Board may commence termination procedures.

**Determining Whether or not to Invalidate a Student's Assessment Score**

An action a school district or participating school may take in response to an assessment security violation of section 3319.151 of the Revised Code, rule 3301-7-01 of the Administrative Code, an ethical testing practice, this rule or the school's security procedures which was caused by either a student and/or by any other person. **If a student or teacher breaks any of these testing security classifications, the tests should be invalidated.**

*Testing Irregularities-* Reporting sheets are sent with testing materials

- **Testing Environments**
  - Loss of internet connectivity (if online)
  - Building evacuation or lockdown
- **Procedural Testing Irregularities**
  - Failing to following administration directions
  - Displaying testing aids in testing environment
  - Failure to provide students with documented accommodations or provide accommodations which are not documented and therefore not appropriate.

**Reporting Security Breaches and Testing Irregularities**

NOTE: Report all security breaches and testing irregularities immediately to the testing coordinator.

**How the Written Procedures Established in Accordance with this Rule will be Communicated in Writing and Discussed each School Year with all Employees**

Employees are defined as all members of the school district or participating school who have access to the secure assessment materials, with all students enrolled in the school district or participating school who are being tested, and with any other person authorized to be present in an assessment room and/or to have access to any assessment materials.

*Communication of Written Procedures/Security Plan*

- There will be a written form of the security plan placed in each teacher's mailbox and a verification sheet to be signed to show that the teacher read the security plan. These signed sheets will be kept for 3 years. (Appendix A)
- There will also be a meeting with the teachers to discuss the security plan where attendance will be taken as well. (Appendix B)

**Appendix A- Security Plan Verification for 2021-2022**

I, \_\_\_\_\_, have reviewed the Testing Security Plan for my building.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_

**Appendix B- Attendance Sheet for Security Plan Meeting  
Union Local Middle School**

**Name:**

**Date:**