Final

Star of the North Academy

State Testing Policies

REQUIRED BY LAW

SNA is required by state and federal law to ensure participation by all eligible students in statewide accountability assessments. Reading and math tests are administered in grades 3-8. Science is administered in grades 5 and 8. Annual ACCESS testing is required for ELL students at all grade levels.

PREPARATION FOR TEST ADMINISTRATION

1. The DAC (District Assessment Coordinator) will be responsible for training Test Monitors and Test Administrators prior to the test administration.
2. Annual training for Test Monitors and Test Administrators will include training on test administration policies, procedures and test security. This training will be documented and kept on file at the Star of the North Academy administrative office.
3. The Star of the North DAC will ensure that all guidelines referenced in Chapter 8 of the Procedures Manual for the Minnesota Assessments are followed: what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of testing labs and rooms.
4. Star of the North Academy will make arrangements for the logistics of test administration, which includes ensuring appropriate student-to-Test Monitor and Test Administration ratios and scheduling the testing lab.
5. All testing accommodations must be documented in the eligible student's IEP or 504 Plan prior to test administration and communicated to the Star of the North Academy DAC in order for the DAC to enter them into Pretest Editing in Test WES for the MCA.
6. All accommodations for English Learners must be identified and documented prior to test administration and communicated to the Star of the North Academy DAC and the ELL Coordinator in order for the DAC to enter them into Pretest Editing in Test WES for MCA or to order test materials for ACCESS 2.0 and Alternate ACCESS for ELLs.
7. All test assignment decisions (e.g., MCA to MTAS, ACCESS to Alternate ACCESS) must be identified prior to test administration and communicated to the Star of the North Academy
8. For MCA and MTAS, the Star of the North Academy DAC will enter changes into Pretest Editing in Test WES.

PARENT RIGHTS

SNA parents have the right not to have their student participate in state-required standards assessments. SNA will provide parents/guardians of the option of test refusal and provide a form to be completed that states the parent refuses their student participation. This refusal must be in writing before testing begins. Student test refusal is documented by the SNA test coordinator on an annual basis and kept on file for two years after the academic school year in which the testing refusal took place.

In order for parents/guardians to make fully informed decisions regarding their child's participation in statewide assessments, SNA will provide complete, timely and transparent information when asked by parents/guardians if they can refuse testing. SNA will set a timeline for when parent/guardian refusals are to be received and will make every attempt to honor the parent/guardian refusal if received before the student begins testing. Applicable SNA staff will be informed about students who will not be participating in testing due to a parent/guardian refusal.

In compliance with Minnesota Statutes, section 120B.31, subdivision 4a, MDE provides a form that includes information about statewide testing that parents and guardians may use as documentation if they refuse to have their student participate. SNA has posted the current year's complete form on the district website and included it in the district's student handbook.

A student not participating in the statewide assessments will not be counted as proficient for the purposes of school and district accountability, which has implications at the school and district level for support and recognition opportunities.

GENERAL TRAINING INFORMATION

- A schedule of MCA testing by grade level and teacher will be provided to teachers/staff two weeks before testing.
- Students will be informed by the classroom teacher about the testing dates and times a week prior to testing.
- All the testing materials will be locked at all times before and after testing.
- Test security will be clearly understood and followed by students and staff; no discussion of test content with others is allowed
- Review of Minnesota Assessments Test Security Training for District and Schools, Test Monitor responsibilities, Test Monitor and Student Directions and any special instructions for a particular test given including any annual training such as the Online test Monitor Certification Course or MTAS Training for Test Administrators will be conducted and documented.
- Any accommodations to be given to students and procedures for administering the accommodations in the Test Monitor's test administration training will be addressed.
- District policies and procedures (FAQs) for situations that may arise during test administration will be reviewed, including:

  1. Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.
  2. Who Test Monitors should contact in case of emergency.
  3. Ensuring students get to the correct rooms for test administration.
  4. Ensuring students do not use cell phones or other unpermitted electronic devices.
  5. Breaks for use of the restroom or other interruptions during testing.
  6. What to do if an individual student or the Test Monitor becomes ill or needs to leave during testing.
  7. What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill).
  8. What individual students will do when they are finished testing.
  9. Who will track all testing materials and see that they are returned after each testing session and upon test completion.

RETURN OF MATERIALS

1. The Test Monitor and the Test Administrator will return all test materials (including student login information and any materials used such as scratch paper) to the Star of the North DAC immediately after testing.
2. The Star of the North Academy DAC will place these items in a secure and locked location between and after test sessions.
3. Test Monitor Test Materials Security Checklists will be signed by the Test Monitor indicating that all materials have been returned once testing is completed.
4. Student login information and any materials used, such as scratch paper, will be securely destroyed at the end of the test administration by the DAC no more than 48 hours after the close of the testing window.
5. Test materials are inventoried and placed in a secure locked location until shipped back to the service provider.
6. The Star of the North DAC will prepare the materials for shipment to the service provider according to return instructions in the applicable Assessment Manual.
7. The Star of the North DAC will follow instructions provided in the applicable Assessment Manual for the return shipping of materials.

TESTING STAFF TRAINING

Staff involved in state testing, as proctors, supervising staff, and related roles, will receive the following training:

- Completion of the Minnesota Department of Education (MDE) Non-Disclosure Statement each year.
- Review of test security requirements for before, during, and after test administration.
- Discuss what active monitoring of the test session involves and the district's expectations for Test Monitors
- Review procedures to follow if a student reports an error with a test item
- Determine the process to contact the District Assessment Coordinator (DAC) if a problem arises during the testing without leaving students unattended.
- Determine the process for inventorying test materials upon receipt and the return and completion of the Test Monitor Test Materials Security Checklist.
- Determine process for when and how test materials (including paper accommodations, MTAS test materials, student login information, and scratch paper) are returned between testing sessions and once testing is completed.
- Determine process for ensuring that all student responses from paper accommodated test materials and all student scores for MTAS will be entered according to procedures in the applicable Assessment Manual.
- Remind staff that all test materials are secure and cannot be reproduced in any form.

TESTING PROTOCOL

- The Test Monitor is responsible for the test materials during the test administration.
- The student Authorization Tickets (Student First Name, Last Name MARSS/SSID Number and Test session code) will be handed to the students by the testing monitor when ready to log into the test.
- Students are allowed to only have the following items with them in the computer lab: scratch paper and pencils, authorization ticket given by the testing monitor and a book to read after they finish.
- Students can use all the features available on the test: online calculator, notepad, eraser, and text to speech if available.
- Physical calculators are not allowed in the testing lab for grades 3 through 8.
- If students need something or have a problem during the test they need to raise their hand and an adult can help them with any technical problem. Note: no one is allowed to help with the test items/questions.
- If a student qualifies for a testing accommodation, the test has an accommodation option available.
- If a student feels sick during the test or needs to use the bathroom, they raise their hand for permission; only one student is allowed to leave the room at a time.
- NOTHING can be hanging in the testing lab wall that can help students with the test like; posters, anchor charts, etc.
- After the test/session is finished, all the scratch paper and student Authorization Tickets are collected and handed immediately to the DAC for lock up.
- If cheating occurs during the test, it is reported immediately to the DAC.

BREACHES IN TEST SECURITY
If there is a concern that security may have been breached, the DAC will notify MDE within 24 hours of the time of the alleged breach and submit the Test Security Notification with any documentation in Test WES within 48 hours.

CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

1. The Star of the North Academy DAC and will be immediately informed that secure test materials have arrived and will subsequently secure all materials in a predetermined secure locked location.
2. The Star of the North Academy DAC will ensure that test materials (including paper accommodated and MTAS test materials) are inventoried upon arrival and kept in the school in a secure, locked location until distributed to the appropriate rooms on test day.
3. Those who have access to the secured area, inventoried materials, and complete security checklists are the Star of the North Academy DAC and Star of the North Academy administrators, and clerical staff.
4. Those who have access to Star of the North Academy Test Security Procedures and secure online testing systems, student login information, and student scratch paper are the Star of the North Academy DAC , the Star of the North Academy administrators, and test monitors.
5. The Star of the North Academy DAC ensures every person with access to test materials will sign a Non-Disclosure Agreement before handling materials or accessing online systems.
6. The Star of the North Academy DAC will inventory testing materials immediately using the security checklists.
7. Any inventory discrepancies will be reported immediately to the DAC who in turn will immediately report to Pearson and MDE.
8. Security checklists will be kept at the district for 12 months following testing.
9. The Star of the North Academy DAC, and designated Tech Support personnel will ensure that student log-in information for online tests are created and kept in the Star of the North Academy records locker, a secure, locked location, until time of testing.
10. The Star of the North Academy will organize test materials for each Test Monitor and Test Administrator, including Test Monitor Test Materials Security Checklists, student login information, and scratch paper.
11. Test materials will be kept in the Star of the North Academy testing locker, a secure locked location, until the time of distribution.
12. If students are taking tests on multiple days, the building's plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes checking and rechecking turned in materials against the running inventory list and placing secure test items in the Star of the North Academy testing locker.

DISTRIBUTION OF MATERIALS TO TEST MONITORS OR TEST ADMINISTRATORS AND TEST ADMINISTRATION

1. All test accommodations will be communicated to the Test Monitors administering the assessments
2. Any additional training required to administer accommodations will be provided
3. All test assignment changes (e.g., MCA to MTAS) will be communicated to the Test Monitors administering the assessments
4. Test Monitors who are in charge of administering an assessment receive Test Monitor and Student Directions in advance of test dates
5. Test Monitors are responsible for reviewing and complying with all information in the test Monitor and Student Directions.
6. The procedure for the distribution of all test materials (including online test materials) to the Test Monitors and Test Administrators will be to hand-deliver these materials after verifying count and type.

7. Upon receipt of materials, the test Monitor ensures that all the test materials listed on the Test Monitor test materials Security Checklist and any other materials provided (e.g., student login information, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to the Star of the North Academy DAC.