

2.0 Test Security and Administration Policies

2.1 Maintaining the Security of Test Materials and Content

The administration of a Department of Defense Education Activity (DoDEA) College and Career Ready Standards (CCRS) Interim assessment is a secure testing event. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results.

Students may not have access to secure test materials before testing. For a full list of testing materials, refer to Section 4.2. The following test materials are secure:

- Student testing tickets
- Mathematics reference sheets written on by students (if locally printed)
- Scratch paper written on by students

Note: Non-secure copies of mathematics reference sheets are available online and may be provided to students for regular classroom use. Mathematics reference sheets are provided within TestNav. Schools may make newly-printed and unused copies of the DoDEA Mathematics Reference Sheets available to students for computer-based testing. These must be kept secure prior to testing, and if written on by students, securely destroyed.

Follow the security plan developed by your School Test Coordinator and/or Principal for your school. Contact your School Test Coordinator with any questions about your school's security plan.

2.1.1 Test Administrator Responsibilities

1. Receive training in administering test sessions properly and securely.

- Review the *Test Administrator Manual (TAM)* and all relevant test security requirements before administering test sessions.
- Attend any training session(s) led by the School Test Coordinator/Designee before test administration.

2. Administer all tests according to appropriate protocols.

- Administer tests during CCRS Interim testing window and in the prescribed order.
- Follow the directions and read the scripts in the *TAM* verbatim to students.
- Provide students with all required test materials as listed in the *TAM*.
- Prevent the use of prohibited materials (refer to Section 2.3) during testing units. Note that results may be invalidated for students who use cell phones or other electronic devices during a test unit, including after a student turns in his or her test materials and during a break (see exception listed in Section 2.2.1).
- Manage test sessions in Pearson Access.

3. Focus full attention on the testing environment at all times during testing.

- Monitor the testing process by continually moving unobtrusively about the room.
- Ensure that students are supervised during testing, including during breaks.

4. Ensure that students do not participate in any form of cheating.

- Ensure that students do not consult notes, textbooks, or other teaching materials; do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.

5. Do not provide unauthorized assistance to a student that could impact his/her answers.

- At any time during a test session, a Test Administrator may repeat a portion of the *Test Administrator Manual* script if necessary for clarification.

- However, Test Administrators must not assist a student during testing or alter or interfere with a student’s response in any way that would impact his/her answers. Examples of unauthorized assistance include, but are not limited to:
 - Providing answers to a student
 - Indicating that a student has answered a question incorrectly or left a question blank
 - Defining words or providing synonyms
 - Spelling words
 - Influencing a student’s responses by offering verbal or non-verbal hints, clues, or cues
 - Altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
 - Suggesting that a student write more on a question, check his or her work, or review or reconsider a response to a question

2.1.2 Security Forms

In the event of a testing irregularity or a test security breach, Test Administrators should be prepared to provide their School Test Coordinator or DoDEA HQ with information needed to complete the security forms.

2.2 Testing Irregularities and Security Breaches

Any action that compromises test security or score validity is prohibited. These may be classified as testing irregularities or security breaches. In Section 2.2.1, there are examples of activities that compromise test security or score validity (note that these lists are not exhaustive). It is highly recommended that School Test Coordinators discuss these and other possible testing irregularities and security breaches with Test Administrators during training. Refer to Section 2.2.2 for information on reporting testing irregularities and security breaches.

2.2.1 Testing Irregularities and Security Breaches

Examples of test security breaches and irregularities include, but are not limited to:

- **Electronic Devices Irregularities**
 - Using a cell phone or other prohibited handheld electronic device (e.g., smartphone, iPod®, smart watch, personal scanner, eReader) while secure test materials are still distributed, while students are testing, after a student turns in his or her test materials, or during a break.
 - Exception: Teachers are permitted to use cell phones in the testing environment ONLY in cases of emergencies or when timely administration assistance is needed. LEAs may set additional restrictions on allowable devices as needed.
 - Exception: Certain electronic devices may be allowed for medical or audiological purposes during testing. Refer to DoDEA policy and guidance.
- **Test Supervision Irregularities**
 - Coaching students during testing, including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
 - Engaging in activities (e.g., grading papers, reading a book, newspaper, or magazine) that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
 - Leaving students unattended without a Test Administrator for any period of time while secure test materials are still distributed or while students are testing
 - Deviating from testing time procedures as outlined in Section 2.4
 - Allowing cheating of any kind

- Providing unauthorized persons with access to secure materials
 - Unlocking a test in Pearson Access during non-testing times without DoDEA approval
 - Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate
 - Allowing students to test before or after the CCRS Interim test administration window without DoDEA approval
- **Test Materials Irregularities**
 - Losing a student testing ticket
 - Leaving test materials unattended or failing to keep test materials secure at all times
 - Reading or viewing the passages or test items before, during, or after testing
 - Copying or reproducing (e.g., taking a picture of) any part of the passages or test items or any secure test materials or online test forms
 - Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
 - Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test

- **Testing Environment Irregularities**

- Failing to follow administration directions exactly as specified in the *Test Administrator Manual*
- Displaying any resource (e.g., posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing
- Allowing preventable disruptions such as talking, making noises, or excessive student movement around the classroom
- Allowing unauthorized visitors in the testing environment
 - Unauthorized Visitors—Visitors, including parents/guardians, school board members, reporters, and school staff not authorized to serve as Test Administrators or Proctors, are prohibited from entering the testing environment.
 - Authorized Visitors—Visits by state assessment office monitors, LEA monitors, and state-authorized observers are allowed based on state-specific policy, as long as these individuals do not disturb the testing process. Refer to your School Test Coordinator for details about observation visits. Refer to DoDEA policy and guidance for additional information.

2.2.2 Reporting Testing Irregularities and Security Breaches

For a list of testing irregularities and security breaches that must be reported and documented, refer to your School Test Coordinator. If an incident must be reported according to DoDEA policy and guidance policy, follow the protocol outlined below.

- The incident must be reported to the School Test Coordinator immediately.
- If follow-up documentation is required by your LEA Test Coordinator or DoDEA HQ, complete any additional documentation required.

2.3 Testing Environment

The testing environment is defined as the location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet testing environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

- Some students may finish testing before others and the expectations for what those students may do must be determined and established in advance of the testing day. Refer to your School Test Coordinator for your state's policy and guidance on what students may do after testing.
- Unauthorized visitors are prohibited from entering the testing environment as described in the Testing Environment Irregularities section.
- The testing sign in **Appendix C** should be posted on the outside of the room door.
- Prohibited classroom resources (see below for more information) should be removed or covered.

Administration Considerations for Students

With the support of the school administration, the School Test Coordinator has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, School Test Coordinators may determine that any student may require one or more of the following test administration considerations, regardless of the student's status as a student with a disability or as an English Learner:

- Small-group testing
- Frequent breaks
- Time of day consideration
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture

Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials must be covered or removed from the testing room.

The following are materials that may not be used at any time during a unit, including after a student has completed testing (e.g., submits test) or during a break. Students, Test Administrators, Proctors or other authorized persons in the test environment may not possess these or any other materials.

- **Materials Prohibited During All Units**
 - All personal electronic equipment not related to testing (e.g., cell phones, iPods®, personal document scanners, eBooks, electronic pens, smart watches; refer to Section 2.2.1 for one exception)
 - Any resource (e.g., books, posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing.
 - Mathematical formulas, number lines, and conversion tables other than the grade- or course- specific, DoDEA-provided mathematics reference sheets
 - Any manipulative not approved through a unique accommodation request prior to testing (refer to your School Test Coordinator for more information)*

*May be allowable if listed in the student's IEP or 504 plan according to DoDEA policy.

Follow the general rule that if the material in question may help the student answer or find an answer, post or copy materials, it is not allowed in the testing environment.

Prior to testing, Test Administrators should instruct students to place all prohibited materials out of reach during testing (e.g., locker, book bag). If a student is found to have any prohibited materials in his/her possession upon arrival for testing, instruct the student to hand the materials to the Test Administrator or follow your local policy. As a reminder, if a student is found to have prohibited materials (including cell phones) during live testing, the test may be invalidated.

Other materials may be permitted after a student has completed testing. Refer to your School Test Coordinator for DoDEA policy.

Exceptions for Test Accommodations

A student with a disability or who is an English Learner (EL) may be allowed to use certain tools or materials that are otherwise prohibited during testing if the need for these accommodations is documented in the student’s IEP, 504, or EL plan.

2.4 Scheduling and Testing Time

All CCRS Interim Assessments, including make-up testing, must be completed during the CCRS Interim testing window. CCRS Interim Assessments may be scheduled at any time during your testing window for that Interim. Contact your School Test Coordinator if you have any questions about your testing dates.

Testing Time

CCRS Interim Assessments are timed. Testing time is limited to the testing times listed in Tables 2.1–2.3 (with the exception of an extended time accommodation as noted in Section 6.0).

Administration Time is the total time that schools should schedule for each CCRS Interim Assessment (1 or 2 for ELA or 1, 2, or 3 for Math). It includes the testing time and the approximate times for administrative tasks such as reading directions, answering questions, distributing materials, and collecting test materials (shown in Table 2.0 below).

Example: When the testing time is 60 minutes, schools might schedule a total of 85 minutes: 15 minutes for reading directions + 60 minutes of testing + 10 minutes for end of test activities.

Table 2.0 Administration Time

	Task	Time to be Allotted for Test Administration
Guidelines for Scheduling	1. Pre-administration tasks, including reading instructions to students and answering questions.	10 minutes
	2. Distribution of test materials to students.	5 minutes
	3. Administration of the CCRS Interim Assessment.	Refer to the following testing time tables
	4. End-of-unit activities, including logging students out of TestNav and collecting test materials.	5–15 minutes

If all students have completed testing before the end of the testing time, the session may end. Once the unit testing time has elapsed, the session must end, except for students with extended time accommodations. Refer to your School Test Coordinator for policy on what students may do if they complete the test prior to the end of the testing time.

Table 2.1 CCRS Interim Assessment Testing Times for Grades 3–5

Subject(s)	Interim	Section	Testing Time (Minutes)
Mathematics Grade 3 Mathematics Grade 4 Mathematics Grade 5	Interim 1	Non-calculator	60
	Interim 2	Non-calculator	60
	Interim 3	Non-calculator	60
ELA/Literacy Grade 3 ELA/Literacy Grade 4 ELA/Literacy Grade 5	Interim 1		60
	Interim 2		90

Table 2.2 CCRS Interim Assessment Testing Testing Times for Grades 6–8

Subject(s)	Interim	Section	Testing Time (Minutes)
Mathematics Grade 6 Mathematics Grade 7 Mathematics Grade 8	Interim 1	Non-calculator	60
		Calculator	
	Interim 2	Non-calculator	60
		Calculator	
	Interim 3	Non-calculator	60
		Calculator	
ELA/Literacy Grade 10	Interim 1		60
	Interim 2		90

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Table 2.3 CCRS Interim Assessment Testing Times for High School

Subject(s)	Interim	Section	Testing Time (Minutes)
Algebra I, Geometry, Algebra II, Accelerated Math 8,/Algebra I	Interim 1	Non-calculator	60
		Calculator	
	Interim 2	Non-calculator	60
		Calculator	
	Interim 3	Non-calculator	60
		Calculator	
ELA/Literacy Grade 10	Interim 1		60
	Interim 2		90

Make-Up Testing

Ensure that your School Test Coordinator knows who is absent on testing day, so that make-up testing can be scheduled. Refer to DoDEA policy and guidance for additional information.

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