

# **Private School Application to Administer 2022–23 Florida Statewide Assessments**

## **Attachment B: Test Security Policies and Procedures**

- Test security policies and procedures as explained in the Test Administration Manual (see Attachment E for a complete test administration manual).
- Refer to statement number 3 in 2022–23 application.
- Sign and return the signature page at the end of this attachment with your application.

# Test Security Policies and Procedures

Florida State Board of Education Rule 6A-10.042, F.A.C., was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. See Appendix C for the full text of the Florida Test Security Statute and State Board of Education Rule. **Please remember that inappropriate actions by school or district personnel can result in student or classroom invalidations, loss of teaching certification, and/or involvement of law enforcement.**

Examples of prohibited activities include the following:

- Reading or viewing the passages or test items before, during, or after testing
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading the passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

School personnel and proctors must read and familiarize themselves with the Statute and Rule in Appendix C.

If ELLs, recently exited ELLS, or students with current IEPs or Section 504 Plans have allowable accommodations documented, test administrators may provide accommodations as described in the *2020–2021 Statewide Assessments Accommodations Guide* and may modify the scripts as necessary to reflect the allowable accommodations.

**The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students permitted to assist in preparing secure materials before testing or in organizing and returning materials after testing.**

After **any** administration, initial or make-up, secure test materials (e.g., passage booklets, test tickets, used worksheets, used work folders) must be returned to the school assessment coordinator immediately and placed in locked storage. The *Test Materials Chain of Custody Form* must be maintained at all times to track test materials with security barcodes. **No more than three people should have access to the locked storage room.** Secure materials must never be left unsecured and must not remain in classrooms or be taken off the school’s campus overnight.

**Any monitoring software that would allow test content on student computers/devices to be viewed or recorded on another computer or device during testing must be turned off.**

District assessment coordinators must ensure that all school administrators, school assessment coordinators, technology coordinators, test administrators, and proctors receive adequate training prior to this administration, and that all personnel sign and return a *Spring/Summer 2021 Test Administration and Security Agreement*, located in Appendix D, stating that they have read and agreed to abide by all test administration and test security policies and procedures. Additionally, any other person who assists a school assessment coordinator, technology coordinator, or test administrator must sign and return an agreement.

Test administrators must sign the *Spring/Summer 2021 Test Administrator Prohibited Activities Agreement*, located in Appendix D.

An accurate Security Log, provided in Appendix D, and an accurate seating chart must be maintained in each testing room. Anyone who enters a testing room **for any length of time** is required to sign the log. This applies to test administrators, proctors, and anyone who enters the room, regardless of how much time he or she spends in the testing room.

Test administrators must **not** administer tests to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator. In addition, a student's parent/guardian should not be present in that student's testing room.

## **Admission of Students to Testing**

Precautions must be taken at testing sites when students are unknown to the test administrator or other school staff. Ensure that school staff have checked identification for unfamiliar students prior to admitting them into your testing room.

## **Proctors**

To ensure test security and to avoid situations that could result in test invalidation, FDOE strongly discourages testing students in large groups (e.g., in a cafeteria or an auditorium). If students are tested in a large group, the appropriate number of proctors **must** be assigned to the room to assist the test administrator. Refer to the table below for the required number of proctors.

<b>Number of Students</b>	<b>Proctors Required</b>
1–25	Test Administrator*
26–50	Test Administrator and 1 Proctor
51–75	Test Administrator and 2 Proctors

\* FDOE **strongly recommends** that proctors be assigned to rooms with 25 or fewer students whenever possible.

**School personnel** and **non-school personnel** may be trained as proctors. Prior to testing, proctors must be informed of their duties and of the appropriate test security policies and procedures. **School personnel** proctor duties may include preparing and distributing secure materials and providing accommodations. **Non-school personnel** may assist test administrators during test administration; however, non-school personnel may **not** participate in any of the test administration procedures (e.g., distributing and collecting secure materials, providing accommodations). Volunteers (e.g., parents, retired teachers) may be trained as proctors and may perform non-school personnel duties.

All proctors may help monitor rooms during test administration; however, they may **not** assist in rooms where their family members are testing.

Proctors and anyone who assists with any aspect of test preparation or administration must be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Each proctor who enters a testing room for any length of time must sign a *Spring/Summer 2021 Test Administration and Security Agreement* and the Security Log for that room. These forms are located in Appendix D.

## **Security Numbers**

All ELA Reading and ELA Writing Passage Booklets are secure documents and must be protected from loss, theft, or reproduction in any medium. A unique identification number and a barcode are printed on the front cover of all secure documents.

Schools must maintain test security by using the security numbers to account for all secure test materials before, during, and after test administration until the time they are returned to the contractor.

The test administrator should also maintain a record of the security numbers for all test materials assigned to him or her. If a test administrator receives materials that are not already listed, the security numbers of those materials must be added to this record with the names of the students to whom the test materials are assigned. The security number(s) of the document(s) assigned to and returned by each student should be recorded and verified at the completion of each day of testing.

## **Test Irregularities and Security Breaches**

### **Test Irregularities**

Test administrators should report any test irregularities (e.g., disruptive students, loss of Internet connectivity) to the school assessment coordinator immediately. A test irregularity may include testing that is interrupted for an extended period of time due to a local technical malfunction or severe weather.

### **Security Breaches**

Test administrators should report possible breaches of test security (e.g., secure test content that has been photographed, copied, or otherwise recorded) to the school assessment coordinator immediately so that an investigation can be conducted.

**Private School Application to Administer  
2022–23 Florida Statewide Assessments**

**Attachment B: Test Security Policies and Procedures**

**SIGNATURE PAGE**

I hereby confirm that I have read and will abide by Attachment B: Test Security Policies and Procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date