


**Critical Element 2.5 – Test Security**

	<b>Examples of Evidence</b>
<p>The State has implemented and documented an appropriate set of policies and procedures to prevent test irregularities and ensure the integrity of test results through:</p> <ul style="list-style-type: none"> <li>• <b>Prevention of any assessment irregularities</b>, including maintaining the security of test materials (both during test development and at time of test administration), proper test preparation guidelines and administration procedures, <b>incident-reporting procedures</b>, consequences for confirmed violations of test security, and requirements for annual training at the district and school levels for all individuals involved in test administration;</li> <li>• <b>Detection of test irregularities</b>;</li> <li>• Remediation following any test security incidents involving any of the State’s assessments;</li> <li>• Investigation of alleged or factual test irregularities.</li> <li>• Application of test security procedures to all assessments in the State system: the general academic assessments, the general ELP assessments, the AA-AAAS, and the AELPA.</li> </ul>	<p>Collectively, evidence to support this critical element for all of the State’s assessments must demonstrate that the State has implemented and documented an appropriate approach to test security.</p> <p>Evidence to support this critical element for the State’s assessment system includes:</p> <ul style="list-style-type: none"> <li>• State Test Security Handbook;</li> <li>• Summary results or reports of internal or independent monitoring, audit, or evaluation of the State’s test security policies, procedures and practices, if any.</li> <li>• State security plan, or excerpts from the State’s assessment contracts or other materials that show expectations, rules and procedures for reducing security threats and risks and protecting test materials during item development, test construction, materials production, distribution, and test administration.</li> <li>• Description of security features for storage of test materials (i.e., items, tests, student response documents, features related to the secure test administration technology system, if applicable);</li> </ul> <p>Evidence of procedures for prevention of test irregularities includes documents such as:</p> <ul style="list-style-type: none"> <li>• Key documents, such as test coordinator manuals or test administration manuals for district and school staff, that include detailed security procedures for before, during, and after test administration;</li> <li>• Documented procedures for tracking the chain of custody of secure materials and for maintaining the security of test materials at all stages, including distribution, storage, administration, and transfer of data;</li> <li>• Documented procedures for mitigating the likelihood of unauthorized communication, assistance, or recording of test materials (e.g., via technology such as smart phones);</li> <li>• Specific test security instructions for accommodations providers (e.g., readers, sign language interpreters, special education teachers and support staff if the assessment is administered individually), as applicable;</li> <li>• Documentation of established consequences for confirmed violations of test security, such as State law, State regulations or State Board-approved policies;</li> <li>• Key documents such as policy memos, listserv messages, test coordinator manuals and test administration manuals that document that the State communicates its test security policies, including consequences for violation, to all individuals involved in test administration;</li> <li>• Newsletters, listserv messages, test coordinator manuals, test administrator manuals and/or other key documents from the State that clearly state that annual test security training is required at the district and school levels for all staff involved in test administration;</li> <li>• Evidence submitted under Critical Element 2.3 – Test Administration that shows:             <ul style="list-style-type: none"> <li>○ The State’s test administration training covers the relevant aspects of the State’s test security policies;</li> <li>○ Procedures for ensuring that all individuals involved in test administration receive annual test security training.</li> </ul> </li> <li>• Documentation that all State assessments (e.g., the general academic assessments, the general ELP assessments, the AA-AAAS, and the AELPA) are addressed with regard to test security in State policies and procedures.</li> </ul>

Note: For aspects of elements which are specific to the review requirements for **academic content standards and assessments**, the critical element and examples will be **highlighted in bold-faced underlined text**. For aspects of elements which are specific to the review requirements for *ELP standards and assessments*, the critical element and examples will be **highlighted in bold-faced italicized text**. Anything appearing in normal font type applies to all assessments in a State’s assessment system.

	<p> For the State’s technology-based assessments, evidence of procedures for prevention of test irregularities includes:</p> <ul style="list-style-type: none"> <li>• Documented policies and procedures for districts and schools to address secure test administration challenges related to hardware, software, internet connectivity, and internet access.</li> </ul> <p>Evidence of procedures for detection of test irregularities includes documents such as:</p> <ul style="list-style-type: none"> <li>• Documented incident-reporting procedures, such as a template and instructions for reporting test administration irregularities and security incidents for district, school and other personnel involved in test administration;</li> <li>• Documentation of the information the State routinely collects and analyzes for test security purposes, such as description of post-administration data forensics analysis the State conducts (e.g., unusual score gains or losses, similarity analyses, erasure/answer change analyses, pattern analysis, person fit analyses, local outlier detection, unusual timing patterns);</li> <li>• Summary of test security incidents from most recent year of test administration (e.g., types of incidents and frequency) and examples of how they were addressed, or other documentation that demonstrates that the State identifies, tracks, and resolves test irregularities.</li> </ul> <p>Evidence of procedures for remediation of test irregularities includes documents such as:</p> <ul style="list-style-type: none"> <li>• Contingency plan that demonstrates that the State has a plan for how to respond to test security incidents and that addresses:             <ul style="list-style-type: none"> <li>○ Different types of possible test security incidents (e.g., human, physical, electronic, or internet-related), including those that require immediate action (e.g., items exposed on-line during the testing window);</li> <li>○ Policies and procedures the State would use to address different types of test security incidents (e.g., continue vs. stop testing, retesting, replacing existing forms or items, excluding items from scoring, invalidating results);</li> <li>○ Communication strategies for communicating with districts, schools and others, as appropriate, for addressing active events.</li> </ul> </li> </ul> <p>Evidence of procedures for investigation of alleged or factual test irregularities includes documents such as:</p> <ul style="list-style-type: none"> <li>• State’s policies and procedures for responding to reported irregularities and investigating, where appropriate, alleged or actual security lapses and test irregularities that:             <ul style="list-style-type: none"> <li>○ Include securing evidence in cases where an investigation may be pursued;</li> <li>○ Include the State’s decision rules for investigating potential test irregularities;</li> <li>○ Provide standard procedures and strategies for conducting investigations, including guidelines to districts, if applicable;</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"><li>○ Include policies and procedures to protect the privacy and professional reputation of all parties involved in an investigation.</li></ul> <p>Note: Evidence should be redacted to protect personally identifiable information, as appropriate.</p>
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