

“DOs and DON’Ts of Test Security”¹

It is essential to follow security measures before, during, and after testing in order to ensure the validity, reliability and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in the test administration manuals and the assessment security instructions and procedures provided by the Rhode Island State Assessment Program for the NECAP State Assessments. The educational testing instruments used in the Rhode Island State Assessment Program are considered *secure materials*. Security of these testing materials is the responsibility of all school and district employees who come into contact with and/or who are assigned responsibility for the receipt, inventory, administration, storage and/or return of these materials. **Failure to safeguard these test materials or to comply with standardized test administration procedures could adversely affect an individual’s employment and/or certification status** (see *Assessment Security Notice* on page 2). The following list of “DOs and DON’Ts” of test security is meant to be instructive rather than exhaustive.

“DOs” of Test Security: *BEFORE* Testing

- ✓ **DO** read the *NECAP Test Administrators Manual* (available online at www.ride.ri.gov/NECAP-admin) so that you are familiar with policies and procedures and with the general instructions you are required to read to students prior to each session.
- ✓ **DO** inform students about the types of items (e.g. multiple choice, short answer) that are included in the test and use the *NECAP Released Items and Support Materials* (online at www.ride.ri.gov/NECAP-items) to prepare your students for testing.
- ✓ **DO** read the *NECAP Accommodations Guide* (available online at www.ride.ri.gov/NECAP-accommodations) to ensure you are able to properly administer the accommodations required by students assigned to you.
- ✓ **DO** ensure that test materials assigned to you are inventoried and stored in a secure and locked area.

“DOs” of Test Security: *DURING* Testing

- ✓ **DO** inventory your test materials each day to ensure nothing is missing.
- ✓ **DO** ensure that reference materials on walls and desks in your classroom have been taken down or covered up.
- ✓ **DO** ensure that students have materials specified in the *Test Administrators Manual* for each test session (e.g. reference sheets, scratch paper) and that students do not have any prohibited materials (e.g. highlighters, dictionaries, calculators). Approved NECAP reference materials are available online at www.ride.ri.gov/NECAP-test-reference.
- ✓ **DO** ensure that students have sufficient space and are unable to view others’ test or answer booklets.
- ✓ **DO** ensure that all electronic devices (e.g. cell phones, tablet computers) are properly stowed and/or otherwise inaccessible until all test materials have been collected from students and properly secured.
- ✓ **DO** monitor whether students are working in the correct session of the test.
- ✓ **DO** answer student questions in accordance with policies and procedures outlined in the test administration manual.
- ✓ **DO** ensure that you follow your school’s protocol for dealing with emergencies and other interruptions as well as with extended time considerations.
- ✓ **DO** devote *total attention* to students during test administration and avoid involvement in paperwork or any other activity that distracts from actively proctoring. Teachers/test administrators should frequently move unobtrusively about the room.
- ✓ **DO** instruct students to recheck their answer booklet for unintentionally skipped items, stuck pages, or misplaced answers before accepting their materials when they attempt to turn them in prior to the end of a test session.
- ✓ **DO** notify your test coordinator and/or principal immediately if any testing irregularity occurs and document incident details.
- ✓ **DO** ensure that all test and answer booklets are stored in a secure and locked area between test sessions.

“DOs” of Test Security: *AFTER* Testing

- ✓ **DO** inventory your test materials to ensure nothing is missing and return them to your testing coordinator. If any materials are missing, make sure you document what is missing and ensure your testing coordinator is notified immediately.

¹ This information is provided to assist you in determining what activity might constitute a breach of security. This list is not intended to include every possible circumstance where a security breach might occur.

“DON’Ts” of Test Security: *BEFORE* Testing

- ✓ **DON’T** use the current year’s test materials to familiarize students with test items. Use *prior* years’ released items and support materials (available online at www.ride.ri.gov/NECAP-items) for this purpose.
- ✓ **DON’T** look through or otherwise review the contents of test booklets.

“DON’Ts” of Test Security: *DURING* Testing

- ✓ **DON’T** allow unauthorized persons to have access to secure test materials. Only persons *explicitly designated* to administer tests to students, to provide special codes to test booklets, or to otherwise handle (e.g., distribute or package) test booklets or answer booklets may have—at *any* time—possession of or access to a test booklet or answer booklet.
- ✓ **DON’T** allow students to carry secure test materials with them to another location (e.g. for testing accommodations) in the building or travel unescorted/unmonitored between testing locations.
- ✓ **DON’T** review the contents of any student’s test booklet after he/she has completed a session and handed in his/her booklet.
- ✓ **DON’T** comment on any student work or help students in any way except during the general instructions, *Student Questionnaire*, or as specified in the *Test Administrator Manual*. Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.
- ✓ **DON’T** change or edit students’ answers to test items either by erasing or correcting wrong or incomplete answers or influence student answers in other ways during or after testing. Responses to test items must represent each student’s own independent and unaided thinking.
- ✓ **DON’T** Attempt to score—formally or informally—any test item or answer booklet for any NECAP assessment. Scoring is the responsibility of the test contractor.

“DON’Ts” of Test Security: *BEFORE, DURING, & AFTER* Testing

- ✓ **DON’T** expose students in any way to any of the secure test questions or share (e.g., talk about) secure information about the test in any way with any person(s).
- ✓ **DON’T** photocopy, hand copy, or otherwise reproduce (e.g., take a picture) any part of the test or answer booklets.
- ✓ **DON’T** engage in activities that will adversely affect the validity, reliability, or fairness of the tests used in the Rhode Island State Assessment Program.

ASSESSMENT SECURITY NOTICE

Each assessment instrument in the Rhode Island State Assessment Program is procured and disseminated to local school districts by the State of Rhode Island under the authority of the Commissioner of Elementary and Secondary Education and the Board of Regents for Elementary and Secondary Education. Secure assessment materials and booklets are the property of the State of Rhode Island and may ***not*** be retained by school personnel. Secure assessment materials and booklets may ***not*** be copied or reproduced in any way. All secure assessment materials and booklets (including answer booklets) and all student drafts/scratch paper must be returned as directed by the State of Rhode Island Department of Elementary and Secondary Education at the close of test administration. Reproducing or copying the NECAP assessments is a violation of the assessment security procedures established by the States of Rhode Island, Maine, New Hampshire, and Vermont.

It is the position of the Rhode Island Department of Elementary and Secondary Education that reproducing, copying or retaining these assessments, or any other compromise of the security of assessment instruments, constitutes unprofessional conduct which could lead to the **suspension or revocation of your certification**. Under R.I.G.L. 16-11-4 certificates may be revoked “for cause.”

All school staff (including support staff) who administers and/or otherwise handles NECAP state assessment test materials ***MUST*** sign an ***Affirmation of Test Security*** form to indicate that they understand all test security expectations. Furthermore, district testing coordinators and principals are required to complete the online *Certification of Proper Test Administration* form to provide assurances that, to the best of their knowledge: 1) all test security procedures have been followed; 2) no retention of test booklets or answer booklets has occurred; 3) test administration guidelines and procedures set forth in the *NECAP Test Coordinator/Principal Manual* have been followed; and 4) any exceptions/violations/problems are duly noted. Should such affirmation and assurances be intentionally false, submission of the affirmation may constitute submission of a false document to a public agency in violation of R.I.G.L. 11-18-1. Any violation may also constitute cause for the suspension or revocation of certification under R.I.G.L. 16-11-4.