Welcome! This power point was developed for schools and districts to use for the required annual test security training for anyone associated with administering the state tests. This training will provide consistent and clear directions based on Ohio Administrative and Revised Codes.
Ohio state test security policy is based on law written in the Ohio Administrative and Revised Code. These codes cover test security, administration, provision and the ethical use of state tests.

**ORC 3319.151** addresses Assisting student in cheating on assessments
**ORC 3301.0710** is a Statement on State Board Policy on Test Security
**OAC 3301-7-01** covers the Standards for the Ethical Use of Tests
**OAC 3301-13-05** Establishes Security and Security Investigation Provisions for Tests
**OAC 3301-13-02** includes Administering Breach Forms

All test booklets are subject to the same strict test security procedures per OAC 3301-13-05 (F): No person shall reveal, cause to be revealed, release, cause to be released, reproduce, or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral

**ORC 3319.151** prohibits any person from revealing to students any test questions known to appear on a test students will take. Violation is grounds for suspension of a teaching license and/or termination of a teaching contract and employment.

Any alleged assessment security violation of ORC 3319.151, or any unethical testing practice under OAC 3301-7-01, or any violation of the school’s security procedures under OAC 3301-13-05, is to be reported to the Office of Curriculum and Assessment as soon as
the alleged violation becomes known to the school district or participating school.
The Department of Education gives guidance on these laws in two places; the Statewide Testing Rule Book and the Test Administration Manuals.

Topics addressed in the testing security policy and procedures include:

- Testing
- Secure materials
- Test environment
- Personnel
- Electronic Devices
- Violations
- Testing Administration
- Personnel Requirements
- Violations
Which tests are secure?
There is always questions each year about what tests are considered secure. Ohio Administrative code 3301-13-01 identified which tests are considered secure. The secure tests are the;

Ohio State Tests (OST), including the End of Course Exams (EOCs) and misnamed by many as the “AIR” test.
Ohio Graduation Test (OGT)
Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)
Ohio English Language Proficiency Assessment (OELPA)
Kindergarten Readiness Assessment (KRA)
What about other tests and test resources?
The Department receives many calls about reporting incidents on tests that are not State Tests. Other tests or testing resources are either not secure or are not under the jurisdiction of the Department. The state Diagnostic Tests, Released Test items and Practice Tests are not considered secure.

Tests given in districts, such as alternative tests for the Third Grade Guarantee (the NWEA MAPS, AIMS, STARS), College Readiness Exams (ACT/SAT) are not under the jurisdiction of the Department but may have their own security processes and policies. Test security issues for alternative tests should not be reported to the Department but may need to be addressed by the district or the testing company. Consult your district testing policy and with the testing company for their policies and procedures for test security violations.
Districts, community schools and participating chartered nonpublic schools must establish a written test security plan each school year and present the test security training to all employees that have any level of test access by Oct 1. The district security policy must establish written procedures to protect the security of test materials that include:

*Define standards of ethical practices and how they are monitored;
*Test security procedures;
*Preparing test, administering and/or scoring a test, and/or interpreting and/or using any result of a test;
*Procedures for reviewing test materials and practices; and
*Procedures for investigating incidents/violations.

The policies must also include procedures for investigating any alleged violations and due process and policy for individuals accused of cheating and compromising a student’s test.

It is very important that test policies are reviewed each year and that staff are trained. Many security issues occur simply because school staff are not correctly trained.

Notes:
Each participating school and district shall ensure that all appropriate staff have
knowledge of these standards of ethical test practice and shall monitor the practices of all appropriate staff to ensure compliance with these standards. Each participating school's and district's duties shall include, but not be limited to, the following: (http://codes.ohio.gov/oac/3301-7-01v1)

(1) Communicate in writing to all appropriate staff at least once annually the standards defining what is an unethical and/or inappropriate practice that are contained in paragraphs (C) to (E) of this rule as well as any additional standards of ethical test practice adopted by a participating school and district;

(2) Clearly define and communicate in writing at least once annually to all appropriate staff how the standards shall be monitored and what sanctions shall apply for any violations of the standards and under what circumstances such sanctions will apply;

(3) Clearly define and communicate to all appropriate staff prior to each test the purpose(s) for each test;

(4) Clearly define and communicate in writing to all appropriate staff at least once annually all security procedures established by a participating school for each type of secure test identified in paragraph (A) of this rule, which shall include, but not be limited to, the test security provisions required by rule 3301-13-05 of the Administrative Code and the test security guidelines in the "Ohio's State Tests Rules Book";

(5) Provide any other information and training as may be necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for a test, administering and/or scoring a test, and/or interpreting and/or using any result of a test;

(6) Establish written procedures for reviewing what materials and practices shall be used in a participating school to prepare students for a test, and clearly communicate in writing these procedures, materials, and practices at least once annually to all appropriate staff;

(7) Periodically review materials and practices related to preparing students for a test, administering and/or scoring a test, and/or interpreting and/or using any result of a test to ensure that the materials and practices are up-to-date, and clearly communicate in writing any additions or changes at least once annually to all appropriate staff;

(8) Provide channels of communication that allow teachers, other educators,
students, parents, and/or other members of the community to voice any concern about any practice they consider unethical and/or inappropriate; and

(9) Establish written procedures for investigating any complaint, allegation, and/or concern about an unethical and/or inappropriate practice, ensuring protection of the rights of an individual, the integrity of a test, and any result of a test.
Testing personnel are an important part of the testing process but there are strict guidelines that are in place for those who are allowed to test students. Any person administering a test must be an employee of the district and hold an active and valid Teaching credential or Pupil Activity/service Permit (PAP) issued by the Ohio Department of Education.

In situations where a local education agency, such as a Developmental Disabilities (DD) facility or Educational Services Center (ESC), is providing services for a district, employees at those locations may be considered “de facto” employees of the district and administer tests as long as they also hold a license, certificate or permit issued by the Ohio Department of Education. It is district policy if the district considers substitute teachers employees. During every administration, a test administrator who meets these criteria must be in the room at all times. This person must actively monitor students to ensure test security. If the test administrator must leave the room in which the test is being administered, another test administrator who meets the criteria must be called to be in the test room. This is considered an unauthorized person in the testing room and is a testing violation.

The Alternate Assessment for Students
with Significant Cognitive Disabilities and the Kindergarten Readiness Assessment also require Test Administrators to be trained in the test administration. Training for both the alternate assessment and the KRA can be found in the STARS Professional Development and Technical Assistance System located in educators SAFE account. For test administrators who were previously trained and have administered the alternate assessment, an online refresher module is available in the alternate assessment testing portal.
Tests must be secure at ALL times. Tests must be locked up at all times when not being used and testing students must be monitored at all times by a test administer. Even stepping into the hall for a few seconds would be considered two security violations; leaving student’s unattended is two security and not maintaining secure test materials. When a state test has required local scoring such as the OELPA writing or the AASCD, secure test materials need to be locked up when not being administered or scored. Tests cannot be taken home for grading or scoring.

Shrink wrap paper tests are only allowed to be opened by an employee of the district who meets the criteria to be a test administrator.

The testing environment is an important part of testing. The test environment should provide reasonable distance between testers and should not crowd students. This prevents collaboration and ensures independent testing.

Charts, maps and other materials that could assist students with tests should be removed or covered during testing. Teachers and monitors should be consistently and actively monitoring students testing. Sitting at a desk grading papers is not considered actively monitoring. Students should not have any materials at their desks which are not permitted during testing such as number lines or graphic organizers.

Another environmental issue that should be considered is video cameras. Many times
students are tested in areas that possibly have active video cameras such as a library. Since you cannot record tests in anyway you will need to make sure the tests are not seen on the videos by covering the camera during testing or strategically placing students out of view.

District test coordinators are responsible for ensuring the return of all testing materials. Districts must return scorable materials the business day that immediately follows the last day of the district’s test window. The procedures that districts will follow for returning materials depend on the shipping carrier that delivered the district’s on-time materials. Instructions for returning paper test materials are in the Supplemental Instructions for Paper Testing. District test coordinators are responsible for ensuring the return of all testing materials. Not returning testing materials in a timely manner is a violation and will be investigated.
Some of the most seemingly innocent activities are a violation of test security. Always be aware of what you are specifically doing when you are around secure tests. For example, Sally has finished her paper Ohio State Test and the rest of the class is still working. The teacher sends Sally and the paper test to the building test coordinator office to turn the test in. This would be two test violations: unattended tester and materials not secure.

Other examples the department encounters are:
- Traveling test administrators leaving materials in a car. Materials can be taken to hospitals, home instruction and or detention facilities for testing but the tests must be kept secure materials at all times.
- Test materials stored unlocked and unattended in a cabinet or room;
- Test materials removed from a school by someone other than a designated traveling test administrator;
- Test administrator leaving students unattended during testing to tell the class across the hall to be quiet or to address some other situation outside the classroom.
- Teacher takes a picture of her students working hard at testing and posts on Instagram so parents can see how hard their kid is working.
A test incident is any event or procedure that may impact a student’s performance on a test or may potentially impact the integrity of the test, the data, and the test results before, during and after testing. There are three types of test incidents: testing irregularities, test security violations and technology incidents.

**The first is a Testing Irregularity.** A testing irregularity is an unexpected test incident that results in a change to the established test administration procedure or protocols. This change may, or may not, compromise the test result. Examples include: a fire alarm goes off, a student gets sick in the testing room, a teacher left a poster on the wall that has testing clues such as a number line or formulas a student gets extra testing time they were not entitled to or a student doesn’t get an accommodation that they are entitled to. Giving calculators to students that is not approved or on the wrong testing part is the most common test irregularity that causes schools to have to give student a breach form.
The second testing incident type is a Technology Incident. A technology incident is an unexpected computer-based testing event that may or may not compromise the test results. Examples include a building losing internet connectivity or student’s device crashing while testing.

The last testing incident is Test Security Violation: (Next Slide)
A test security violation is an **unethical** testing practice or violation of the state or school’s security procedures that **compromises** test security and/or data security and the **integrity** of a student’s score results. The key words in this statement are unethical, compromises a test, and integrity. The key to avoiding security violations is being informed. Test Administrators must read the Testing Rules Book and Testing Administration Manual each year. It is updated each year to reflect any law changes. Districts must also review their district policies and provide staff training annually to ensure all staff are familiar with all test security policies and procedures.

Common security violations are inappropriate use of electronic devices especially cell phones, reproducing test materials, coaching students or providing clues or answers, leaving tests unsecured and leaving testers unattended.
Cell phones, smart watches and internet connected devices were 35% of all security violations from January 2018-June 2018. Districts are required to have a **policy on electronic device usage** during and after test sessions. Accessing an electronic device during testing is grounds for a test to be invalidated. If a student was observed with a cell phone during or after the test session, it is important to determine if any **test question, passage or prompt was photographed, texto or in any way compromised**. In extreme cases where test questions, passages or prompts have been posted on any social medium, the district must immediately contact the Office of Curriculum and Assessment. **Test administrators may have a cell phone for medical and technological emergencies**, to use as a time keeper or to otherwise perform necessary test-related actions. Test administrators should be reminded to never take photographs of students, tests, computers or the testing room during testing.
Reproducing the state tests in anyway is a security violation
For example many issues have occurred with;
Taking pictures or video of tests before, during or after the test session.
Photocopying and scanning tests
Sharing test questions or shots of tests on social media and
Educators writing down test content for test prep purposes.

Also prohibited would be:
Looking up passages that were on the test
Sharing information with a colleague about what was on the test
And Keeping student’s scratch paper
Coaching was 47% of security violations from Jan 2018-June 2018.

Some forms of coaching are not always intentional. Many times a small mistake ends up with an entire class with invalidations and the school under investigation. Inadvertently leaving a number line on the wall with fractions marked and other math posters on a math testing day would lead to an investigation and invalidation of the entire classes tests.

Some forms of coaching are intentional and unethical. For example, Telling students, “You should rethink that one”. Giving hand/face/body gestures that give hints. Writing notes with hints such as “don’t forget “PEMDAS” (an acronym for math operations) Reviewing student answers: “You need to write more” Asking a student to relook at a question Pre-teaching a topic you saw yesterday on a test Whispering answers on the speaking portion of the Ohio English Language Proficiency Assessment: IN 2018 we had 18 cases where teachers could clearly be heard prompting students on what to say on the OELPA speaking test.
We had many issues this year with unsecure tests. Simple things like a teacher running to the bathroom during testing, taking a phone call during testing, or just stepping into the hall for a short conversation. All of these situations lead to tests being unsecure, and result in a security violation. Some other examples of unsecure test are;

- Paper tests not locked up
- Removing the test from the school building without good cause
- Sending a student to the office unattended with a test
- Sending a student to the tech person with a test open for tech help.
- Paper tests not returned to the state. (This includes answer sheets and the AASCD paper manipulative cards.)
Reporting a testing incident is required by law. When a report comes in from a source, the Department contacts the school’s District Testing Coordinator to request an investigation be conducted. Elements that must be reported during an investigation include:

- Name, title and position of the person/s involved.
- Description of Incident including Testimonies and Interviews and/or other Evidence
- A Conclusion of whether the district believes a Violation or no Violation occurred and any actions taken by the District
- A Plan of Action that addresses future Actions to prevent other incidents from occurring.

Information about test security investigations is in the Ohio Statewide Testing Program Rules Book.

Sources of the report can come to the Department in many different ways. The majority of reports come directly from district administrators or teachers. And sometimes incidents are reported by parents or even students. The department also monitors test security actively and may
find an anomaly in testing through statistical analysis. On the OELPA speaking test, teacher voices have been picked up in the recording prompting students on what to say. Sometimes test items are discovered posted to social media.

Once the district completes an investigation that includes all names of those involved and their positions, report of the incident and a plan of action it is sent to the Department for review. If all of the needed information is included then the Curriculum and Assessment department will close the case. If the case includes an implication against personnel, a misconduct form, or an invalidation of a test due to an administration incident then the case is then sent to the Office of Professional Conduct for review. (Districts can also file directly with the Office of Professional Conduct using the Educator Misconduct Reporting Form found on the ODE website in the Forms section of the Office of Professional Conduct.
A breach form is another form of the state test with a separate window. A breach form is intended to be used when a student test has been compromised by a test irregularity or a test security violation. The Ohio Department of Education Office of Curriculum and Assessment determines if the use of a breach form is an appropriate option for the district. Individual student cheating does NOT qualify for a breach form. All breach forms are subject to department approval. If you feel that the student might be eligible for a breach form please contact the Department. Contact information is provided at the end of this presentation. The #1 Reason for Breach Forms is Students received an accommodation they should not have had such as providing extended time or a test read aloud to a student who does not qualify for testing accommodations or giving a calculator on the wrong test.
This is the breakdown of the security violations for 2018 up till June 2018. There were approximately 97 reports of testing incidents from January-June of 2018 that do not include missing materials or KRA incidents.

47% teachers providing clues and cheating
30% student cell phone use
5% teacher cell phone use
10% students left unattended
5% tests left unsecured
1% unauthorized person in the testing room
2% OELPA speaking not given one on one
Take test security seriously.

Ohio Revised Code 3319.151 allows for suspension of licenses and termination of teaching contracts for school employees who are found to have assisted a pupil cheat on an assessment.

Be Aware! Small mistakes can become grounds for suspension of a teaching license and/or termination of a teaching contract and employment.

http://codes.ohio.gov/orc/3319
Reporting and Test Security

Office of Assessment

614-466-1317
Testing Help

OST Breach Forms
Grades 3-8: Scott.Bryant@education.ohio.gov

High School: Donna.Williams@education.ohio.gov

Kindergarten Readiness
KRAHelp@education.ohio.gov
Answer questions from group.
• We invite you to join us across each of our platforms.