

ADMINISTRATIVE PROCEDURE

TEST SECURITY AND DATA REPORTING

6139

Procedure No.

November 2, 2020

Date

- I. **PURPOSE:** This procedure on test security and data reporting provides for the security, monitoring, storage of all testing and survey materials before, during, and after test or survey administrations and the adherence to approved state and school district testing guidelines.
- II. **POLICY:** The Board of Education has authorized the Chief Executive Officer to designate required school system personnel to implement the procedures for test security and data reporting required by the Maryland State Department of Education.

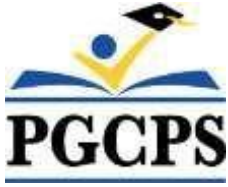
The Chief Executive Officer shall report to the Board of Education scores on State mandated tests for each school and for the school system as a whole. Scores for Prince George’s County Public Schools on all State mandated tests must be reported to the school, community, and the general public in a timely manner. (Board Policy 5124.1 and 6139)

III. **PROCEDURES:**

Local school systems are required to develop policies and procedures concerning test security and data reporting for programs administered by or through the Maryland State Department of Education (MSDE) including, but not limited to:

A. Tests

1. The Maryland Comprehensive Assessment Program (MCAP) English and Language Arts and Mathematics;
2. The Maryland Integrated Science Assessment (MISA) for grades 5 and 8;
3. The Maryland State Social Studies Assessment for grade 8;
4. The Alternate Maryland Integrated Science Assessment (ALT-MSA);
5. The Multi-State Alternate Assessment (MSAA);
6. The High School Assessment for Government (HSA Government);



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7. The High School Assessment for Science (HS MISA);
8. The Kindergarten Readiness Assessment (KRA);
9. The English Language Proficiency Assessment (ELPA) – ACCESS for ELLs;
10. The norm-referenced test or tests in use by the state;
11. The Educator Credentialing Tests; and
12. Other assessment and survey instruments required by MSDE and/or Prince George’s County Public Schools (PGCPS).

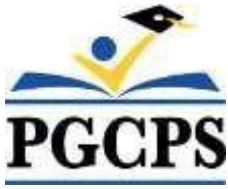
B. Data Reporting

PGCPS is required by MSDE to report the following data as described in COMAR 13A.01.04 and other measures used to determine the availability of services and funding.

1. Student results from state assessments must be reported to parents/guardians of students within 30 days of receipt by PGCPS, but no later than September 30 for spring assessments results.

Delivery of reports to parents by the school of attendance may be accomplished by one or more of the following methods:

- a. First class mail;
 - b. Backpack or student folder with robocall to parents or school newsletter announcing expected dates for distribution;
 - c. Personally via a parent/teacher conference;
 - d. Electronically through the communication system used by PGCPS to keep parents informed.
2. Training of appropriate personnel on data reporting procedures.



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3. Staff Roles:

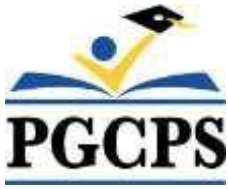
- a. State law requires the designation of an individual Local Accountability Coordinator (LAC) to assume responsibility for the implementation of the test security policy and to procure commercial test instruments, which are used in the MSDE and PGCPS testing programs.
- b. State law requires that one individual per school must be designated to serve as the School Test Coordinator (STC) together with a designated Alternate School Test Coordinator (ALT STC) (COMAR 13A.03.04.04). The STC's responsibilities cover all system-wide tests, including locally developed tests, national tests, and required MSDE assessments, and surveys.
- c. A Principal may not serve as the STC unless permission has been granted by the MSDE.
- d. STCs shall possess a valid Maryland State Department of Education (MSDE) certificate for professional school staff and be tenured in the school district.

Eligible STCs include the following: state-certified teachers, and state-certified guidance counselors, library media specialists, school psychologists, pupil personnel workers, and school administrators (other than the principal).

The Primary STC shall: have responsibility for training and supervising school personnel in test administration policy procedures, and be the primary point of contact with the LAC and the Department of Testing, Research and Evaluation during the administration of all state and district assessments.

- e. Implementation of MSDE testing programs further requires that all individuals adhere to the procedures governing the Maryland School Performance Program and all operating manuals governing mandated testing programs.

All personnel involved in testing shall be employees of the local school system; be trained for their role; meet the requirements of their role as described herein; and sign an approved Test Administration and Certificate of Training



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form or a Non-Disclosure Agreement (as applicable).

- f. Personnel may not serve as a Test Administrator, Proctor, or Accommodator in the same testing room as a student who is a family member or who resides within the same dwelling.
- g. Test Administrators (TAs) are selected by each public school's principal subject to review and approval by the Chief Executive Officer.

For any multi-state assessment consortium testing, TAs shall possess a valid MSDE certificate for professional school staff.

- h. Proctors:

The use of proctors is a local school system decision.

A proctor shall be under the direct supervision of an eligible TA. TAs may also serve as proctors. Proctors may include instructional assistants or aides, substitutes or other staff members who are employees of the school system.

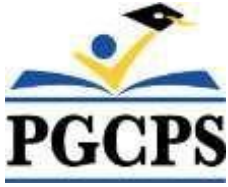
- i. Accommodators

Accommodators may provide accommodations to students during testing. Accommodators shall be under the direct supervision of an eligible TA. Accommodators may include test administrators, instructional assistants or aides, or substitutes or other staff members who are employees of the school system.

IV. **TEST ADMINISTRATION POLICY:**

A. The test administration policy shall provide for:

- 1. The security of the materials during testing and the storage under lock and key of all secure tests and test materials in all versions, including, but not limited to, answer keys, audio tapes, videotapes, compact discs (CDs), and examinee answer documents, before, during, and after testing;
- 2. The proper administration of tests and the monitoring of test administrations;



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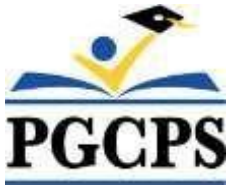
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3. Training, at least annually, of appropriate personnel on test administration policy and procedures;
4. The prohibition of electronic devices, including personal devices, (unless required for testing or administrative purposes) in testing rooms during testing; and
5. The retention of an archival document for a minimum of 6 years after the date of test administration, containing the following information for each testing group each testing day:
 - a. Name and student identification number for each student;
 - b. School and system names and identifiers;
 - c. Names of the test administrators, examiners, accommodators, and proctors; and
 - d. Unique test document identification number for each student for paper testing only.

B. Invalidation of Test Scores

MSDE may invalidate test scores under the following conditions:

1. The test scores reflect improbable gains that cannot be satisfactorily explained through changes in the student population or instruction. Invalidation of test results also invalidates any graduation, programmatic, or evaluation criteria dependent upon these test results.
2. Situations in which inappropriate collaboration between or among students occur during the test administration or data collection and reporting.
3. A student knowingly causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the aforementioned tests, or who knowingly engages in any prohibited activity during testing. Students whose scores are invalidated shall be ineligible to retake the test until the next official testing opportunity.



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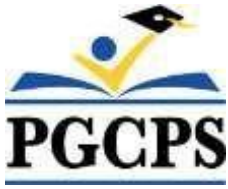
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C. Testing Behavior Violations

1. It is a violation for anyone to knowingly and willfully fail to follow security procedures published in test administration manuals for the aforementioned mandatory tests. Furthermore, it is a violation for anyone to knowingly and willfully:
 - a. Give examinees access to secure test items or materials before testing;
 - b. Give unauthorized individuals access to secure test items or materials;
 - c. Copy, reproduce, use, or otherwise disclose in any manner inconsistent with test security regulations and procedures any portion of secure test materials;
 - d. Provide answer keys or answers orally, in writing, or by any other means, to examinees;
 - e. Coach examinees during testing by giving them answers to test questions or otherwise directing or guiding their responses or altering or interfering with examinees' responses in any way;
 - f. Fail to follow security regulations for distribution and return of secure test materials, or fail to account for all secure test materials before, during, and after testing;
 - g. Fail to properly monitor test administration, including permitting inappropriate collaboration between or among individuals;
 - h. Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited by this procedure;
 - i. Refuse to disclose information regarding test security violations;
 - j. Administer state or school district mandated tests on dates other than those specified by MSDE or PGCPS; and



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- k. Refuse or fail to sign and submit test administration certification of training forms and non-disclosure agreements as appropriate.
 2. The PGCPS appointed LAC shall investigate any allegation of violations of mandatory test security and report the results to MSDE in a timely fashion, as required.
 3. If a person violates the provisions of this procedure, Board Policy 6139, and COMAR 13A.03.04, MSDE may take administrative action beyond that taken by the PGCPS Chief Executive Officer, including suspension or revocation of administrative or teaching credentials, or both, and may seek to recover the costs incurred as a result of the violation.

D. Data Reporting Violations

1. It is a violation for any person, school, or school system to knowingly and willfully:
 - a. Fail to report test scores, numbers of students tested, and other indicators of test performance on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the MSDE;
 - b. Report incorrect or otherwise inaccurate data, numbers of students tested, other indicators of test performance, and participation on mandatory tests administered by or through MSDE, as well as all other data elements reported to MSDE; or
 - c. Exclude a student or students from participation in mandatory tests administered by or through MSDE except in accordance with MSDE approved procedures.
2. The local school system shall investigate any allegation involving data collection or reporting violations and report the results to MSDE in a timely fashion, either at its own initiative or at the request of MSDE.



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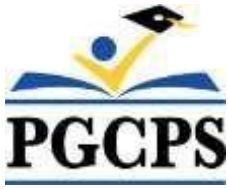
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IV. MONITORING AND COMPLIANCE:

In an effort to ensure that all test security protocols are followed during each test administration, the following monitoring tools and processes will be utilized annually:

1. The Department of Testing, Research and Evaluation (DTRE) will:
 - a. Schedule trainings and/or provide training documentation in test security and administration for any scheduled state or district assessments;
 - b. Monitor each test administration via phone calls, emails, and personal calls to STCs.
 - c. Monitor the progression of any on-line test administration through the vendor platform; and
 - d. Review all testing irregularities and investigate any testing violations following all MSDE protocols and processes.
2. Principals are responsible for:
 - a. Appointing both an STC and ALT STC for their building; and
 - b. Monitoring, along with STCs, each test administration in the School.
3. STCs are required to:
 - a. Attend any scheduled trainings presented by DTRE for any test administration;
 - b. Provide general test security training to all staff each year by October 15 of each year and maintain training attendance sheets for at least six (6) years;
 - c. Provide test administration training for any state or district



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assessment to any staff directly involved in this administration as a test administrator, proctor, or accommodator;

- d. Monitor, along with principals, each test administration in the school; and
 - e. Report incidents of potential testing irregularities to the appropriate staff at DTRE within twenty-four (24) business hours.
- 4. Instructional Directors and Associate Area Superintendents will ensure that each principal appoints an STC and ALT STC, trainings are provided in each school building for each administration, and all required trainings are attended.
 - 5. The LAC will report the results of any investigation regarding testing irregularities to MSDE in a timely fashion, as required.

V. **RELATED LEGAL REFERENCE:** Code of Maryland Regulations 13A.03.04.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Division of Accountability and will be updated as needed.

VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6129, dated July 1, 2005.

VIII. **EFFECTIVE DATE:** November 2, 2020

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11