



Kansas Assessment Fact Sheet: Appropriate Testing Practices

Test Security Purpose

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Kansas Department of Education (KSDE) must ensure the security and confidentiality of state testing materials. It is the responsibility of individuals who develop the tests, who administer the tests, and who use the results of the tests to follow test security laws, regulations, and procedures.

Acceptable

- Provide students with the opportunity to learn the content and vocabulary before testing by basing instruction on state standards and an aligned local curriculum.
- Integrate teaching of test-taking skills with regular classroom instruction and assessment.
- Ensure that students have had prior experience with the testing format. Use Kite[®] Technology Practice tests. The purpose of these tests is to practice the technology, not to learn content.
- Use formative assessments to inform instruction before testing. Formative tools are available in the Kite interim system.
- Ensure that accommodations made on the state assessment are completed on all instructional assignments, as well as classroom, district, and standardized assessments.
- Complete training and sign an agreement to abide by KSDE test security, ethics of testing, and regulations before local testing begins.
- Follow test procedures outlined in the *Kansas Assessment Examiner's Manual* and in the training received regarding security and ethical practices for testing.
- Follow established district and building procedures for collecting and destroying assessment materials, student notes, scratch paper, and drawings, etc., upon completion of each test session and the entire assessment.
- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material that could give assistance or advantage during testing.
- Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.
- Verify the End/Review screen upon completion of the test to ensure all items have been answered before a student exits the test.



Unacceptable

- Do **not** store or save any items on computers or personal storage devices any test items; test items must never be shared via email or other file-sharing or be reproduced by any means.
- Do **not** review tests or analyze items before, during, or after the assessment has been administered.
- Do **not** discuss any specific items on the test with students or colleagues before, during, or after the administration of the assessment.
- Do **not** construct answer keys so that an assessment could be scored locally.
- Do **not** use actual or altered items (e.g., clone, parallel) for practice or instruction.
- Do **not** conduct comprehensive reviews or drills the day of the assessment or between testing sessions. Once testing has begun, all reviewing should stop. Curriculum may be taught but **not** for review for the specific purposes of the assessment.
- Do **not require** students to show work or use scratch paper; scratch paper may not be graded and must be destroyed at the end of the test session.
- Do **not** respond to questions during testing that would help the students understand an item, aid them respond to an item, or advise or encourage them to change a response.
- Do **not** say or do anything that would let a student know whether a response is correct or incorrect.
- Do **not** coach or cue students in any way during test administration, including using gestures or facial expression.
- Do **not** ask students how they arrived at an answer.
- Do **not** tell students to redo a specific item or to review any specific part of the assessment once testing has begun.
- Do **not** go back and review each item individually with a student; simply direct students to answer items that did **not** have a blue dot to indicate that the item was answered.

Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to Julie Ewing, Assessment Coordinator, Kansas State Department of Education, 785-296-4349.

For more information, contact:

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