Test Security & Ethics Training

District Test Coordinators 2023-2024

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Agenda

- ❏ Test Security Overview
- ❏ Maintaining Security
- ❏ Appropriate Testing Practices
- ❏ Physical Conditions in Testing Room
- ❏ Distribution of Materials
- ❏ Test Administration Procedures
- ❏ Accommodations
- ❏ Incident Reporting
- ❏ Monitoring Visits
- ❏ Test Security - Agreement to Abide by Guidelines & Sign Off

Test Security Overview

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Purpose

All Kansas assessment programs **must** abide by test security and ethical testing practices. These programs include the following:

- Kansas assessment summative tests in English language arts (**ELA**), **mathematics**, and **science**

- Kansas English Language Proficiency Assessment (**KELPA**)

- Career Pathways (**cPass**®) assessment

Testing Window 2023-2024

- KELPA
  - January 29 – March 8
    - Human Scoring due March 29

- ELA, math, and science
  - March 18 - April 19

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General Summative Assessments

Subject	Grades	Estimated Time to Complete (untimed)
Mathematics	3 - 8, and10	Two Sessions, 45-60 minutes each
ELA	3 - 8, and10	Two Sessions, 45-60 minutes each
Science	5, 8, and 11	Two Sessions, 45 minutes each
KELPA	K-12	Four Domains, varies

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Proctors

- All district staff who administer a state assessment **must** complete Security and Ethics training and sign an agreement to follow test security and ethical testing practices.

  District- and building-level personnel include administrators, educators, paraeducators, or other appointed staff members.

  - Parents or volunteers may **not** administer a state assessment.

- Written verification is needed for the protection of each teacher, proctor, and the district.

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Required Before Proctoring a Test

- Must have Security & Ethics Training

<p style="text-align:center; color:red">AND</p>

- Sign agreement that you will follow testing guidelines from the Kansas State Department of Education

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Kansas Assessment Examiner's Manual

- Any staff member who administers or supports the administration of the state assessment **must** read the *KAEM* before administering the assessment.

- The manual includes information on test security, test administration, accommodations, special circumstance codes, and scripts to be used when administering the assessments.

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Materials Needed

You will need to download or have access to the following materials from the KAP website www.ksassessments.org:

- *Kansas Assessment Examiner's Manual* (*KAEM)* Any staff member who administers or supports the administration of the state assessment **must** read the *KAEM* before administering the assessment.

- *Appropriate Testing Practices Fact Sheet*

- *Kansas State Test Security Guidelines*

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Kite Educator Portal Accounts

- Teachers scoring KELPA speaking and writing domains will need an account in Kite Educator Portal.

- *Test Proctors do not need an account in Educator Portal to proctor a summative assessment.*

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Daily Access Codes (DACs)

- During testing, students must use a DAC to enter Kite Student Portal. This code is provided in Educator Portal and is **not** directly available to teachers and test proctors.

- Establish and describe the system used for sharing DACs with staff. This plan should include the secure transmission of the information each day.

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Appropriate Testing Practices

Appropriate Testing Practices Fact Sheet

Please take time now to read the following document:

- *Appropriate Testing Practices Fact Sheet*

Acceptable Practices

- Base instruction on state standards and an aligned local curriculum to provide students with the opportunity to learn content and vocabulary before testing.

- Integrate teaching of test-taking skills with regular classroom instruction and assessment.

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Acceptable Practices (cont'd)

- Use Kite Technology Practice* tests to ensure that students have prior experience with the testing format.

  *NOTE: The purpose of these tests is to practice technology, not to teach content.

- Use formative assessments to inform instruction before testing. Formative tools are available in the Kite interim system.

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Acceptable Practices (cont'd)

- Ensure that accommodations for the state assessment are completed on all instructional assignments, as well as classroom, district, and standardized assessments.

- Before local testing begins, complete training and sign an agreement to abide by KSDE test security, ethics of testing, and regulations.

Acceptable Practices (cont'd)

- Follow test procedures outlined in the *KAEM* and in the training received regarding security and ethical practices for testing.

- Upon completion of each test session and the entire assessment, follow established district and building procedures for collecting and destroying assessment materials, student notes, scratch paper, and drawings.

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Physical Conditions in Testing Room

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Physical Conditions in Testing Room

- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other instructional material that may give assistance or advantage during testing.

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Physical Conditions in Testing Room

- Monitor the testing environment actively by moving around the room; moving around the room encourages students to focus on their own work.

- Testing environment should be quiet **without** background music.

- Students should not have cell phones, smart watches, or any technology devices other than device in which they are testing.

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Distribution of Materials

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Distribution of Materials

- Provide clean graph or blank paper.

- Students in grades 4-8 and 10 may have a clean resource sheet. Resources sheets are located at ksassessments.org

- Resource sheets are also available to students in the Kite Student Portal.

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Math Manipulatives

- Items must be routinely used by students in the classroom if they are to be used on the assessment.

- Item must be chosen by student & student cannot be required to use it.

- May **not** provide computation/multiplication tables or other graphic organizers that have been prepared in advance.

- See more information in the Kansas Assessment Examiner's Manual.

Test Administration Procedures

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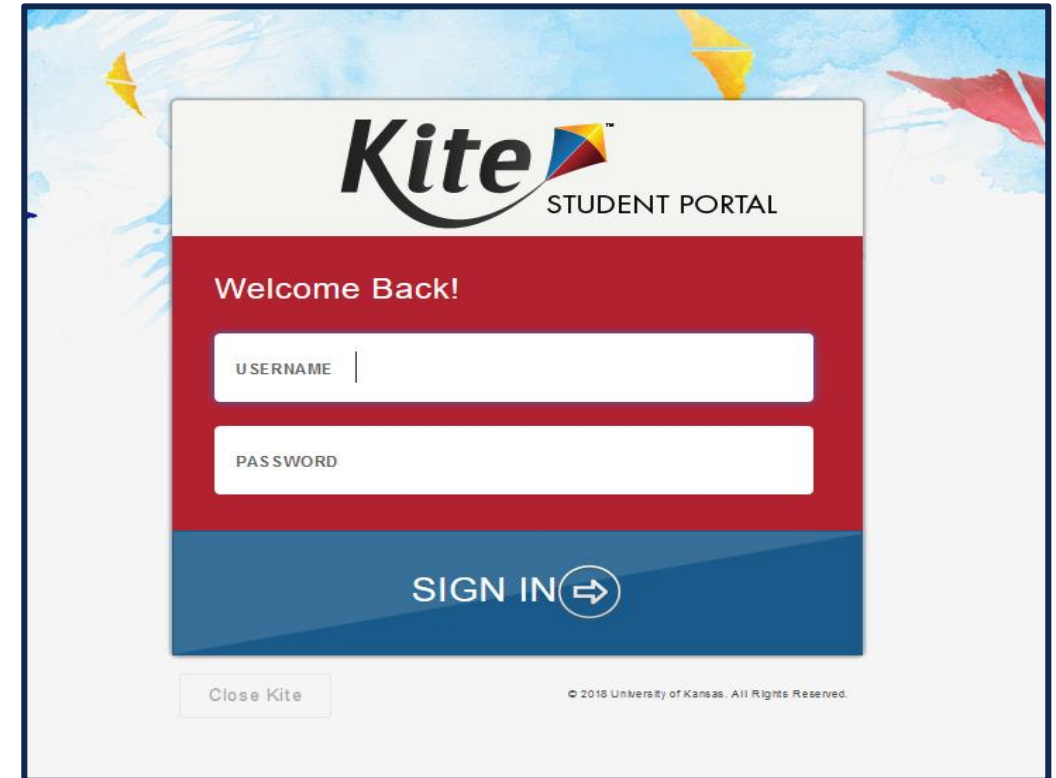
Kite Student Portal

Students will test online in Kite Student Portal.

Each student will need login information- username and password.

Make sure students enter correct username and password.

Daily Access Code (DAC)

- During testing, students must use a DAC to enter Kite Student Portal. This code is provided in Educator Portal and is **not** directly available to teachers and test proctors.

- District or Building Test Coordinators will provide the DAC for testing.

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Kite Student Portal

- Students will select TAKE A TEST to see assigned assessments
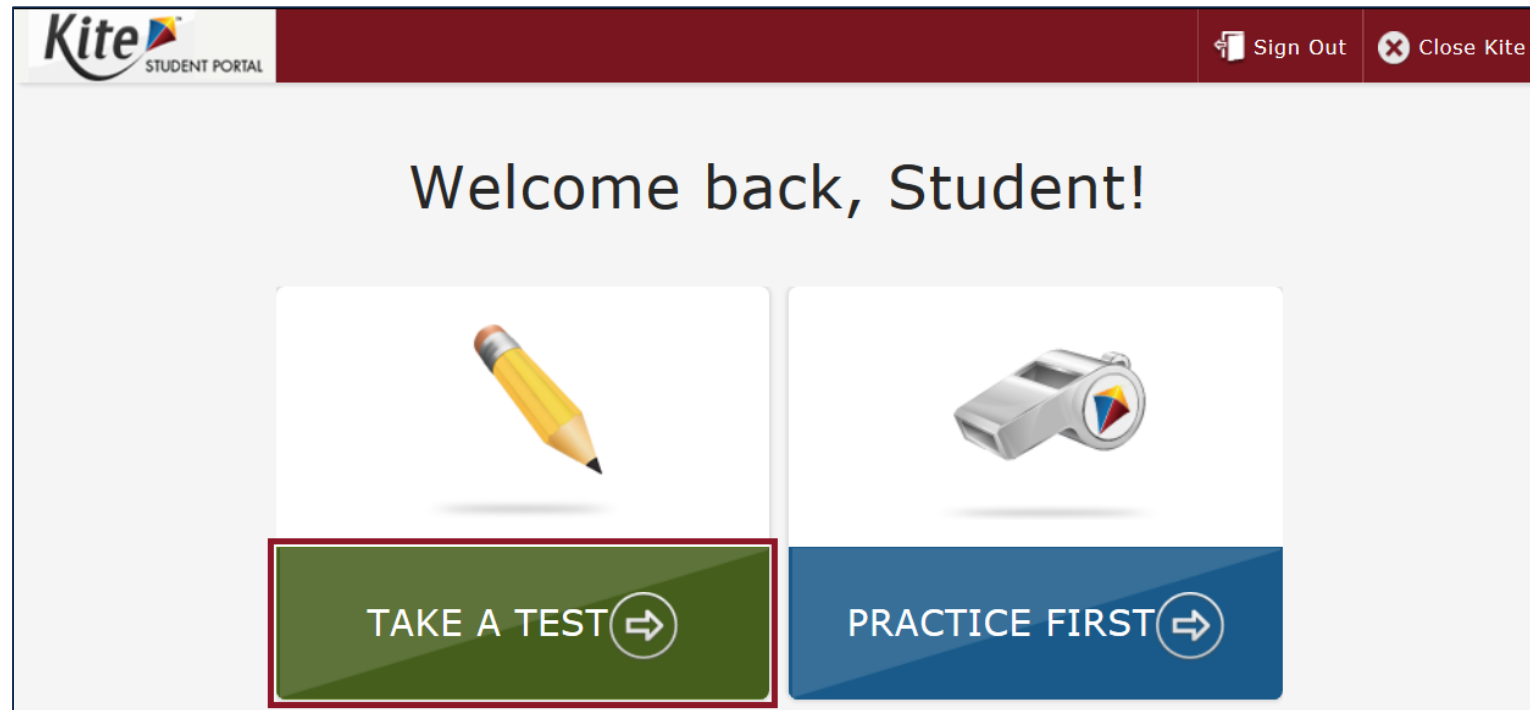
Kite Student Portal

- In Kite Student Portal, the name of the student logged in to the test is displayed at the top of the screen during the assessment.

- Make sure the correct student is taking the test!

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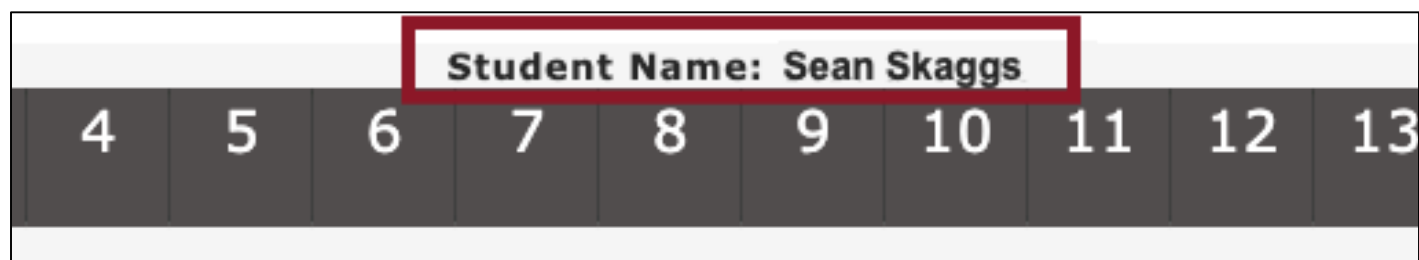
Unacceptable Practices

- Do not store or save any items on computers or personal storage devices. Test items must never be shared via email or other file sharing or reproduced in any way.

- Do not review tests or analyze items before, during, or after test administration.

Unacceptable Practices (cont'd)

- Do not conduct comprehensive reviews or drills the day of the test 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 students understand an item, help them respond to an item, or advise or encourage them to change a response.

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Unacceptable Practices (cont'd)

- Do **not** discuss any specific test items with students or colleagues before, during, or after administration of the assessment.

- Do **not** construct answer keys so that an assessment can be scored locally.

- Do **not** use actual or altered items (e.g., clone, parallel) for practice or instruction.

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Unacceptable Practices (cont'd)

- 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 expressions.

- Do **not** ask students how they arrived at an answer.

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Unacceptable Practices (cont'd)

- Do **not** tell students to redo a specific item or to review any specific part of the assessment after 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.

- Do **not** use your cell phone to take pictures of the students or items.

- Do **not** use your cell phone while you are proctoring a test.

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Calculator Use: Math Summative

No calculators are allowed in grades 3, 4, or 5!

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Math: Session, Section...Soft Break Grades 6-8, 10

- Each test has two parts!
  - Session 1 (example -Day 1)
  - Session 2 (example -Day 2)

Review: Math Grade 6: Session 1

Are you done with the questions in this section? After you choose the Continue button, you cannot return to these questions.

After choosing the Continue button, you will answer the rest of the questions for this test session.

Your Progress

1 2 3 4 5 6 7 8 9 10
11 12 13 14

Answered   Not answered
Answered and Marked for Review
Not Answered and Marked for Review

You are not finished. Choose CONTINUE to launch the next section.

GO BACK   Continue

- Within a test session – there are two parts. The test will have a *soft break* that divides the test session into two parts.

Calculator Use: Math Summative 6-8, & 10

- Both **Sessions**:

  - **Part 1- Calculator is NOT ALLOWED.**

    - NO handheld calculators allowed.

    - The online calculator is not available in testing portal.

  - **Part 2-** Calculator is allowed. Handheld calculators may be used, and online calculator is active in Kite Student Portal.
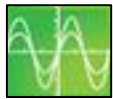
 Grade 10 may use TI – Graphing

 Grade 6-8 may use TI – Scientific

Calculator Use: Math Summative 6-8, & 10

- Handheld calculators may be used on the *second part* of the math test.

  - Memory must be cleared before and after the test session

  - You must keep a list of students who use handheld calculators

  - Monitoring during testing is critical to ensure students use the tool on the appropriate test session

Review / End Screen

- Blue dot indicates student has responded

- Red box (empty) indicates student has not responded

- Flags (red or blue) indicate student has flagged the item

Review: Kansas Assessment

Are you done?

Red boxes ▢ mean you are not done. Ask your teacher for help.

Blue dots ◉ mean you are done. You can choose end.

Your Progress

1	2	3	4	5	6	7
◉	◉	◉	◉	◉	◉	◉

8	9	10	11	12	13	14
⚑	▢	⚑	◉	◉	◉	◉

15	16	17	18	19
◉	◉	◉	◉	◉
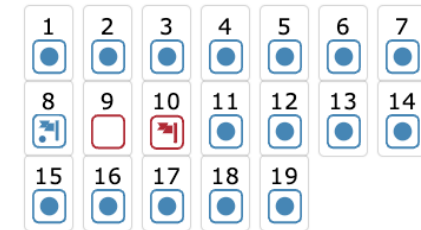
◉ Answered ▢ Not answered
⚑ Answered and Marked for Review
⚑ Not Answered and Marked for Review

← GO BACK

END →

Accommodations

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A HUMAN READER IS *NOT* AN ALLOWED ACCOMMODATION ON THE KAP ASSESSMENT

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Human Reader

- A human (in person) reader is **not** allowed on Kansas assessments. Students **must** use the synthetic voice in Kite Student Portal.

- An occasional word in an item or a stem may be pronounced for students but reading any words in a passage is **not** allowed.

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KAP Accommodations

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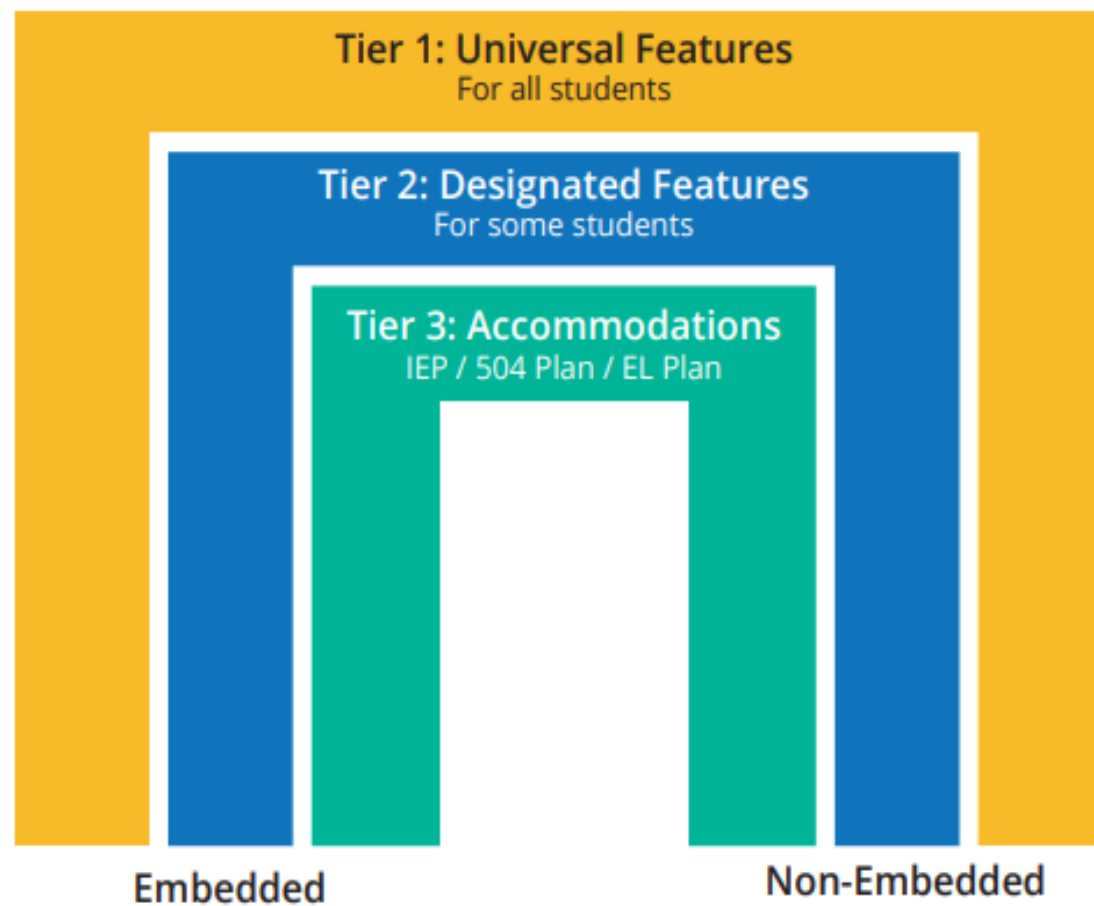
Kansas Accommodations by Program

- An additional resource found on www.ksassessments.org and on the KSDE assessment page

- Indicates tools available for students in Student Portal

- Let's look at these tools so we are familiar with these options for students.

TOOLS AND ACCOMMODATIONS BY ASSESSMENT PROGRAM

Tools available for ALL students taking a KS assessment

Icon	Tool	KAP	KELPA	DLM	cPass
	Calculator – Basic or TI-108[1]	✓			✓
	Calculator - TI Graphing[2]	✓			
	Calculator - TI Scientific[3]	✓			
	Eraser				
	Guide Line				
	Help				
	Highlighter				
	Mark for Review –				
	Mark for Review –				
	Notes				
	Periodic Table (Sc				
	Pointer				
	Search				
	Striker				
	Tags				
	Text to speech au				
	Text to speech au				
	Whole Screen Ma				

Accommodations available for students who have an IEP, 504, ELL plan

Icon	Tool	KAP	KELPA	DLM	cPass
	American Sign Language — Feature available in mathematics and science	✓			
	Auditory calming[5]	✓			
	Color Contrast	✓	✓	✓	✓
	Color Overlay	✓	✓	✓	✓
	Key Word Translation (Spanish) — Feature available in mathematics and science	✓			
	Masking: student controlled or presented by default	✓	✓		✓
	Reverse Contrast	✓	✓	✓	✓
	Special form (braille)	✓		✓	
	Switches				
	Text to Speech Non Visual, Requires KSDE approval — Reads ELA passages, questions and answer choices[5]	✓			
	Text to Speech audio (TTS) Reads text and graphics for questions and stems. This is the default. Does not require approval by KSDE.[5]	✓		✓	✓
	Whole screen magnification	✓	✓	✓	✓

[5] Requires speakers or headsets

[1] Available for Math grades 6-8, 10 and Science grades 5, 8, 11. May not be available in mathematics sections measuring numbers and operations. Refer to Kansas Examiner's Manual (KAEM) for directions regarding use of handheld calculator.
[2] Available for grade 10. May not be available in mathematics sections measuring numbers and operations. Refer to KAEM for directions regarding use of handheld calculator.
[3] Available for Math grades 6-8 and Science grade 8 and 11. May not be available in mathematics sections measuring numbers and operations. Refer to KAEM for directions regarding use of handheld calculator.
[4] Available all science grades
[5] Requires speakers or headsets

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Personal Needs Profile (PNP)

- Students *may receive* accommodations during testing. The accommodations must be part of the student's routine and are typically part of an IEP or 504 plan. Accommodations must be entered in Educator Portal.

- Establish procedures for recording student-accommodation information into the PNP in Educator Portal.

- Keep records of documentation for text-to-speech accommodations and other accommodations used on the assessment that have not been a regular part of instruction; documentation must be kept at the district and building levels.

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Personal Needs Profile (PNP)

- A student's PNP must be completed before testing begins.
- If the accommodation has not been added before testing begins, the student will not be allowed to re-test with the accommodation.

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Personal Needs Profile (PNP)

- *Tools and Accommodations for the Kansas Assessment Program*

- Some tools are available only when selected in the PNP in Student Portal.

TOOLS AND ACCOMMODATIONS FOR THE KANSAS ASSESSMENT PROGRAM

The Kansas Assessment Program (KAP) has tools available in Kite® Student Portal to help students. Some tools are available to all students, while other tools are only available to students who have a need identified in their Individual Education Plans, Section 504 Plans, ELL Plan or statement of student needs. Students can experience using many of these tools in the Technology and Subject Oriented Practice Tests. For interim and summative assessments, the available tools vary by grade and subject. All tools and accommodations work on laptops, desktops (Windows or Mac), and tablets (Chromebooks or iPads).

Icon	Tool	Description
	Tools available to ALL students as needed by subject	
	Calculator – Basic or TI-108*	Depending on test settings, the basic calculator icon will display either the basic calculator or the TI-108 Emulator. (Math Grades 6-8, 10, Science Grade 5)
	Calculator – TI Graphing*	Depending on test settings, the graphing calculator allows students to plot graphs, solve equations, and display several lines of calculations on the screen. (Grade 10)
	Calculator – TI Scientific*	Depending on test settings, the scientific calculator allows students to perform calculations in science and mathematics. (Math Grades 6-8, Science Grades 8-11)
	Eraser	Removes highlighting and striker marks from the screen.
	Guide Line	When selected, follows the student's pointer and lightly highlights the text of a reading passage line by line. This tool differs for iPads, where the line remains stationary as the student scrolls through the passages.
	Help	Allows students to display help text that explains how to answer the question based on the question type.
	Highlighter	Allows students to select text on the screen and highlight the selected text with a pink background.
	Library	Provides students access to resource sheets for reference if provided to refer to when answering questions.
	Mark for Review Question Unanswered	When selected by test takers, and question is not yet answered, changes the item number indicator at the top of the screen to red with an accompanying flag graphic.
	Mark for Review Question Answered	When selected by test takers, and question is answered, changes the item number indicator at the top of the screen to blue with an accompanying flag graphic.
	Notes	Presents a yellow rectangle on the screen where students can type notes about the test content.
	Periodic Table	Presents a standard periodic table. Students can select on an individual element to view atomic number, atomic mass, and full element name. (default view is abbreviations).
	Pointer	Allows students to select items in the test.
	Search	Allows student to enter search terms. Matching words are then highlighted in orange.
	Striker	Allows students to place a line through a multiple-choice answer choice that is not desired.
	Tags	Allows students to use various tags within a reading passage. Tags remain in the passage until the student selects clear all. The tags available are: Main idea, Supporting Details, Key Word, Evidence, Reread This, and Help
	Text to Speech Audio (TTS)** – directions	Students can choose to have a synthetic voice read directions aloud on all assessments.
	Text to Speech Audio (TTS)**– science	Students can choose to have a synthetic voice read items aloud on the science assessment.
	Whole Screen Magnification	Allows students to magnify the screen up to four levels.

* May not be available in mathematics sections measuring numbers and operations

** Requires speakers or headsets

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Text-to-Speech Options

	Available to All Students?	Is PNP Required?
Text-to-Speech Audio (TTS) Directions	Yes	No
TTS Science	Yes	No
TTS Test Items	No	Yes
TTS; nonvisual Passages and Test Items	No	Yes, **and** KSDE approval required

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TTS of ELA Passages and Items (nonvisual)

- Please submit completed TTS checklist to TTSnonvisual@ksde.org by January 31 for approval. The checklist is on the KSDE website. **This accommodation is intended for a very limited number of students.**

- This accommodation is **ONLY** for students with an IEP or 504 plan.

- This accommodation is appropriate for students who use a screen reader or electronic device to access printed material in **all** subjects.

- This accommodation should be used **only** by a student who

  - cannot access printed text because of blindness or low vision and whose primary access is text-to-speech or electronic screen reader.

  - has a specific, *documented* disability that severely limits or prevents them from decoding text, even after repeated attempts to teach them to do so (e.g., the student is a nonreader and not just reading below grade level).

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Incident Reporting

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What is PII?

Personally identifiable information (PII) is any data that may potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data is PII.

- PII **must not** be conveyed when reporting testing issues.

- Include **only** the Student State ID number in an email—no other identifying details.

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Contacting the Service Desk

When contacting the Service Desk

- do not send any PII for a student via email. Doing so is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes such information as a student's name, building name, or district name.

- do send student ID number, identify the test the student is taking (ELA, math, science, predictive interim, mini-test), and state the error or concern you are reporting.

Reporting Testing Discrepancies and Potential Security Violations to KSDE

It is the responsibility of the superintendent or their designee, on behalf of all school principals, to report in writing all discrepancies in test-material delivery, administration, and collection, as well as issues and concerns regarding potential violations of KSDE's test security procedures, to Julie Ewing, KSDE Assessment Coordinator, 785-296-4349.

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Reporting Testing Discrepancies and Potential Security Violations to KSDE

- In consultation with staff from KSDE, appropriate consequences will be put in place at the district level upon breach of security.

- Because each case is unique, a variety of actions could take place but are not limited to the following:

  - No action taken—discussion with KSDE indicated the breach was not severe enough to warrant any action

  - KSDE action—Written letter or phone call to superintendent and DTC stating concerns and processing of action steps

  - Retesting of students

  - Removal of test proctors from testing rooms

  - KSDE monitor visit will perform a follow-up the next testing year to verify that changes to inappropriate practices have been made

Reactivations

- In rare instances, some students may not be able to complete a test session.

- If this happens, ONLY the DTC or BTC may reactivate the student test.

- Share your district procedures for reactivation with your staff.

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Monitoring Visits

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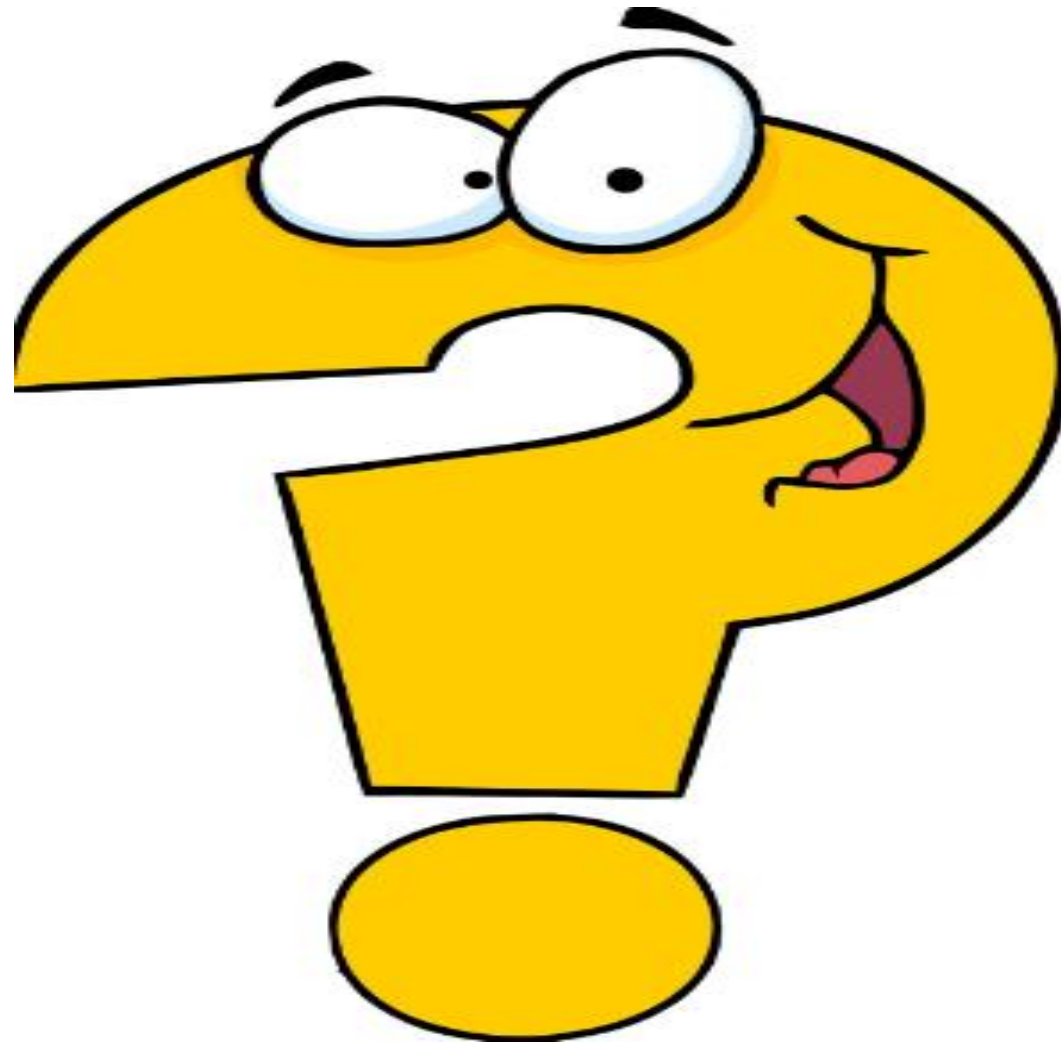
Monitor Visits: Purpose

To monitor test security, KSDE staff and members of the Kansas Assessment Advisory Council annually visit 5%–10% of Kansas schools during test administration.

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Kansas State Test Security Guidelines

- *[Kansas State Department of Education Test Security Guidelines](#)*

- Checklist for monitoring visits included in Appendix
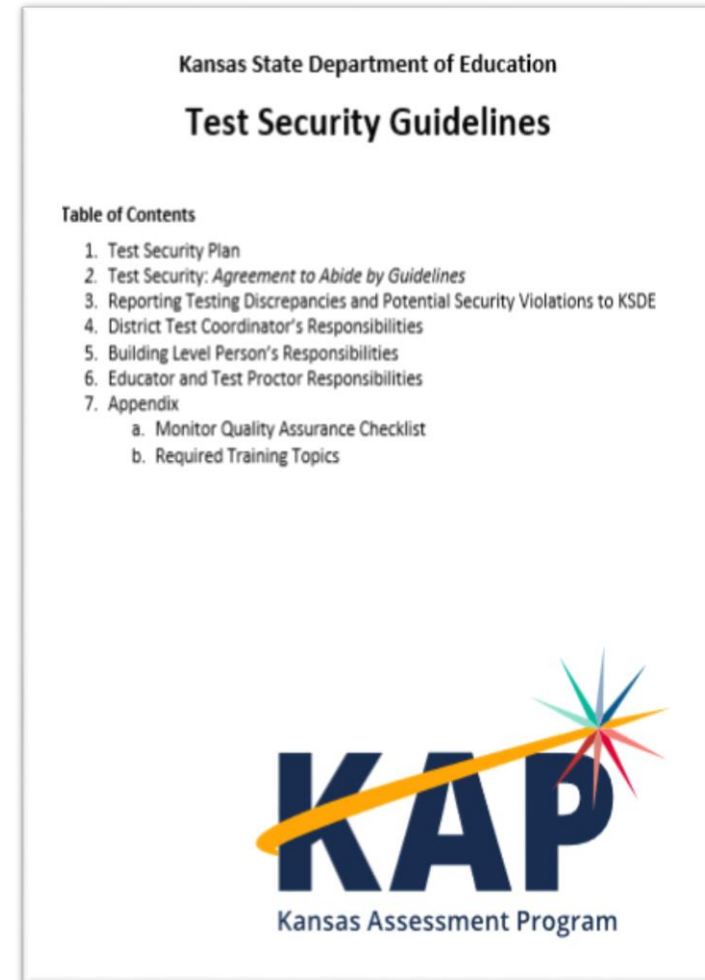
Monitor Visits:
District and School Selection

Every year, a representative sample of districts across Kansas—across all state Board of Education regions, including both large and small districts—is selected for monitor visits.

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Monitor Visits

Two methods are used to conduct monitor visits.

- Schools and districts may *volunteer* to receive a monitor visit. A monitor team will be assigned to that district. The team will select the date they will conduct the visit based on the testing schedule provided by the school. The district will **not** be informed of the specific date selected.

- Other monitor visits are *unannounced*. A random sample of schools will be chosen from the list of districts and schools that did **not** volunteer. The DTC will be informed of potential visits and will share test schedules for the purpose of facilitating monitor visits.

  - Random sample collection includes consideration of board member districts, district size, rural or urban, previous violations, and previous monitor visits.

Monitor Checklist

- Let's look at and discuss the monitor checklist provided.

- It is completed by visiting team member(s).

- The visiting team will leave a copy of the report with the school and submit a copy to KSDE.

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Test Security - Agreement to Abide by Guidelines & Sign Off

Kansas State Test Security and Ethics: Quick Check

True or False	Read each statement and decide if it is true or false.
1.	The DTC is responsible for training all staff and keeping documentation of training along with the signed agreements to abide by ethics and test security policies and practices.
2.	If a proctor notices a student didn't answer a question correctly, it is okay to tell them to have the student check their work.
3.	If a student's PNP does not have the correct accommodations marked before testing begins, the student will be allowed to start over with accommodations.

Kansas State Test Security and Ethics: Quick Check

True or False	Read each statement and decide if it is true or false.
4.	A monitor visit allows KSDE to see the good things that schools are doing to ensure that test security and ethical practices are maintained.
5.	When reporting an item issue on the test, it is okay to take a picture of the item and send it to KSDE.
6.	During administration of the mathematics assessment, students may use handheld calculators in grades 3-5.

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Kansas State Test Security and Ethics: Quick Check

True or False	Read each statement and decide if it is true or false.
7.	To maintain security, test coordinators must actively monitor testing sessions throughout the building or district.
8.	Parents may help administer the state assessment.
9.	Accommodations on the state assessment must be part of regular classroom practice.
10.	It is acceptable for a test proctor to read the assessment from the screen to a student.

Kansas State Test Security and Ethics: Quick Check Key

1. True

2. False. You may not tell students to redo or review a specific item.

3. False. Make sure the PNP is correct before you test.

4. True

5. False. Report only the student ID, test being taken, session number, item number, and the issue with the item.

6. False. Only grades 6-8 & 10 in the second sections.

7. True

8. False. Parents may not administer the assessment.

9. True

10. False. A human reader is not allowed.

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Test Security

Agreement to Abide by Guidelines

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