

KANSAS STATE DEPARTMENT OF EDUCATION

FACT SHEET



Kansas Assessment Fact Sheet: Test Security and Ethics

Test Security Purpose

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

KSDE Test Security Plan

1. All District Test Coordinators (DTCs) will be trained by KSDE in test security procedures yearly. Using a trainer-of-trainer model, these individuals will in turn train their own district and building staff on test security and the components of test security.
2. Each DTC is required to attend one training session on test security yearly. Training sessions are online.
 - DTC verify completion of training by signing an *Agreement to Abide by Guidelines* form online.
3. DTCs will train district and building-level personnel involved in the administration of state assessments before local testing.
4. Local personnel will sign an agreement to abide by state ethical testing practices. The *Agreement to Abide by Guidelines* in the *Kansas Assessment Examiner's Manual* may be used for this purpose.
5. DTCs will provide the state assessment office with accurate testing schedules through the Kite® Educator Portal. If schedules change, it is required that online schedules be updated so that and information is accurate for potential monitor visits.
6. DTCs must keep on file documentation related to test security. Specific documentation is listed under "District Test Coordinator Responsibilities" in the *Test Security and Ethics Guidelines*.
7. KSDE staff and the members of the Kansas Assessment Advisory Council will visit 5–10% of Kansas schools during test administration yearly for the purpose of monitoring test security.
8. Two methods will be used to conduct monitor visits:
 - Schools and districts can 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.
 - Unannounced visits for a random sample of schools: schools will be chosen from the list of districts and schools who did **not** volunteer. The DTC will be alerted to 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
9. KSDE will use a monitoring checklist when evaluating testing sessions.

Roles and Responsibilities

Specific tasks and responsibilities for District Test Coordinators (DTC), Building Test Coordinators (BTC) and individuals who administrator a state assessment are provided in the *KSDE Test Security Guidelines* document found on the KAP website (www.ksassessments.org)



Kansas leads the world in the success of each student.



Test Security and Ethics

Reporting Testing Discrepancies and Potential Security Violations to KSDE

1. It is the responsibility of the superintendent or their designee, on behalf of all school principals, to report in writing, all discrepancies in assessment material delivery and collection, as well as issues and concerns regarding potential violations of the Kansas State Department of Education's test security procedures, to Julie Ewing, Assessment Coordinator, Kansas State Department of Education, 785-296-4349.
2. In consultation with staff from KSDE upon breach of security, appropriate consequences will be put in place at the district level.
3. Because each case is unique in nature, a variety of steps could take place but are not limited to the following suggestions:
 - No action taken: discussion with KSDE indicated the breach was not severe in nature to warrant any action
 - KSDE action: written letter or phone call to superintendent and the DTC stating concerns and processing of action steps
 - Retesting of students
 - Removal of Test Proctors from testing rooms
 - KSDE monitor visit follow-up the next testing year to check for validation that changes to inappropriate practices have been made
4. Upon completion of the monitor visit, all checklists are analyzed for discrepancies and potential security violations.
5. The Achievement and Assessment Institute (AAI) will provide data to KSDE that examines potential areas of assessment irregularities throughout testing. The following data will be reported upon completion of testing using the dashboard:
 - DTC training log (spreadsheet)—this validates that training was completed by the DTC in each district in Kansas.
 - Test reactivations—frequency of reactivations
 - Click history—reported for occurrences that indicate an irregularity in testing
 - Tests taken after school hours (applies to students in a virtual school setting).
6. We expect administrators and teachers to abide by the "Test Security and Administration Guidelines" in the *Kansas Assessment Examiner's Manual*. Therefore, if a student questions the accuracy of an item, follow the procedure outlined below.

First, to the student, repeat the information from the directions, teacher-print directions, or Kite directions: "Choose the answer that you think is best; "There is one correct or best answer to each question;" "Carefully read the question;" or "Work the problem." *It may be appropriate in certain circumstances to tell the student or reader that their concern will be forwarded to KSDE for review and analysis.*

Second, following the guidelines below, collect and submit the information to the DTC, who will then forward the information to the Kite Service Desk and Julie Ewing at KSDE.

- Give the student ID only; do **not** include the name, building, or district.
- Provide content of the test, for example, ELA, math, science.
- Provide the session number and the item number.
- Report the issue, **not** the content of the item (for example, "no correct answer," "multiple correct answers," "A and C are both correct," "a word is misspelled," "the sentence is grammatically incorrect," and so on).
- Do **not** forward the item, the item stem, any response choices, or narrative descriptions of the item via email (these are live, secure test items).
- Do **not** send pictures of the item.

Contact Information

Julie Ewing | KSDE | Assessment Consultant | Kansas State Department of Education | 785.296.4349

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.