Fact Sheet

2019-2020 Kansas Assessment Fact Sheet: Appropriate Testing Practices

Test Security Purpose

Test security is essential for obtaining 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 testing materials. It is the responsibility of individuals who develop the tests, who administer the tests, and those who use the results of the tests to follow test security laws, regulations, and procedures.

Acceptable Practices

- Provide students with the opportunity to learn the content and vocabulary prior to 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. These are for the intended purpose of practicing technology and not content.
- Use formative assessments to inform instruction prior to 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.
- Attend 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 Examiner's Manual and in the training received regarding security and ethical practices for testing.
- Follow established district/building procedures for collecting and destroying testing materials, student notes, scratch paper, and drawings, etc., upon completion of each test session and the entire test.
- 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 that all test items have been answered before a student exits the test.

Unacceptable Practices

- Do not store or save on computers or personal storage devices any test items; test items may not be shared via email or other file sharing systems; or reproduced by any means.
- Do not review tests or analyze test items before, during, or after the assessment has been administered.
- Do not discuss any specific test 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 test items (clone, parallel) for practice or instruction.
- Do not conduct comprehensive reviews or drills the day of the test or between testing sessions. Once testing has begun, all reviewing should cease. Curriculum may be taught but not for review for the specific purposes of the test.
- 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 the item, aid them in responding to an item, or advise/encourage them to edit or change a response.
- Do not say or do anything that would let a student know whether an answer is correct or incorrect.
- Do not coach or cue students in any way during test administration, including using gestures or facial expressions for guidance.
- Do not ask students the way in which they arrived at an answer.
- Do not tell students to redo a specific item or to review any specific part of the test once testing has begun.
- Do not go back and review each item individually with the student, simply direct students to answer items that did not have a check mark to indicate that the item was answered.

Report any breach of test security, loss of materials, or any other deviation to Lee Jones, Assessment Coordinator, Kansas State Department of Education, 785.296.4349.