

The following test security practices will be in place for all Indiana Department of Education state testing materials and content:

- Each school test coordinator must provide test security training to all staff that handle or have access to secure testing materials, including test examiners and proctors.
- As a part of the test security training, each school test coordinator must ensure that all appropriate staff have knowledge of the *Code of Ethical Practices and Procedures*, *Rush County Schools Ethical Testing Policy*, and understand how to secure, administer, and handle the assessments and any secure testing material while in their possession. This training will include:
 - The standards for determining what is ethical or appropriate practice contained in the *Code of Ethical Practices and Procedures*.
 - How staff implementation of test security standards and procedures will be monitored by school administrators.
 - All security procedures established for each assessment.
 - The review of the Acceptable Teacher Practices for Student Preparation and Display of Reference Materials sections from Chapter 10, Section 6, Part A of the Indiana Assessment Program Manual
- Each school test coordinator must provide training on test administration to test examiners and proctors prior to each test administration.
- Each school test coordinator must provide focused training on providing testing accommodations to staff members that will be administering an assessment to students with testing accommodations. This training should also ensure that these staff members are familiar with each student's individual accommodation needs as per the student's IEP, ILP, and/or Section 504 Plan.
- School test coordinators will use Examiner's Manuals as a part of training staff. At the end of the training session, the Test Examiners may retain the examiner's manual/directions as long as they keep them in a secure location until the test administration with one exception: the IREAD-3 Test Administration Manual (TAM) Addenda documents must be stored with other secure test documents until the morning of the test administration.
- Corporation and school test coordinators will provide any other information and professional development necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results from assessment.
- School test coordinators will establish a testing schedule for each test administration.
- Secure test materials will not be delivered to school buildings more than one week in advance of test administration.
- Building test coordinators will be responsible for the security of the assessment materials during testing and storage of all secure assessment materials before, during, and after testing. All test materials will be stored at a central location in each building under lock and key.
- Test examiners will check-out and secure assessment materials each morning of testing and return all secure assessment materials each day after the final testing session for the day is completed.
- Corporation and school test coordinators will monitor testing to ensure staff are administering assessments with fidelity in terms of testing protocols/procedures and staff are appropriately providing students with accommodations included in their IEPs, ILPs, or Section 504 Plans.
- School test coordinators will provide channels of communication that allow teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate.
- Building test coordinators and building principals will investigate and notify the corporation test coordinator of any complaint, allegation, or concern about inappropriate testing practices or testing irregularities, insuring protection of both the rights of individuals and of the integrity of the assessment. The investigation should include those items outline in the *Protocol for Reporting and Investigating Alleged Assessment Breaches or Irregularities*.

Fidelity and Integrity: Requirements and Potential Consequences

Any individual who violates the Code of Ethical Practices and Procedures as established and published pursuant to 511 IAC 5-5-3 may face disciplinary action under IC 20-28-5-7, 511 IAC 5-5, and/or other applicable remedies available under state and federal laws. Violations of test security, pre-test activities, testing conditions, and post-test activities may result in license suspension or revocation of any school personnel involved under IC 20-28-5-7.