



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

# **District of Columbia Test Security Guidelines**

**2016-17<sup>1</sup>**

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<sup>1</sup> The content in the 2016-17 Test Security Guidelines matches the content in the 2015-16 Test Security Guidelines. The structure of the document has been updated to better organize the information and further support local education agency (LEA) and school use of the document.

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## I. Introduction

The District of Columbia statewide assessment program, administered by the Office of the State Superintendent of Education (OSSE), is of the utmost importance to the measurement and reporting of the achievement of students and schools in the District of Columbia. Pursuant to the *District of Columbia Public Education Reform Act of 2007, effective June 12, 2007 (D.C. Law 17-9; D.C. Official Code § 38-1800 et seq.)*, OSSE serves as the State Education Agency (SEA) and performs the functions of an SEA for the District of Columbia under applicable federal law, including grant-making, oversight, and state functions for standards, assessments, and federal accountability requirements for elementary and secondary education.

OSSE has developed these Test Security Guidelines to set forth minimum requirements that ensure that local educational agencies (LEAs) and school personnel are aware of the state requirements for maintaining strict test security procedures. OSSE's goal is for schools and LEAs to deliver a uniform and equitable statewide assessment program. For assessments to yield fair and accurate results, the assessments must be administered in consistent and standardized conditions; the best way to ensure that occurs is to ensure all teachers and administrators understand and recognize acceptable and unacceptable assessment practice.

## II. General Provisions of the District of Columbia Statewide Assessments

The District of Columbia administers multiple assessments annually in accordance with federal and District of Columbia law, including as set forth at D.C. Official Code § 38-1800.02 (13) regarding statewide assessments<sup>2</sup>. These statewide assessments are an important source of data on students' progress and performance relative to DC's educational standards. They include, in spring 2017, the Partnership for Assessment of Readiness for College and Careers (PARCC), the DC Science Assessment, DC Science Alternate Assessment, and the Multi-State Alternate Assessment (MSAA). The District of Columbia's required statewide assessment administrations for 2016-17, per the federal requirements of the Every Student Succeeds Act of 2015 (ESSA) are:

- **Grades 3-8:** English language arts/literacy (ELA) *and* mathematics assessments yearly
- **Grades 5, 8:** Science assessments in each grade
- **High School:** Students must take an ELA, mathematics, and science assessment in high school

Any federal or local District of Columbia law, regulation, policy, and guidance related to testing integrity and security shall supersede any directions indicated in the test vendor administration manuals.

## III. OSSE Responsibilities

OSSE is responsible for overseeing state-level functions and activities, as required by the federal law, the Every Student Succeeds Act (ESSA), the 1994 reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA), amendments of the 2001 No Child

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<sup>2</sup> This guidance uses the term "statewide assessment" as the equivalent of "districtwide assessment" which is defined in the D.C. Official Code § 38-1800.02 (13) as a variety of assessment tools and strategies administered by OSSE to students enrolled in DCPS and DC public charter schools that: (1) are align with DC's content standards; (2) provide information about student performance on DC standards; (3) . . . are valid, reliable, unbiased and meet national technical standards; (4) involve multiple up-to-date measures of student performance; and in which all publicly funded students may appropriately participate, including students with disabilities and English language learners."

Left Behind legislation, and local law, the Testing Integrity Act, as amended (D.C. Law 20-27; D.C. Law 21-44; D.C. Official Code § 38-771.01 *et seq.* and § 38-2602(b)(20) (“Testing Integrity Act”). OSSE is also responsible for establishing policy, regulations, and guidelines that ensure statewide assessments are administered with fidelity. OSSE’s responsibilities include:

**A. Before Testing**

- **Standards and Procedures**

- Issuing test integrity standards to obtain and securely maintain and distribute secure test materials at least 45 days prior to the start of the first statewide assessment of the school year, requiring at minimum that LEAs:

- Maintain an inventory of all secure test materials;
- Secure all secure test materials under lock and key;
- Provide access to secure test materials exclusively to authorized personnel;
- Ensure all authorized personnel are notified of their test integrity and security obligations before being permitted to access secure test materials or assist in the administration of a statewide assessment;
- Ensure all personnel have received training and a testing integrity and security notification statement developed by OSSE prior to access of secure test materials or administration of a statewide assessment pursuant to section D.C. Official Code § 38-2602(b)(20);
- Ensure that procedures have been established for maintaining secure assessment technology platforms;

- **School Test Security Plans**

- Obtaining, approving, and maintaining for public review, school test security plans, including but not limited to, the points of contact for the test integrity coordinator and test monitors at each school under the LEA’s control, and a list of actions prohibited by authorized personnel pursuant to sections 103 and 201 of the Testing Integrity Act;
- Approving a school’s test plan *at least 5 days prior* to testing;

- **Additional Support**

- Establishing a process by which to ensure compliance with all applicable laws and regulations for the administration of statewide assessments for LEA students at nonpublic schools;
- Developing and providing standards for training and technical assistance for authorized personnel and LEAs regarding testing integrity and security procedures;
- Recording test integrity training attendance information;

**B. During Testing**

- **Monitoring**

- Developing and implementing a process for monitoring assessments to ensure compliance with all applicable laws, regulations and policies; at any point during the assessment cycle;

- Monitoring statewide assessment administration procedures in any school one week before the administration of a statewide assessment and during the administration of a statewide assessment;

### **C. After Testing**

- **Assessment Results**
  - Reporting and managing assessment results;
- **Test Integrity Post-Administration Review**
  - Conducting a test integrity review involving analyses of test results to ensure their integrity;
  - Establishing standards for investigating any allegations of violations relating to testing integrity and security;
  - Developing a process for sharing the outcomes of test integrity investigations with LEAs who are interested parties;
  - Collaborating with LEAs to ensure accurate reporting of any testing violation while preserving the privacy of affected parties of a security incident; and
  - Cooperating with investigations initiated by the Office of the Attorney General for the District of Columbia or the U.S. Attorney's Office.

## **IV. LEA Responsibilities**

LEAs must perform all testing integrity functions and responsibilities detailed by sections 101-107 of the Testing Integrity Act (D.C. Code § 38-771.01 et.seq.). LEAs, or a school subject to an LEA's control, pursuant to the Testing Integrity Act, shall be responsible for the following functions to ensure integrity and security of the mandatory statewide assessments administered by LEAs. Failure to perform the following activities shall constitute a state test security violation.

### **A. Before Testing**

- **Identify Authorized Personnel**
  - Designate authorized personnel pursuant to section 103(a) of the Testing Integrity Act, including an LEA test integrity coordinator, school test monitors, LEA or school technology coordinators, and LEA or school special education coordinators (as applicable);
- **School Test Security Plans**
  - Submit to OSSE a *school* test security plan for each school or campus under the LEA's control *at least 15* days before the administration of the first statewide assessment;
- **Training and Support**
  - Ensure all authorized personnel are trained in test integrity and security requirements as developed by OSSE before the administration of a statewide assessment;
  - Distribute the testing integrity and security notification statement as developed by OSSE to all authorized personnel of the LEA including each school site within the LEA and nonpublic special education schools, informing

them of the consequences for knowingly and willingly violating laws, regulations, policies, guidance or school test security plan;

- Ensure that the LEA test site(s) implementing computer-based testing is technology-ready in accordance with the applicable school test security plans submitted to OSSE and test-specific technology requirements;

- **Test Security Management**

- Maintain a Test Security File for each school under their purview for a minimum of four years;
- Obtain, securely maintain and securely distribute testing material;

**B. During Testing**

- **Test Administration**

- Administer statewide assessments as prescribed in the appropriate testing law, regulations, policies, plans and manuals (unless expressly amended in writing by OSSE);
- Unless identified as an accommodation for an eligible student pursuant to section 103(b) of the Testing Integrity Act as explicitly identified in a student's Individuals with Disabilities Education Act (IDEA – 20 USC §1400 *et seq.*) Individualized Education Program (IEP), or an approved accommodation plan for an English Learner (EL) (Title I, III - ESEA) student, prohibit use of unapproved electronics during the administration of a statewide assessment;
- Prohibit any form of cheating;
- Prohibit the allowance of extended time beyond the total testing time, unless expressly permitted in students' IEP or Section 504 or EL Plan;
- Uphold the integrity of testing and accuracy of the data by preventing any dishonest or fraudulent behavior and promoting a fair and equitable testing environment;

- **Materials Management**

- Prior to, during, and following each test administration maintain security of all secure state test materials, to include all testing materials containing or granting access to paper- and computer- based secure test items and responses, under lock and key or under secured, password-protected electronic access and prohibit unauthorized access to secure testing materials at all times;
- Prohibit unauthorized access to secure test materials<sup>3</sup>;
- Ensure schools return/dispose of all secure and non-secure test materials following procedures outlined in the appropriate testing manuals;

- **Monitoring**

- Monitor the administration of statewide assessments to ensure that applicable federal and local assessment law, regulations, policies, plans, and manuals are being followed;

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<sup>3</sup> Secure materials are defined as “test materials that might contain or provide access to assessment content, such as information about test questions or answers, including test questions, passages, or performance tasks, answer documents, and used scratch paper.” (D.C. Code § 38-2602(b)(20)(O)(iii-1))

- **Test Security Reporting**
  - Follow the process for resolving technical difficulties outlined in test manuals and any relevant guidance and report computer-based/online difficulties that impact test administration;
  - Immediately report any breach of testing security to the school's test monitor, the LEA's test integrity coordinator, or OSSE;

### **C. After Testing**

- **Affidavits**
  - Within 10 days after the conclusion of a statewide assessment, obtain signed, under penalty of law, affidavits from the LEA's test integrity coordinator and each of the LEA's test monitors attesting that, to the best of his or her knowledge or belief, the LEA or school complied with all applicable laws, regulations, policies and guidance, including the test security plan;
  - Within 15 days after conclusion of the last statewide assessment, file with OSSE the affidavit provided by OSSE affirming compliance with all applicable laws, regulations, policies and guidance, and the test security plan; and
- **Test Security Reporting**
  - Investigate, document, and report to OSSE any findings and recommendations for the remediation of an allegation of the failure of the test security plan or other testing integrity and security protocol.

There are two permitted deviations from the above LEA requirements. The first permitted deviation is for approved accommodation(s) for eligible students that are explicitly identified on a student's IEP developed under IDEA and Title 5-E Chapter 30 (Education of the Handicapped), including Section 3016 (Assistive Technologies) of the District of Columbia Municipal Regulations, or an approved accommodation plan for a ELL student, or plan developed under Section 504 of the Rehabilitation Act of 1973 (Section 504 plan); provided that any accommodation shall be limited to the eligible student (see D.C. Official Code § 38-1800.02(13)(E)). Any accommodations must be:

- Limited to the eligible student or students;
- Based on explicit direction in an IEP, Section 504 plan or ELL plan or guideline; and administered strictly as outlined in the appropriate test manual. (see, Testing Integrity Act, Sec. 104(a)(4)(b); D.C. Official Code § 38-771.04(a)(4)(b)).

The second permitted deviations are actions to support students to stay on task and focused, as defined and described as an acceptable action under OSSE guidance, and that do not impact the content of students' answers. Acceptable actions shall be limited to:

- Announcements to the entire testing group of time remaining on test;
- Announcements to the entire testing group reminding students to stay on task;
- Announcements to the entire testing group reminding students to abide by school and/or LEA rules and/or processes;
- Verbally but with minimal disruption to other students, waking up a student who has fallen asleep while testing; and

- Verbally but with minimal disruption to other students, addressing an individual student's disruptive behavior.

## **V. School Responsibilities**

Schools must perform all testing integrity functions and responsibilities detailed by sections 101-107 of the Testing Integrity Act (D.C. Code § 38-771.01 et. seq.). Schools are responsible for the following functions to ensure the integrity and security of all statewide assessments administered by the school. Failure to perform the following activities shall constitute a state test security violation.

### **A. Before Testing**

- **Test Security Training and Planning**
  - Maintain a Test Security File for a period of four years;
  - Create, maintain and submit a school test security plan as detailed in the Testing Integrity Act and OSSE's Test Security Guidelines;

### **B. During Testing**

- **Test Administration**
  - Obtain, securely maintain, and securely distribute material;
  - Administer statewide tests as prescribed in the appropriate Testing Integrity Act, regulations, policies and manuals (unless expressly amended in writing by OSSE);
  - Unless identified as an accommodation pursuant to an IEP, Section 504 plan or EL plan, prohibit use of unapproved electronics during the administration of a statewide assessment;
  - Prohibit any form of cheating;
  - Remove or cover displays related to the content area being tested and/or test taking strategies during the statewide assessments as detailed in Section VI.A below;
  - Prohibit the use of unapproved electronic devices by students while taking the state assessment, and test administrators during the administration of an assessment, except as expressly permitted by OSSE (per Section VI.C below);
  - Uphold the integrity of testing and accuracy of the data by preventing any dishonest or fraudulent behavior and promoting a fair and equitable testing environment;
- **Materials Management**
  - Prior to, during, and following each test administration secure all state test materials to include all testing materials used to facilitate paper- and computer-based testing, and prohibit unauthorized access to secure test questions and materials at all times;
- **Test Security Reporting**
  - Follow the technical difficulties process and report computer-based/online difficulties that impact test administration;
  - Immediately report any breach of testing security to the school's test monitor, the LEA's test integrity coordinator, or OSSE;

### **C. *After Testing***

- **Materials Management**

- Return/dispose of all secure and non-secure test materials following procedures outlined in the appropriate testing manuals and OSSE Test Security Guidelines;

There are two permitted deviations from the above school requirements. The first permitted deviation is approved accommodation(s) for eligible students that are explicitly identified on a student's IEP, Section 504 plan or EL plan; provided that any accommodation shall be limited to the eligible student. Any accommodations must be:

- Limited to the eligible student or students; and
- Based on explicit direction in an IEP, Section 504 plan or EL plan or guideline; and administered strictly as outlined in the appropriate test manual.

The second permitted deviation is actions to support students to stay on task and focused, as defined and described as an acceptable action under OSSE guidance, and that do not impact the content of students' answers. Acceptable actions are limited to:

- Announcements to the entire testing group of time remaining on test;
- Announcements to the entire testing group reminding students to stay on task;
- Announcements to the entire testing group reminding students to abide by school and/or LEA rules and/or processes;
- Verbally but with minimal disruption to other students, waking up a student who has fallen asleep while testing; and
- Verbally but with minimal disruption to other students, addressing an individual student's disruptive behavior.

## **VI. The Testing Environment and Exceptional Circumstances**

The following guidelines, pursuant to the Testing Integrity Act, address the testing environment, and include what a student can see, hear, or access (including via technology) during testing. The school test monitor or other authorized personnel shall designate an area(s) for administering the statewide assessment to students in tested grades. In an exceptional circumstance in which an individual student cannot be tested at the designated location, OSSE may require a site visit, demonstration, and/or memorandum of understanding as conditions for approval of the alternate location.

### **A. *Non-Permissible Bulletin and Wall Displays***

Any information regarding the content being assessed or test-taking strategies, including word walls and multiplication tables, are prohibited in the testing environment, which includes but is not limited to the testing room, hallways, stairwells, and bathrooms where testing students travel during testing sessions. Such displays should be removed or covered prior to the first day of the statewide assessment administration, and should remain removed or covered for the duration of active statewide assessment.

### **B. *Materials Permitted After Testing***

Once the student has completed his or her test unit, the test administrator or proctor must collect and secure the student's assessment materials. If a student has extra time in his or her test unit, test administrators may dismiss the student out of the test environment, or student

may sit quietly and read books or complete activities unrelated to the subject being assessed, or have blank paper and pens/colored pencils/markers/crayons. Test materials must be collected by the test administrator or proctor prior to students having any other materials, and any blank paper used after testing must be collected by the test administrator and may not leave the test environment with the student. Examples of activities unrelated to the subject being assessed include a crossword puzzle after a math unit, and a Sudoku puzzle after an ELA unit.

**C. *Computer-Based Testing and Electronics***

Cell phones (including cell phone watches) may not be used in the testing environment by students or test administrators under any circumstances. During the administration of paper-based tests, no cell phones may be in the testing environment at any point during testing. During the administration of computer-based tests, school test monitors and school technology coordinators may use cell phones for the sole purpose of coordinating technical support if it is necessary for a student to complete a test.

**D. *Technical Irregularities and Difficulties***

If a student or students' testing device(s) experiences technical problems that prevent the student(s) from normal continuation of testing, the test administrator must alert the test monitor and technology coordinator. All technical problems and delays which significantly impact the administration of the assessment must be reported and documented by the test monitor as an incident.

**E. *Computer-Based Testing Calculators and Devices***

For computer-based testing, grade-level appropriate calculators will be available through the test platform on calculator sections of mathematics units. Students may also use hand-held, grade appropriate calculators (provided by either the school or the student) on calculator sections of test units. No calculators are allowed on non-calculator sections of units, except when specified in a student's IEP or Section 504 plan. The following calculating devices are prohibited:

- Calculators with College Algebra System (CAS) features;
- Tablets, laptops or personal digital assistants (PDAs) or phone-based calculators, except those that are being used as devices for computer-based testing; and
- Calculators and electronic devices with "QWERTY" keyboards, except where expressly mandated by an IEP or Section 504 plan.

Test administrators must confirm that the memory on all calculators has been cleared before and after the testing sessions and students may not share calculators within a testing session.

For additional information about implementing calculator accommodations as specified in a student's approved IEP or Section 504 plan, please see OSSE's Accommodations webpage: <http://osse.dc.gov/service/testing-accommodations>

**F. *Support Materials***

Individual statewide assessments may permit additional support materials, which will be specified in the testing manual if permitted. In the event that additional support materials are permitted:

- Additional support materials must be located in a pre-determined location in the testing room;

- All guidance and instructions regarding additional support materials must be followed; and
- If schools allow students to bring their own permissible/specific support materials, they must be given to the school test monitor or test administrator prior to testing to ensure that the tools are appropriate for testing (e.g., tools do not have any writing or pre-stored information on them).

#### ***G. Prohibited Materials***

- **English Language Arts/Literacy**
  - Dictionaries or thesauruses (Note: Bilingual, word-to-word dictionaries, without definitions, phrases, sentences, or pictures, are an allowable accommodation for English Learner (EL) students); and
  - Any unauthorized resource or reference material that defines, explains, or illustrates ELA/ Literacy terminology or concepts or otherwise provides unauthorized assistance during testing.
- **Mathematics**
  - Grades 3-5: Calculators unless specified as an accommodation in the student's IEP;
  - Grades 6-8 and high school: Non-approved calculators;
  - All grades: Any resources that define, explain, or illustrate mathematical terminology or concepts or otherwise provides unauthorized assistance during testing;
  - Mathematical formulas and conversion tables other than the grade-specific, vendor-supplied material; and
  - Mathematics Reference Sheets other than the grade-specific, vendor-supplied material.
- **Science**
  - Calculators, unless specified as an accommodation in the student's IEP or per vendor directions; and
  - Any resources that define, explain, or illustrate scientific terminology or concepts or otherwise provide unauthorized assistance during testing.

#### ***H. Exceptions and/or Special Circumstances***

- **Absences and Makeups**
  - Students who are absent for any session that they have yet to begin of the statewide assessments may make up the test(s) during the testing window and in accordance with the specific days and times identified by the school in their School Test Security Plan approved by OSSE .
  - Schools may schedule make-up test sessions for different grade levels and subject areas in the same room, but the timing of the tests should be the same and special attention must be paid to ensure student are read the correct directions for their tests.
  - **Students are not allowed to return to a testing session which they have exited after its initiation except in exceptional circumstances as individually**

**approved and documented in writing by OSSE (e.g. weather emergency, fire or other event that requires building evacuation during testing).**

- **Homebound Students**
  - Homebound and/or hospital-tutored students enrolled in public education in the District of Columbia must participate in statewide assessments, administered by a trained test administrator. When circumstances make it impossible to test the student at the school, the school Test Monitor must work with the LEA test integrity coordinator to determine how the student will participate in the statewide assessment and notify OSSE in the school test security plan.
- **Home-schooled Students**
  - Home-schooled students' participation on the statewide assessment is voluntary. Parents and/or legal guardians implementing homeschooling programs and who wish to take part in the statewide assessment must notify their assigned neighborhood District of Columbia Public School principal and/or school counselor to facilitate test registration and inclusion in testing plans.
- **Significant Medical Emergencies**
  - A significant medical emergency is an accident, trauma, or illness (mental or physical) that has been determined by a licensed physician to preclude a student from taking all or part of a statewide assessment. If a student has a significant medical emergency, the school may apply to OSSE for student exemption from testing, using the OSSE provided Medical Exemption Form.
- **Testing Students in Alternative Settings**
  - All eligible public school students receiving temporary instruction at a program or alternative school other than the school to which they are regularly enrolled must participate in statewide assessments. Students in alternative settings may take the assessments at the schools in which the students are currently enrolled, their home, or at alternate testing sites approved by the LEA test integrity coordinator and OSSE.
- **Students with IEPs in Nonpublic Settings**
  - LEAs must ensure that all eligible students enrolled at their LEA and schools subject to their control participate in statewide assessments, including students in nonpublic settings. Every nonpublic school or program must adhere to the Testing Integrity Act and the following District of Columbia requirements:
    - Ensure that every District of Columbia student enrolled in a nonpublic special education school or program is appropriately included in the statewide assessment system or alternate assessment approved by OSSE;
    - Ensure that statewide assessments are administered according to federal and state law, regulations, and state policy regarding test;

- Comply with all federal and state law, regulations, and policy regarding testing and testing integrity;
  - Comply with all LEA and school level requirements outlined in this document;
  - Create and maintain a school test security plan for their site as outlined above;
  - Work closely with the LEA to ensure that the nonpublic school test security plan is integrated, reviewed, and approved by the LEA test integrity coordinator at students' LEAs of enrollment;
  - Maintain documentation showing that District of Columbia students completed the statewide assessment;
  - Provide any requested statewide testing documentation to referring LEA and/or OSSE upon request; and
  - In the event that there is a test security, irregularity, or data integrity issue, the nonpublic must contact OSSE and the LEA test integrity coordinator at the student(s)' LEA(s) of enrollment.
- **Weather, Natural Disaster, Fire Alarm or School-wide Emergency**
    - If there is a school-wide emergency requiring evacuation, follow the LEA/school-wide emergency protocol.
    - Student safety is paramount in a school-wide emergency; assessment materials should be secured after student safety has been assured.
    - Should this occur, the test monitor must complete an incident report and submit to the LEA test integrity coordinator and the state test integrity coordinator.

#### ***I. Authorized Personnel and Prohibited Actions***

Authorized personnel are any individuals who have access to statewide assessment materials or are directly involved in the administration of a statewide assessment, whether denominated by an LEA as LEA test integrity coordinator, test administrator, test monitor, technology coordinator, special education coordinator, alternate assessment coordinator, test proctor, or otherwise, as defined in section 101 of the Testing Integrity Act, who must comply with all requirements set forth in the Testing Integrity Act. Authorized personnel are prohibited from:

- **Test Fraud - Academic Coaching**
  - Reviewing, reading, or looking at test items or student responses before, during, or after administering the statewide assessment, unless specifically permitted in the test administrator's manual;
  - Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessments;
- **Cheating**
  - Allowing any form of cheating;
  - Failing to actively supervise students at all times during test sessions;
  - Allowing students to view or practice secure test items before or after the scheduled testing time;

- Using or allowing students use of unapproved electronics or cell phone during the administration of a statewide assessment;
- Allowing students to use notes, references, or other aids, unless the test administrator's manual or an approved accommodation specifically allows;
- **Test Tampering**
  - Altering student responses in any manner;
  - Photocopying, or in any way reproducing , or disclosing secure test items or other materials related to statewide assessments;
  - Altering the test procedures stated in the formal instructions accompanying the statewide assessments;
  - Having in one's personal possession secure test materials except during the scheduled testing dates and times;
  - Making or having in one's possession answer keys before the administration of the statewide assessment; except that it shall not be prohibited to have an answer key for a statewide assessment that has already been administered and released by OSSE;
  - Leaving secure test materials in a non-secure location or unattended by authorized personnel;
  - Making a false certification on any statewide assessment forms established and required by OSSE;
  - Being present in the test environment or handling the test materials for one's own child or family member;
  - Failing to count all test booklets and answer documents before allowing any pupil to leave the testing room and/or to ensure that all pupils have properly logged off the computer system; and/or
  - Failing to observe the test material chain of custody procedures as outlined in the school test security plan.

Failure to comply with prohibitions set forth herein shall not be considered a violation of a test security plan if the action is: (1) necessary to provide for an accommodation that is explicitly identified in a student's IEP or an approved accommodation plan for a EL student; provided, that any accommodation shall be limited to the eligible student or students; or (2) limited to supporting students to stay on task and focused, as defined and described as an acceptable action under OSSE guidance, and does not impact the content of students' answers.

#### ***J. Roles for Authorized Personnel***

Per the Testing Integrity Act, LEAs and schools must designate an LEA test integrity coordinator for the LEA, and a school test monitor for each school or campus under the LEA's control. OSSE also requires each LEA to designate a technology coordinator and a special populations coordinator to support the LEA in appropriately implementing computer-based testing and accommodations. Each role is described below.

- **LEA Test Integrity Coordinator**  
The test integrity coordinator is defined in section 101 and section 201 of the Testing Integrity Act as an individual who is designated by a LEA to be authorized personnel responsible for testing integrity and security for the LEA in its entirety during the

administration of a statewide assessment. The LEA test integrity coordinator is responsible for, and coordinates statewide assessment security across all schools or campuses under the LEA's control and supports all of the LEA's test monitors. Additionally, the test integrity coordinator collects and submits to OSSE school test security plans for all schools or campuses under the LEA's control. The test integrity coordinator must be an employee of the LEA, selected by the Head of LEA and one who can successfully fulfill these functions. The LEA test integrity coordinator shall be available by telephone at least through October of the following school year for purposes of test integrity investigations and missing materials resolution.

- **School Test Monitor Role**

The school test monitor is defined in section 101 and section 201 of the Testing Integrity Act as an individual who is designated by the LEA test integrity coordinator to be responsible for testing integrity and security at a school or campus site. There must be one test monitor for each school or campus under the LEA's control, including nonpublic placements. The school test monitor is responsible for creating and implementing all aspects of the school test security plan before, during, and after the statewide assessment at the school or campus site. This individual coordinates security, maintains data integrity within their school or campus and trains and supports all authorized personnel at that site. The test monitor must be an employee of the LEA who can successfully fulfill these functions.

Nonpublic placement sites providing educational services to students enrolled at publicly funded DC LEAs must administer the statewide assessment to DC students and comply with all applicable federal and DC laws and regulations governing the state assessment. For the purpose of this guidance, nonpublic placements are considered school or campus sites under the control of the LEA(s) where the nonpublic placement's students are enrolled. Consequently, nonpublic placements identify a school test monitor. The nonpublic school test monitor must collaborate with LEA test integrity coordinator(s) at each LEA for which the placement serves students. Additionally, the nonpublic test monitor is responsible for creating and submitting to test integrity coordinators at all applicable LEAs a school test plan for that site.

- **Technology Coordinator Role**

The technology coordinator is considered by OSSE to be authorized personnel and must comply with all the responsibilities and prohibitions of authorized personnel. The primary function of the LEA technology coordinator is to prepare the testing platform and student and test administrator devices for testing, to be on hand to address technical difficulties, and to facilitate and resolve testing technology issues during all points of the statewide assessment cycle.

- **Special Population Coordinator and Alternate Assessment Coordinator Roles**

The special population coordinator is considered by OSSE to be authorized personnel and must comply with all the responsibilities and prohibitions of authorized personnel. The primary function of the special population coordinator is to ensure that students entitled to accommodations and accessibility features have access to those accommodations and features on all applicable statewide assessments, and to

provide training to authorized personnel tasked with providing those accommodations and features to students.

For students with disabilities, IEP or 504 team members are responsible for making decisions about appropriate accommodations and accessibility features for the student. Failure to provide appropriate accommodations or providing accommodations to students who are not eligible is a direct violation of the Testing Integrity Act. The special population coordinator should be an employee of the school or LEA, and should be selected by the LEA test integrity coordinator or school test monitor. For additional information on accommodation and accessibility features, please visit the OSSE testing accommodations page, <http://osse.dc.gov/service/testing-accommodations>

- **Test Administrator Role**

The test administrators are professional employees of the LEA or a school and designated as authorized personnel under the Testing Integrity Act. The test administrator is responsible for administering the statewide assessment to students, must comply with all the responsibilities and prohibitions of authorized personnel, and must perform all duties assigned by the school test monitor. Test administrators may administer the test to their own students if another individual, also authorized personnel, who is not the teacher of record for the testing group, is also present for the test administration. If the test administrator is not the teacher of record for the testing group, additional authorized personnel are not required. The exception is alternate assessments, an assessment of students with significant cognitive disabilities, which may require administration by a teacher with whom the student is familiar.

- **Test Proctor Role**

Proctors may assist test administrators with classroom management during testing, distribute and collect test materials, or administer accommodations as directed by the school test monitor and test administrator. As such, test proctors are considered by OSSE to be authorized personnel and must comply with all the responsibilities and prohibitions of authorized personnel. Test proctors need not be professional employees of the LEA or school, and may be volunteers, contractors, or aides. They must receive training in test security and test administration procedures from the school test monitor, and work at all times under the direct supervision of a test administrator or school test monitor. Parent volunteers serving as proctors may not proctor the assessment of their own child.

## **VII. Monitoring and Auditing Test Security**

OSSE implements standards for monitoring the administration of statewide assessments to ensure compliance with all applicable laws, regulations, and policies. Schools and testing sites will be observed by OSSE state-level auditors to ensure compliance with federal and local law, and state regulations, policies, and guidance.

### **A. During the Statewide Assessment**

- **OSSE's Role**

OSSE monitors statewide assessment administration procedures in randomly selected schools and in targeted schools to ensure adherence to all applicable laws, regulations, and policies, which occur one week before the administration

of a statewide assessment and during the administration of a statewide assessment, pursuant to section 201 of the Testing Integrity Act. OSSE or OSSE designees may also provide real-time test integrity expertise response to potentially critical incidents. This may also involve an extensive onsite review each day of the testing window.

- **Reporting an Alleged Test Security Violation**

LEAs are responsible for ensuring all personnel whose duties involve test administration are trained in state, LEA and school requirements, policies and procedures. Any person who witnesses or believes a test security violation occurred must report it *as soon as possible* but no later than 24 hours after the alleged violation occurred. Potential violations may be reported directly to the school test monitor or the LEA test integrity coordinator; to OSSE's Division of Data, Assessment, and Research (DAR); anonymously to the state test integrity coordinator, or anonymously online.

## **B. After the Statewide Assessment**

OSSE may contact any school without prior notice following the completion of the statewide assessment window to request documentation that all test security policies and guidelines were implemented as prescribed. OSSE may also conduct a post-assessment audit to ensure that secure testing materials have been appropriately returned and/or destroyed per vendor instructions.

- **Investigating Allegations of Test Security Violations**

OSSE will review every allegation of test security violation to determine the appropriate course of action. OSSE will categorize the testing irregularity or security violation into one of five violation categories (i.e., no findings, minor, moderate, significant, or critical) according to the severity of the violation and its possible consequences. OSSE may contact the LEA to discuss further investigation, or conduct a state investigation. Pursuant to section 201 of the Testing Integrity Act (D.C. Official Code § 38-2602(b)(20)(L)), OSSE established standards for the investigation of any alleged violation of an applicable law, regulation, or policy relating to testing integrity and security. Standards are available on OSSE's [Test Security](#) page.

- **LEA Investigation**

The LEA is also required to investigate allegations of test security violations and/or provide additional information regarding the allegation to OSSE. The LEA/school's investigation and consequential determinations, however, shall not be binding on OSSE or any action that OSSE may take. OSSE will review the Investigation Report and contact the LEA/school if additional clarification is needed. OSSE may also require additional specific information, documents or interviews. The report of findings and the LEA's Corrective Action Plan must be submitted to OSSE. Following receipt of all required reports, OSSE will review the findings and, make a final determination regarding the alleged violation, and share this final determination and any required corrective actions with the LEA.

- **State Investigation**

After the results of the administration of the state standardized tests are calculated, OSSE analyzes performance and test administration data and reports and may identify schools and/or LEAs for further investigation based on this analysis and/or random

selection. In such cases, OSSE will provide the steps that will be taken during the investigation and the LEA will receive a copy of the investigator's report of preliminary findings. If through a state investigation it is found that a violation occurred, OSSE will share the determination that a violation occurred and any required corrective actions with the LEA.

### **C. Investigation Outcomes**

LEA and State investigations may result in no findings if no impropriety is substantiated, or they may result in substantiated findings of violations. Violations, sanctions, and the findings appeal process are detailed below.

- **Test Security Violations**

A testing irregularity is any event (before, during or after testing) that could potentially impact the integrity or validity of the statewide assessment or test data. It includes any actions or precautions that vary from directions specified by the test manual, the law, regulations, or this guidance.

A **security breach may include a violation** of any District of Columbia law, regulation, or policy that is designed to secure copyrighted test materials and to ensure the integrity, reliability and validity of statewide assessments. A violation may be defined as any action, intentional or otherwise that threatens the integrity of the assessment results.

- **Consequences for Violations**

Pursuant to section 104 of the Testing Integrity Act, OSSE will hold both LEA, and schools under LEA control, as well as individuals accountable for violating state assessment law and policy. OSSE will evaluate the violation and determine the most appropriate sanction(s) based on severity and precedent, taking into account:

- The seriousness of the violation;
- The extent of the violation;
- The role the individual played in the violation;
- The LEA leadership's involvement;
- How and when the violation was reported to OSSE; and
- The action taken by the LEA since the violation was reported to OSSE.

- **Testing Integrity Act Sanctions**

Any person, school or LEA that violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or data integrity, and any person who fails to report such a violation, may be subject to the relevant the sanctions for persons, schools and LEAs determined by OSSE to have violated the law and regulations thereunder or a school test security plan as set forth in section 104 of the Testing Integrity Act (D.C. Official Code 38-771.04 (a)). A LEA or a school subject to the LEA's control, determined by OSSE to have violated the Testing Integrity Act of 2013, shall be subject to sanctions, including:

- The payment of any expenses incurred by OSSE as a result of the violation, including the costs associated with developing, in whole or in part, a new assessment;
- An administrative fine of not more than \$10,000 for each violation; and/or
- The invalidation of test scores.

A person who knowingly and willfully violates, assists in the violation of, solicits another to violate or assist in the violation of the provisions of the Testing Integrity Act, regulations issued pursuant thereto, or school test security plan, or fails to report such a violation, shall be subject to sanctions, including:

- Denial, suspension, revocation, or cancellation of, or restrictions on the issuance or renewal, of a teaching or administrative credential or teaching certificate issued by OSSE, or both, for a period of not less than one (1) year;
- Payment of expenses incurred by the LEA or OSSE as a result of the violation; and/or
- An administrative fine, not to exceed \$1,000 for each violation.

- **Invalidation of Test Scores**

A substantiated state test security violation may result in OSSE invalidating test results, pursuant to section 104 of the Testing Integrity Act (D.C. Official Code § 38-771.04 (a)). Invalidation of the test results of a school and LEA can impact the school and LEA's accountability status under federal law. This will be done only in cases where OSSE has determined that the validity and/or reliability of the test results are in question in accordance with the Testing Integrity Act.

If test scores are invalidated by OSSE, the students in question will be counted as non-participants for federal reporting purposes and their scores will be excluded from the performance results (*i.e.*, they will be excluded from both the numerator and denominator for proficiency calculations). The invalidation of test results or other data because of a breach of test security may also invalidate programmatic or evaluative criteria dependent upon these data or test results.

- **Right To Administrative Review and Due Process**

Any person aggrieved by a final decision or order of OSSE imposing sanctions following a determination by OSSE that a violation of this chapter has occurred may obtain a review of the final decision or order in accordance with the process set forth in section 107 of the Testing Integrity Act (D.C. Official Code § 38-771.07); provided, that if the aggrieved party is a member of a collective bargaining unit, he or she may choose between the negotiated grievance process set forth in a collective bargaining agreement and the grievance process set forth in section 107 of the Testing Integrity Act (D.C. Official Code § 38-771.07)

## **VIII. Questions**

Please contact [OSSE.assessment@dc.gov](mailto:OSSE.assessment@dc.gov) if you have general questions regarding this guidance. For specific technical assistance concerning test integrity and security, contact Danielle Branson, Director of Assessments, at [Danielle.Branson@dc.gov](mailto:Danielle.Branson@dc.gov) or (202) 374-1328.