

C275-R Test Security Provisions for Statewide Assessments

Status: Active

Test Security Provisions for Statewide Assessments (AG)

Emmaus Lutheran School shall abide by the Indiana Assessments Policy Manual.

The Corporation shall provide a copy of the Code of Ethical Practices and Procedures to all school personnel who may be involved with any part of handling, coordinating, or administering standardized tests.

Any individual who administers, handles, or has access to secure test materials at the school or School Corporation shall complete assessment training and sign the Testing Security and Integrity Agreement. This form is to remain on file at Creekside Elementary, Needham Elementary, Northwood Elementary, Union Elementary, Webb Elementary, CBIS, FCMS, FCHS, and FCVS each year. Before the opening of the test window for any standardized test, training of any/all persons associated with testing must have occurred. This includes, but is not limited to, the Corporation Testing Coordinator (“CTC”), test administrators (“TA”), principal or designee, teachers in tested and non-tested grade levels, teachers’ aids, front office staff, custodians, test examiners, proctors, scribes, and any other person associated with the testing process. The Corporation shall ensure staff members who will provide students with test accommodations are familiar with each student’s individual accommodation needs prior to testing and receive focused training on providing such accommodations prior to the start of the state testing window for each assessment. The Corporation shall ensure all appropriate staff receive test security refresher training prior to the start of the state testing window for each assessment.

Prior to the start of the state testing window, the Corporation shall establish a testing schedule, including the assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations.

Test Administrators (“TAs”) and Proctors must monitor the testing session. It is not acceptable for TAs and/or Proctors to leave students unsupervised (for any amount of time), to concentrate on other tasks or materials, or to otherwise ignore what is happening.

TAs and Proctors must ensure that all students:

- Receive appropriate accommodations.
- Follow instructions provided in the TAM/administration manual.
- Do not exchange answers.
- Do not interfere with or distract others.
- Use only permitted materials and devices.
- Do not have access to cell phones, smart watches, tablets or other unallowable devices.

