Creating A Resource For State Assessment Test Security Policies and Procedures

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Year One In SC Test Security

South Carolina Department of Education

New Job

Test Security Responsibilities

Guidelines for Handling Test Incidents

Procedures for Working With School Districts

SCDE Policies

Travel Authorizations

Multiple Approvals Needed

Laws & Regs

State Mandated Tests and Reporting

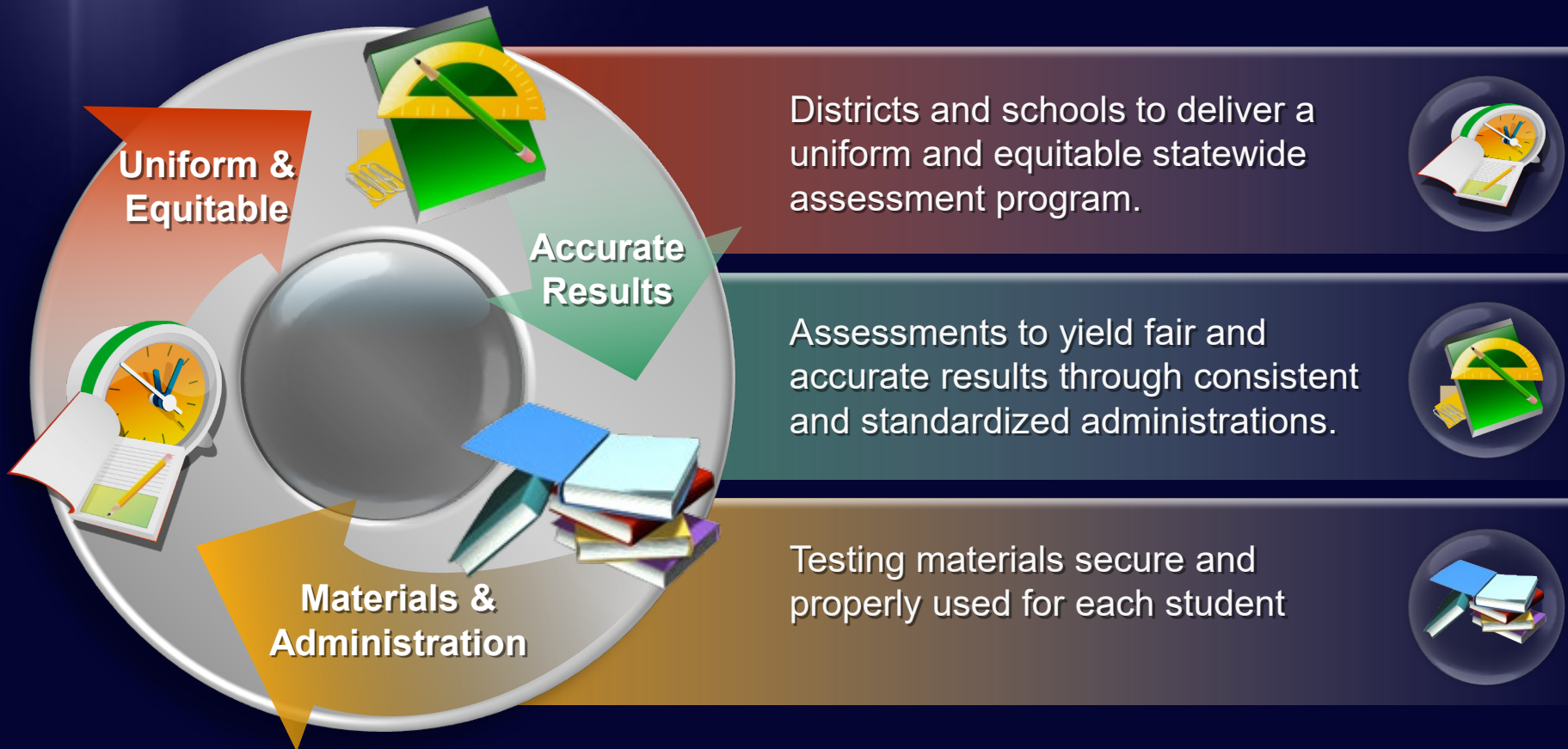State Board Policies and Procedures for Testing

Need for Change

How to Change Philosophy of How We Have Always Done It

Improving Design and Flow of Violations Paperwork

Test Security – Comprehensive System

Uniform & Equitable

Accurate Results

Materials & Administration

Districts and schools to deliver a uniform and equitable statewide assessment program.

Assessments to yield fair and accurate results through consistent and standardized administrations.

Testing materials secure and properly used for each student

Test Security – Laws & Regulations

State Laws

S.C. Code Ann. § 59-1-445 (2004) addresses violations of mandatory test security regulations and procedures, penalties, and investigations.

Board Regulations

S.C. Code Ann. § 59-1-447 (2004) requires the State Board of Education to establish detailed mandatory test security procedures by regulation.

South Carolina Test Security

Uniform Testing

Equitable

Accurate Results

Test Security – Consolidating Data

Consolidation of materials required multiple meetings and planning sessions across the Office of Assessment

Finding All Information Needed

Collecting data from all programs, searching SCDE drives and folders, SCDE Test Vault, and consolidating the information into one location

Programs And Vendors

Each program and vendor has its own Test Administration Manual and other documents to assist with testing and test security.

Establishing Universal Procedures

Holding Test Security meetings with all program managers and administration directors to establish one set of procedures for all

Test Security – Information Needed

| State Laws	Regulations	Policies	Procedures	Processes
Description of state laws mandating testing and regulating their implementation and monitoring	State board regulations regarding testing, certification, and implementation of testing programs	Department policies for implementing test programs at district and school levels	Training, Implementing, Test Security, Reporting, Technology, etc.	Test Security Violations Reporting, Investigations, and Accommodations

Our goal is to help improve practices and procedures in order to eliminate test security violations.

Reporting Irregularities & Violations
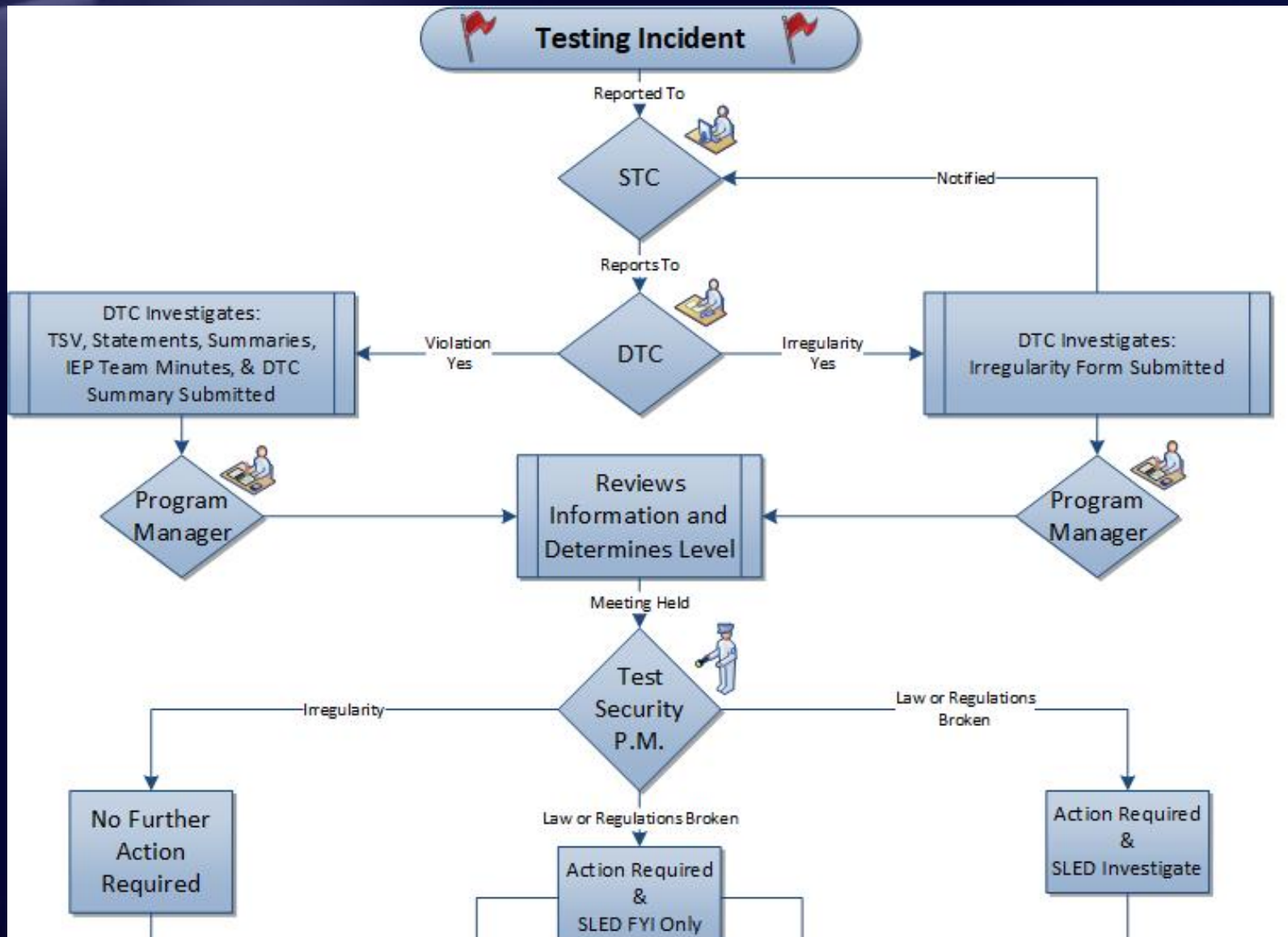
Test Security Violation Form

2018-19 Test Security Violation (TSV) Action Form

DTCs must complete this form and submit to Christopher Seay via email at cseay@ed.sc.gov or send via fax to 803-734-8886.

School District: [   ]   **School:** [   ]

DTC Name: [   ]

Form Completed By (Name): [   ]   **Telephone:** [   ]

Date Form Completed: [   ]

Testing Program: [▼]   **Test Administration:** [▼]

Test Subject: [   ]   **Grade Level of Test:** [   ]

Date(s) of Alleged Test Security Violation: [   ]

Violation Reported By: [   ]

Person(s) Involved in Violation
(Enter first and last name)   **Certification Number**

[   ]   [   ]

[   ]   [   ]

[   ]   [   ]

Test Security – Our Newest Document

- **Foundation of Test Security**
- **Training & Monitoring**
- **Documents, Forms, & Systems**
- **Detection of Testing Issues**
- **Investigations**

SC COMPREHENSIVE TEST SECURITY SYSTEM

Protocol and Procedures for Statewide Assessment

SC Department of Education
Office of Assessment

2018 – 2019
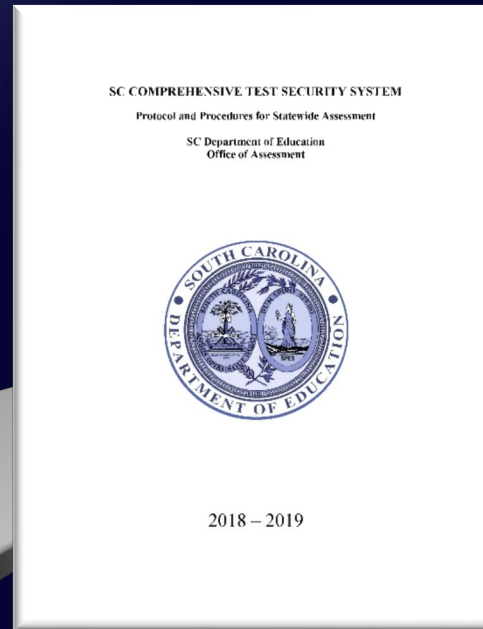
SC Comprehensive System

We now have the beginnings of a comprehensive test security document that will allow everyone to quickly access needed information in one location.

Documents, Forms, & Systems

Face to Face Training

Monitoring

Test Security – Year Two in SC

South Carolina Department of Education

Test Security Audit

Currently working with Intent to Sole Source to contract for Program Audit

Test Irregularity & Violation Software

Project to create software to manage TSV's from initial report to SCDE response and Storage

Enhanced DTC/STC Training Resources

In an effort to reduce numbers of TSVs in our state, SCDE is currently offering to train select districts and schools

Increased Monitoring

In 2018, SCDE increased the number of testing programs monitoring by the Office of Assessment personnel

Questions
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