

Michigan Department of Education

ENHANCING TEST SECURITY FOR STATE ASSESSMENT PROGRAMS

CONFERENCE ON TEST SECURITY 2018

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State of Michigan Strategies for Test Security

Strategy	Practice Review
Prevention	Field needs enhanced training and communication
Detection	Needs and methods are changing as assessments change
Investigations	Need for consistency in collection, summary, and review of data and information
Deterrence	Finding balance between penalizing staff and penalizing students

Prevention: Assessment Integrity Guide and Training Updates

Assessment Integrity Guide

- Consistent and Inclusive: Includes all assessments and consistent policy where able
- Policy Clarification: Qualifications for assessment coordinators and administrators
- Usability: Organizational and formatting changes

Assessment Security Training Modules

- Participation: > 2,000 participants, Spring 2018- Want increase for Spring 2019
- Updates: Reflect the changes in AIG

Prevention: OEAA Internal Assessment Security Training

Assessment Security Training for MDE-OEAA staff.

Overview of practices and strategies by department and unit.

Designed to be used on yearly basis and for new employees.



Detection: Assessment Administration Monitoring Enhancements

- Expand monitoring to include all State of Michigan assessments
 - WIDA ACCESS for ELLs
 - MI-ACCESS (Alternate Assessment)
 - PSAT 8/9
- Enhance monitoring of student supports and accommodations
- Expand social media monitoring
- Develop consistent expectations and training for observers for monitoring purposes
- Develop internal assessment security data base

Detection: Security Incident Reporting and Response Plan

Incident Reporting Tool

- Updates to secure incident reporting tool for faster and consistent reporting of incidents by building and district test administration staff.

Response Plan

- Planned response templates for instances of irregularities, prohibited behavior, and misadministration
- Allows for consistency in response and action

Detection: Data Forensics

Completed Tasks	Next Steps
Established analyses requirements with vendor.	Use Spring 2018 results as pilot.
Established process requirements defining how MDE will complete the analysis, review, investigation, and remediation of data forensic analyses findings.	Move forward with full implementation for Spring 2019.

Investigation: Internal and Independent Investigations

Field Communication on Conducting Investigation

FAQ document about Internal Investigations for district and building staff.



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Office of Educational Assessment and Accountability

Internal-Investigation Information

You have received a request that your district conduct an internal-investigation on an alleged report of misadministration involving the <assessment> at <school name>. This document is meant to serve as a reference to the internal-investigation process. If you are in need of further assistance please contact Jessica Fenby, OEAA Test Security Specialist, at fenbyj@michigan.gov or 517-241-7057.

Why is my district being asked to complete an internal-investigation?

Due to a reported incident, or complaint, to the OEAA it was determined that questions still remain regarding the security, validity, or authenticity of the test administration. The OEAA has requested that the District Assessment Coordinator (or designee) complete an internal-investigation and file a self-report with the OEAA.

What do I need to do to complete an internal-investigation?

The District Assessment Coordinator should investigate and evaluate the circumstances and determine whether any student or adult testing personnel bears responsibility for what occurred. The internal-investigation needs to include an Internal-Investigation Summary Report that is returned to the OEAA Test Security Specialist via the OEAA Secure Site by the date specified in the request letter.

A complete Internal-Investigation Summary Report should address what happened and, at a minimum, include the following information:

1.	Timeline and Summary of Events
2.	List of Students Involved
3.	List of School Staff Involved
4.	Statements from School Staff Involved
5.	Copies of Assessment Security Compliance Forms for Involved School Staff
6.	Copy of District's Assessment Training Plan
7.	District's Plan to Address and Prevent the Occurrence of any Irregularities

The OEAA has created a standard Internal-Investigation Summary Report template that can be used. To access the template, please refer to the following link:

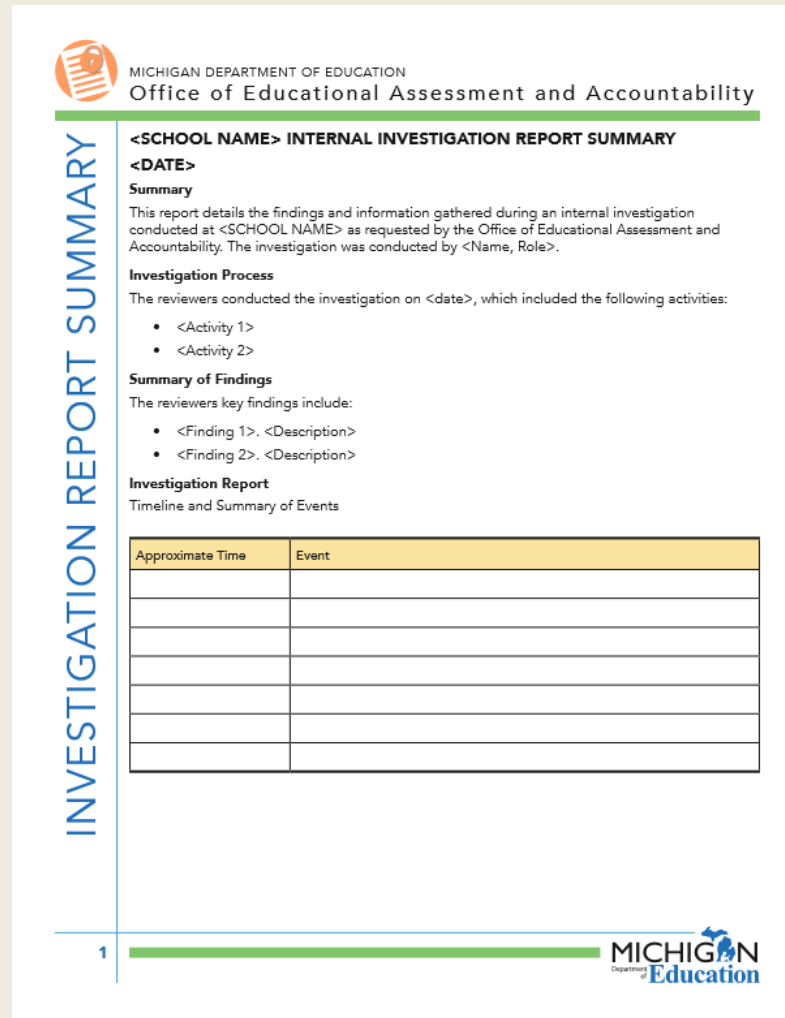
Further guidance on completing an internal-investigation can also be found in the Assessment Integrity Guide. To access the AIG, please refer to the following link:

https://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf

Investigation: Internal and Independent Investigations

Investigative Report Summary

Template used by district/building staff to record summary of investigation findings for reporting to MDE.



The image shows a template for an "Investigative Report Summary" from the Michigan Department of Education. The template includes a header with the MDE logo and name, followed by a title section for school name and date. It contains three main sections: "Summary", "Investigation Process", and "Summary of Findings", each with a brief description and a list of activities or findings. The "Investigation Report" section includes a table for recording events with columns for "Approximate Time" and "Event".

MICHIGAN DEPARTMENT OF EDUCATION
Office of Educational Assessment and Accountability

<SCHOOL NAME> INTERNAL INVESTIGATION REPORT SUMMARY
<DATE>

Summary
This report details the findings and information gathered during an internal investigation conducted at <SCHOOL NAME> as requested by the Office of Educational Assessment and Accountability. The investigation was conducted by <Name, Role>.

Investigation Process
The reviewers conducted the investigation on <date>, which included the following activities:

- <Activity 1>
- <Activity 2>

Summary of Findings
The reviewers key findings include:

- <Finding 1>. <Description>
- <Finding 2>. <Description>

Investigation Report
Timeline and Summary of Events

Approximate Time	Event

1

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Deterrence: Penalties for Prohibited Behavior and Misadministration

Deterrence for Test Administration Staff

- Test score invalidation
- Prohibited from future participation in test administration
- Negative impact on Accountability Index

Deterrence for Students

- Test score invalidation