

ACCESS for ELLs Test Security Incident Report

Please complete all requested information and submit to:

South Dakota Department of Education
Office of Assessment
800 Governors Drive, Pierre, SD 57501
yutzil.becker@state.sd.us

Date of Submission:

Date of Incident:

Name of contact:

Title:

Phone:

District Name:

District ID:

School Name:

School ID:

School Phone No.:

District Assessment Coordinator:

Assessment:

ACCESS for ELLs

Alternate ACCESS for ELLs

Domain(s) Affected:

Reading

Writing

Speaking

Listening

Grades Affected:

K 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

Was the Incident Initiated due to Adult or Student Behavior?

Adult

Student

(The following answer may be continued on page 2 if needed)

Description of the alleged test security incident:

How was the issue addressed locally?

(For Departmental use only)

State action taken:

Date of Case Closure:

The ACCESS and Alternate ACCESS Test Security shows the test security incident levels and examples of types of issues.

Level of Severity & Potential Effect on Test Security	Types of issues:
LOW Impropriety	Student(s) making distracting gestures/sounds or talking during the test session, creating a disruption in the test session for other students
	Student(s) leaving the test room without authorization
	Administrator or Coordinator leaving related instructional materials on the walls in the testing room
MEDIUM Irregularity	Student(s) cheating or providing answers to one another, including passing notes, giving help to other students during testing, or using handheld electronic devices to exchange information
	Student(s) accessing the internet or any unauthorized software or applications during a testing event
	Student(s) accessing or using unauthorized electronic equipment (e.g. cell phones, PDAs, iPods, electronic translators) during testing
	Disruptions to a test session such as fire drill, school-wide power outage, earthquake, or another act
	Administrator or Coordinator failing to ensure administration and supervision of the WIDA assessments by qualified, trained personnel
	Administrator giving incorrect instructions that are not corrected prior to testing
	Administrator or Coordinator giving out his or her username/password (via email or otherwise), including to other authorized users
	Administrators allowing students to continue testing beyond the close of the testing window
	Administrator or teacher coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work
	Administrator providing students with non-allowable materials or devices during test administration or allowing inappropriate designates supports and/or accommodations during test administration.
	Administrator allowing anyone other than a student to log in to the test unless prescribed as an allowable accommodation in the student's Individualized Education Program (IEP). This includes test administrators (Tas) or other staff using student information to log in or allowing a student to log in using another student's information
	Administrator providing a student access to another student's work/Responses
HIGH BREACH	Administrator or Coordinator modifying student responses or records at any time
	Adult or student posting items or test materials on social media (Twitter, Facebook, Instagram, etc.)
	Administrator allowing students to take home printed test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials
	Adult or student copying, discussing, or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes
	Secure test materials being shared with the media (such as the writing prompts, test items, or reading passages). Or allowing media to observe a secure test administration
	Adult or student improperly removing secure testing materials such as test items, stimuli, reading passages, writing prompts, or scratch paper from their testing environment