

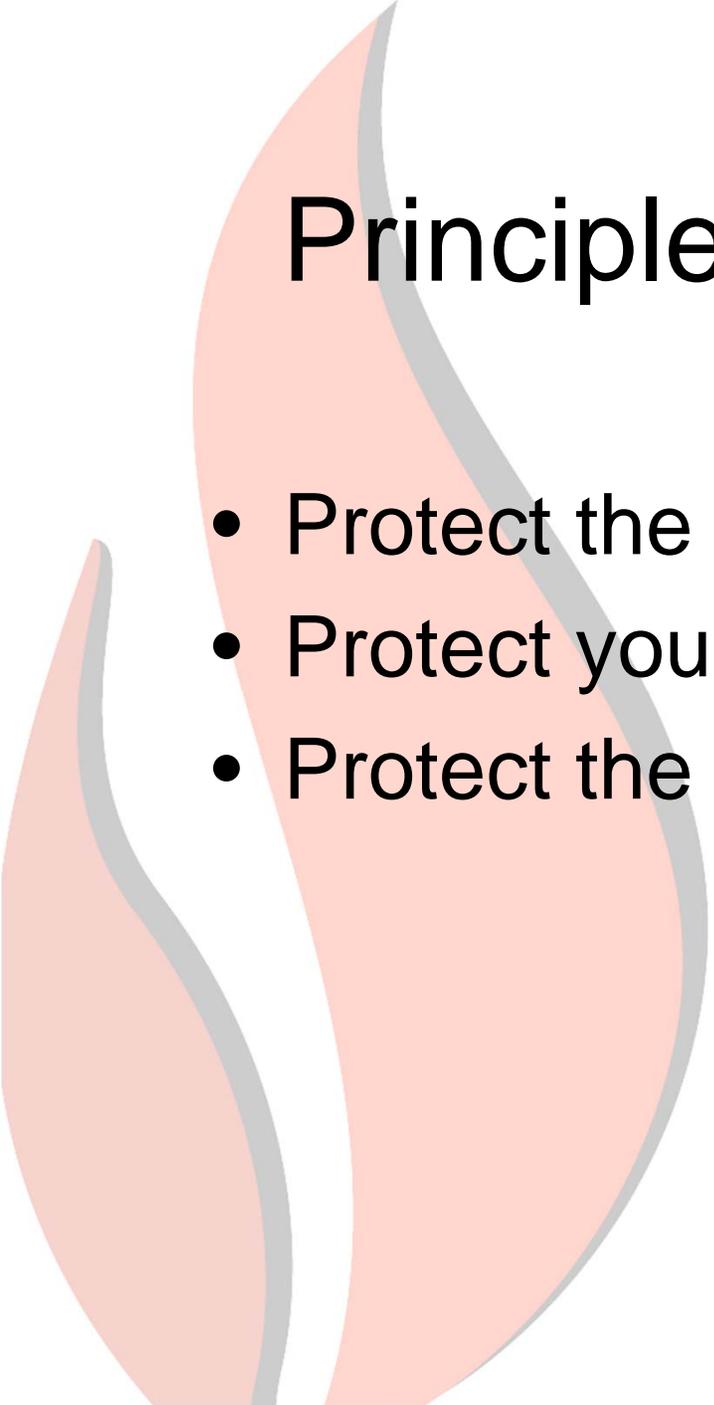


Dakota STEP Security

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Principles of Test Security

- Protect the student
- Protect yourself
- Protect the test

Test Security

- Test Security relies on the professional integrity of everyone across the state. No student should have the advantage or disadvantage based on how or where the test was administered.
- All students test booklets and answer docs are secure at all times and may not be copied or duplicated in any way.
- Using secure test materials to prepare students in any way for this test is a direct violation of test security and testing procedure.

Test Security Forms

- Everyone **MUST** go online and complete the form before given access to assessment
 - <http://tinyurl.com/a82bcr7>
 - If needing names of who completed the form, let me know.

Test Security

- Anyone administering the Dakota STEP **MUST** be trained
- Non-district employees cannot administer the Dakota STEP (i.e. volunteers)

Test Security: Three Basic Activities

- Test Security is everybody's responsibility
 - Keep test booklets in a secure location before, during and after testing
 - Keep track of and return ALL test booklets used and unused
 - Report suspected testing irregularities to the SDDOE immediately

Test Security - Standardized

- Secure all booklets
- Teachers/paras read ALL instructions in the DFA (Directions for Administering)
- NO assistance to students once test has begun
 - May read directions only
 - Cannot pronounce words
 - Cannot give any assistance to student

Test Security Procedures

- Ensure that all individuals who will be involved with the assessment understand the importance of test security and adherence to standard test administration procedures. This includes special education teachers.
- Inventory test booklets when they arrive at your school. Keep an on-going inventory of materials as they are distributed and returned each day.
- Never leave students alone with testing materials. Do not allow students to carry test materials from room to room.

Testing Irregularities

- A testing irregularity is:
 - Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data
 - Includes any actions or precautions that vary from directions specified in the DFA or TCH

Testing Irregularities

- Reporting Testing Irregularities
 - Teacher/para must report potential testing irregularities/breaches immediately to district testing coordinator
 - District Testing Coordinator must then immediately report to the SDDOE Assessment Director using Testing Irregularity form
 - <http://tinyurl.com/adw6l6l>
 - Form must be completed online within 24 hours of reported testing irregularity to you.

