



PINE BLUFF

SCHOOL DISTRICT



POLICIES AND PROCEDURES

TEST ADMINISTRATION & TEST SECURITY

According to the directive from the Arkansas Department of Education: Division of Elementary and Secondary Education (ADE: DESE) and pursuant to the *Rules Governing the Arkansas Educational Support and Accountability Act (Act 930)*, the Pine Bluff School District adheres to the testing policies, procedures, and protocols set forth in the *Summative Assessment Policies and Procedures Manual* for state-wide student assessment systems from the Office of Student Assessment.

Test Administration

School personnel involved in any aspect of testing must be trained. The District Test Coordinator in each district is responsible for scheduling, training, and ensuring that the requirements for each test administration are followed in each school with fidelity. The ADE: DESE Office of Student Assessment will provide guidance to the DTC. Each required test (K–2, ATLAS 3–10, DLM, ELPA21, Alt ELPA, ACT[®] at grade 11, ACT[®] WorkKeys, and the Arkansas Civics Exam) will have required training, online modules, and manuals to guide local test training and test administration procedures.

District personnel administering K–2, ATLAS 3–10, DLM, ELPA21, Alt ELPA, ACT[®] at grade 11, and ACT[®] WorkKeys tests must hold a current license from the ADE: DESE, be a long-term substitute who holds a license from the ADE: DESE, or must be employed under a waiver from licensure as a teacher of record or as an administrator, must be trained, and must sign the *Summative Security Agreement (Licensed)*. For the Arkansas Civics Exam, any district employee may be designated as the test administrator in TRIAND.

To protect both the examinee and testing staff from questions of possible conflict of interest for all required tests, testing administrators shall:

- Not be a relative or guardian of the examinee
- Not be a private consultant or individual tutor whose fees are paid by the examinee or examinee's family
- Not be engaged in test preparation activities for the testing vendor during the current academic year

Maintaining Test Security and Confidentiality

It is the responsibility of each educator to follow all requirements and guidelines for maintaining test security and following proper procedures during state required testing. Additionally, the [Code of Ethics for Educators](#) includes **Standard 6** “*An educator keeps in confidence secure standardized test materials and results, and maintains integrity regarding test administration procedures.*”

It is Pine Bluff School District’s responsibility to train all educators and support staff who will participate in testing and to ensure each reads and signs the appropriate *Security Agreement* – either for [Licensed](#) or [Additional Personnel](#) – prior to serving in any capacity for a state required test. The Security Agreement outlines the actions that are prohibited during summative testing.

The Pine Bluff School District must manage access to the online testing portals carefully. These portals provide access to student information, student performance data and to the secure testing platform. Access to these sites should be limited to those employees of the district who have a role or a need related to their work and who have been trained. It is the responsibility of the superintendent of the Pine Bluff School District to ensure that policies and procedures are put in place to maintain the security and confidentiality of these portals and that personnel are trained on the requirements of the [Family Educational Rights and Privacy Act \(FERPA, 34 CFR Part 99\)](#), the [Student Online Personal Information Protection Act \(SOPIPA, Ark. Code Ann. 6-18-109\)](#), any other [state or federal laws governing confidentiality of student data](#), and maintain the privacy of student data.

Secure materials must be collected after testing including: used scratch paper, test tickets used as scratch paper, print on request test items, embossed test items, or any other materials that may contain test material or student responses. The *Secure Test Materials Chain of Custody* form must be completed when gathering these materials from test administrators.

Reporting Testing Irregularities and Improprieties

Arkansas law requires school personnel to report any testing violation or impropriety of which they are aware. All testing issues, from a technology glitch or a minor procedural irregularity to a breach of security should be reported to the Building Test Coordinator or the District Test Coordinator, as directed. Local test administration training and procedures outline the process to be followed. The Summative Security Agreement includes many of the prohibited actions that must be reported locally or to the ADE: DESE.

[Arkansas Department of Education: Division of Elementary and Secondary Education Rules Governing The Arkansas Education Support and Accountability Act \(AESAA\)](#) includes the steps to take and which required form(s) is/are to be

completed when an irregularity occurs. The District Test Coordinator must contact the Office of Student Assessment at any time during testing when an incident occurs for guidance regarding the best way to handle and report the issue.

Cell Phone Policy For Assessments

Students in the Pine Bluff School District shall comply with all school employees regarding the use of electronic devices, including cell phones, personal paging devices, smartwatches, or other electronic communication devices. Electronic devices, electronic communication devices, and/or electronic devices with photographic capabilities confiscated during interim, summative, and state-mandated tests (ELPA 21, ATLAS 3-10, DLM, ACT, ACT WorkKeys, and norm referenced tests) will not be returned until the end of the school year. (Legal Reference: A.C.A. § 6-18-502)

IMPORTANT:



**No cell
phones or
electronic
devices!**

*Additional Note for Testing Personnel

Testing personnel engaging in or monitoring active testing sessions will have cell phones turned off or turned on silent mode while in testing rooms. Camera applications should not be activated at any time during active testing sessions.