

District Test Security Procedures

New York Mills Public School

District #553

2025-2026

District Test Security Procedures for New York Mills Public School District #553 for school year 2023-2024.

ASSESSMENT STAFF

The following staff member is the District Assessment Coordinator for the school district for the current testing year:

Michelle Young (DAC)
myoung@nymills.k12.mn.us
218-385-4210

The following staff members are the School Assessment Coordinators for each school for the current testing year:

Elementary:
Judith Brockway (SAC elementary)
jbrockway@nymills.k12.mn.us
218-385-4207

High School (SAC high school)
Jodi Raser
jraser@nymills.k12.mn.us
218-385-4212

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring testing within the district by the District Assessment Coordinator (or other designated staff is as follows:

The DAC (or the SACS if DAC is not available) will make visits throughout the testing window. The visits will be random. Information will be shared in the form of verbal or written feedback. All information regarding test sessions will be collected by the DAC and filed. If there is anything reportable it will be filed by the DAC.

The following staff members will monitor test administration in the district and provide information following the monitoring:

Michelle Young (DAC)
Judith Brockway (SAC elementary)
Jodi Raser (SAC high school)

TESTING CALENDAR

The following staff members are responsible for determining the annual district testing calendar and updating all required information:

Michelle Young (DAC)
Judith Brockway (SAC elementary)
Jodi Raser (SAC high school)

The following staff members ensure that the testing calendar is posted to the district website:

Michelle Young (DAC)
myoung@nymills.k12.mn.us
218-385-4210

Todd Forman
Technology Coordinator
tforman@nymills.k12.mn.us
218-385-4217

The following staff members are responsible for verifying and updating test administration dates on the website:

Michelle Young (DAC)
Todd Forman
Technology Coordinator

TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following methods:

The District Assessment Coordinator, Michelle Young, will ensure that staff is properly trained using; online resources, power point and check-list. The training will be tracked online through sign-up sheets and module completion certificates. Also, if there is in-person training it will be documented.

The following staff member roles are required to complete the following additional trainings, as required by the district:

All staff assisting, monitoring or administering; ACCESS, MCA or MTAS are required to fulfill the mandatory training modules as well as district Security Training annually.

District policies and procedures will be provided in the following method (s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

Online modules

Online Security Training slide show

In-person – if requested

Pamphlet form

Sign-up sheet

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method indicated:

Michelle Young DAC via the District Security Training slide show

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

The following student resources will be used to prepare students for testing:

Teachers will utilize the resources provided by PearsonAccess Next; Tutorial guides and item samplers. Student tutorial may be used to familiarize students with the general functionality of the online test and the item samplers may be used to familiarize students and educators with how the content is presented during testing.

The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

The District Assessment Coordinator trains all test monitors and assistants to communicate with students the confidentiality of the test. They are reminded by their test monitor before and during testing regarding the importance of keeping test content secure and acting with honesty and integrity. The district's process for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

All information comes to the school SAC and then to the DAC, Michelle Young, and is then directly related to the test monitor. All testing issues are referred to the DAC at New York Mill Public School.

The district's process for ensuring that students take the correct assessment and receive the general supports, linguistic supports, and/or accommodations required is explained below:

Special education, 504 and EL teachers communicate to the DAC, Michelle Young, any accommodations required for testing and they are documented in TestWes and PearsonAccess Next by the DAC.

The district's procedure for preparing testing rooms is explained below:

Any room used for testing is to be secured by covering or removing all information on the walls or other areas of the room. There is a sign put up regarding the fact that there is testing taking place. Seating arrangements are made and students are expected to check all materials up front.

New York Mills Public school does not have security cameras in classrooms or the media center.

Materials for testing will be gathered by the grade level test administer/monitors and distributed the day of their test session. Until then they are secured with the SAC or DAC.

Students test in their classrooms with their test administrator/monitor they will follow the guidelines for testing and securing their materials.

There will be a testing list with names of students who are in each test session. If a student is absent they will start the test when they return. If they cannot complete the test they will be scheduled into a test make-up session with the SAC or DAC.

New York Mills Public School will have a list of all test sessions, who is administering/monitoring and assisting with the test session. The administer/monitor will receive the test tickets, directions and any other information from the school SAC or DAC. The DAC and or SAC will be monitoring throughout the testing window.

All technology except for the student school issued Chromebook will not be allowed. It must be turned off and checked in with the test admin/monitor at the beginning of each testing session.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST ADMINISTRATION

The following procedures will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

Student in sessions will be allowed breaks determined by the test monitor. Students will secure their testing screen and then stretch together. They will not leave their seat. The Test Administrator/Monitor will be there at all times.

If a student must leave to use the bathroom they will close their screen and the Test Administrator/Monitor will monitor their computer until they return.

If a student leaves the room a testing assistant or the DAC or SAC will escort them to and from the bathroom. Paras may monitor them in the hallway.

The Test Monitor or Test Administrator will use the intra school phone system to call if they need assistance not provided in the test session or in case of an emergency.

In case of an emergency the Test Monitors and Test Administrators will contact the respective school's principal who are also the SAC and DAC.

Michelle Young (DAC)
New York Mills High School Principal
Judith Brockway (SAC elementary)
New York Mills Elementary Principal

If there is an unexpected emergency, students will close their test and return when they are able. The door to the room will be locked and secured

If a Test Monitor or Administrator become ill or needs to leave they during testing they will contact the school SAC or DAC to come in for them. The test will continue on as normal.

If a student finishes the test early, they can do the following:

They may not use the Chromebook but can read quietly material unrelated to testing.

If a student needs extra time to finish, the DAC may take them to a secure testing environment to finish. They may also finish at a scheduled make-up session.

If we have a group of students who need to finish them one Test Administrator will take them and the rest will be with a teacher in a separate location.

If there is a technical issue this is reported to our Technology Coordinator and the DAC.

Todd Forman
Technology Coordinator
Michelle Young (DAC)

Staff will report misadministration and security violations to the staff members listed below, using the process outlined:

Michelle Young (DAC)
Judith Brockway (SAC elementary)
Jodi Raser (SAC high school)

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

If there is a technical issue the student will report to the Test Administrator/Monitor and they will contact Nick and or Michelle. Nick or Michelle will address it and or contact Pearson for support. Michelle will document it with Pearson.

Todd Forman
Technology Coordinator
Michelle Young (DAC)

All staff will report misadministration and security violations to:

Michelle Young (DAC)
Judith Brockway (SAC elementary)
Jodi Raser (SAC high school)

The SACS, Judith and Jodi will report to the District Assessment Coordinator, Michelle, will document and report to MDE.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

The following is the district's policy for discussing the test administration experience with students after the test administration

When Test Administrators are completed with test administration they may let students know that the test session is complete. The students will return to their regularly scheduled classes. Test Administrators will not share information immediately with students. They will wait until all student have completed the test session and then may only share preliminary results to drive instruction.

The staff member listed below is responsible for entering student responses from MCA paper test materials:

Michelle Young (DAC)

The staff members listed below are responsible for entering MTAS data from MTAS Data Collection Forms:

Michelle Young (DAC)

Information will be collected by:

Melissa Wattenhofer – High school SPED
mwattenhofer@nymills.k12.mn.us

Jamie George – Elementary SPED
jgoerge@nymills.k12.mn.us

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for the online and paper administrations will be kept:

District office – Vault
High School office – Vault
Elementary office – locked cabinet in Judith’s office

Michelle Young (DAC) -all vaults

Judith Brockway (SAC elementary)- elementary locked cabinet

Mary Hendrickx – elementary locked cabinet
mhendrickx@nymills.k12.mn.us
218-385-4208

Jodi Raser (SAC high school) – hs vault

Deb Faysak - district vault
dfaysak@nymills.k12.mn.us
218-385-4201

Marsha Maki – district vault
mmaki@nymills.k12.mn.us
218-385-4202

Darielle Vomhof – district vault
dvomhof@nymills.k12.mn.us
218-385-4221

Connie Kawlewski– hs vault
ckawlewski@nymills.k12.mn.us
218-385-4213

Alicia Page – hs vault
apage@nymills.k12.mn.us
218-385-4211

Adam Johnson, Superintendent – all vaults
ajohnson@nymills.k12.mn.us
218-385-4200

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

Michelle Young (DAC) -all vaults
Judith Brockway (SAC elementary)- elementary locked cabinet
Deb Faysak - district vault
Darielle Vomhof – district vault
218-385-4221

The staff member listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

Michelle Young (DAC)

The following staff member listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

Michelle Young (DAC)

DISTRIBUTION OF MATERIALS TO TEST MONITORS OR TEST ADMINISTRATORS

All test materials will be checked in, organized and distributed by the NYMPS DAC, Michelle Young. Michelle will provide packets with test session tickets, test directions and a list of procedures to be followed during testing session. All tickets and scratch paper are to be returned to the SAC and DAC for destruction immediately after the test session is finished. In a situation where Michelle is unavailable then the SACS, Judith Brockway (elementary) and Jodi Raser (high school) will distribute

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to Michelle Young, DAC.

If students are testing over days, the test tickets and materials need to be stored in a locked and secured area. If there is not a secure area they must be returned to the SAC or DAC for storage in the vault.

RETURN OF MATERIALS

After testing, Test Monitors and Test Administrators will return test materials and test materials assigned to student checklists (or other checklist used in the district) to the staff member listed below:

Michelle Young (DAC)

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations until shipped back to the service provider:

Michelle Young (DAC)

In the high school vault.

The staff member below will prepare the materials for their return to be shipped to the service provider:

Michelle Young (DAC)

The following staff member will securely destroy student testing tickets and any other hard-copy materials provided to students during testing at the end of the test administration:

Michelle Young (DAC)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

The district's policy about providing preliminary test results is detailed below:

Preliminary data may be shared with student after everyone has finished testing with the understanding that it is not finalized data. The information will be used only to inform instructional decisions to improve student outcomes in the immediate. By engaging in data based decision making right now to improve instructional practice.

The final scores are used to inform us at a system level to guide our strategic planning. Develop and implement instructional changes, impact and improves student outcome, and make decisions about curriculum and programming to improve over-all student outcomes. Also, to inform parents.

The following information is communicated to staff about abiding by the embargo:

The embargoed information is only shared with the administrative team and once the embargo is lifted the information is shared with the instruction staff.

Final embargoed results will be provided to the following staff members through the following method:

The teachers of the grade level tested and the grade level they will be teaching will be provided to them. They will not have access to other student information. The teams will be allowed to view the data and to drive decisions about those student groups.

Staff will be aware, through training, to be sure that parents, students and others are aware that preliminary data is just that preliminary. Final results will not be out until the embargo is lifted.

The DAC and SACS will let staff know when the embargo is over on the finalized data.

Individual Student Reports (ISRs) will be provided to families as described below:

ISRs reports will be mailed home to all students in New York Mills Public School District #553

Staff will have access to ISRS online. Restricted to only the class data they need for instruction.