



District Policies and Procedures for Statewide Assessments Template

District Policies and Procedures for [*district*] for school year 2026-27

This template may be modified or adjusted as needed, including separating procedures by school, test, adding rows or columns as needed, and/or replacing the MDE logo with your logo. However, all requirements specified in the District Policies and Procedures for Statewide Assessments Requirements in Appendix B of the current year's version of the Procedures Manual must be included. If other district policies and procedures are referenced, they should be included with this procedure. Roles (for example, DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.

The District Policies and Procedures for Statewide Assessments Requirements includes references to the applicable Procedures Manual chapters for more information on the procedures included here.

Assessment Staff

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

Kevin Tumberg – Elementary Principal & Toni Kraska – MS/HS Counselor

(List all contacts designated as District Assessment Coordinators, if applicable.)

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

School Assessment Coordinator(s)	School(s)
Kevin Tumberg	Wadena – Deer Creek Elementary Principal
Toni Kraska	Wadena – Deer Creek MS/HS Counselor

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

The following staff member(s) is the District Technology Coordinator (DTC) for the school district for the current testing year:

Vince Hinojos

(List all contacts designated as District Technology Coordinators, if applicable. Note if other contacts in each school provide technology support for testing.)

District Monitoring of Test Administration

The plan for monitoring testing within the district by the DAC (or other designated staff) is as follows:

The DACs will assist in preparing testing rooms, including making sure appropriate seating and spacing are covered for test monitoring. The DACs will provide proper materials for the test monitors on the day of the assessment. DACs will ensure test monitors following testing instructions and directions throughout the entirety of the testing window. During testing, the DACs will enter testing rooms to ensure fidelity.

DACs will visit with testing room monitors prior and following assessments to handout proper materials and to collect them as well.

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information to the DAC following the monitoring:

Kevin Tumberg (co-DAC) at the WDC Elementary, Toni Kraska (co-DAC) at the WDC MS/HS and Tyler Church (WDC MS/HS Principal)

Testing Calendar

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

Wadena – Deer Creek MS/HS Counselor – Toni Kraska

The following staff members ensure that the testing calendar is posted to the district website by October 1:

Wadena – Deer Creek MS/HS Counselor – Toni Kraska

The following staff members are responsible for verifying and updating test administration dates on the district website by January 1:

Wadena – Deer Creek MS/HS Counselor – Toni Kraska

Training and Communication

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Member	Method(s) for Verifying Training Completed
Kevin Tumberg (Co-DAC) at WDC Elementary Toni Kraska (Co-DAC) at WDC MS/HS	Training for test monitors will take place individually. The DACs will ensure all training is completed prior to the opening of our testing window.

(This may include using reports in test vendor systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)

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

Role	Additional Trainings
Kevin Tumberg & Toni Kraska Kristi Soule (Elementary DCD), Stephanie Drange (MS/HS DCD) and Dawn Hamelau (HS DCD)	DAC trainings and monitoring training Alternate test training

(Document trainings required by role, like Test Administrator or staff assisting with test materials.)

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:

Staff Member	Method(s) for Providing District Policies and Procedures
Toni Kraska	Email and hard copy of Test Monitoring Training Summary will be given to staff that will be monitoring testing.

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(s) indicated:

Staff Member	Method(s) for Providing Information
Kevin Tumberg – Co-DAC Toni Kraska – Co-DAC	MDE Trainings

District Policies and Procedures for Statewide Assessments—Preparation

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

Student Resources	Grade
SRT	3-8, 10-11
Online Calculators	3-8, 11
MQT	3-8, 10-11

(Expand as needed to address differences by grade, subject, and student.)

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.

Staff Member	Method(s) for Communicating
Wadena – Deer Creek District DACs and all testing monitors	School handbook and student directions before testing.

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district's processes 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:

Process for Documentation	Method(s) for Communicating
Wadena – Deer Creek District DACs	Opt out form is on our school's website. The deadline to turn in this form is March 15, 2027.

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

The district's process for ensuring staff are aware of the available universal supports and accommodations when making decisions about appropriate supports for students:

Wadena – Deer Creek District DACs will share information on available universal supports and accommodations at each building's Child Study meetings prior to testing windows opening.

(Include information on how staff will be made aware of the available universal supports and accommodations, and any associated test administration procedures.)

The district’s process for ensuring that students take the correct assessment and receive their required universal supports and/or accommodations is explained below:

District DACs will work with case managers to ensure correct assessments are given to the students that need them. There will be a shared spreadsheet amongst the DACs and case managers to ensure correct assessments are being given.

(Include how information on which test—MCA or MTAS/Alt MCA; WIDA ACCESS or WIDA Alternate ACCESS—and which universal supports and accommodations will be used is communicated with the applicable school staff.)

The district’s plan for ensuring student to Test Administrator ratio requirements is explained below:

District DACs will set up testing rooms and ensure 30, or fewer, students are in a room for MCAs. WIDA ACCESS will be covered due to having fewer than 15 students in the district needing this assessment.

(Include how specific requirements for WIDA ACCESS Writing (15 students per Test Administrator) and Speaking (five students per Test Administrator), as well as ensuring other requirements (30 students per Test Administrator for the MCAs) for all other tests will be planned for.)

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

District DACs will communicate with test administrators what is required for proper classroom set-up. DACs will check these rooms prior to testing to ensure guidelines are met.

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

The district’s procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Procedure	Staff Member
Students will be set up where cameras are unable to view testing materials. Majority of testing rooms do not have cameras in them.	Toni Kraska – Co-DAC at the MS/HS

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

Materials	Staff Members	Collection and Distribution Plan
Testing tickets, testing directions, formula sheets, scratch paper, & paper test materials.	District DACs (Kevin Tumberg and Toni Kraska)	The day of testing, materials will be distributed to test administrators immediately prior to testing. These materials will be collected immediately following the end of testing.

(Note if materials will be supplied by the school or students.)

The district's plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

Plan	Staff Member
Students will be made aware in the days prior to testing, where their testing site is located. They will be instructed on how/when to report to that location on test days.	DACs will send out testing calendars to staff with dates, times and locations.

The following method will be used to track which students test with which Test Administrator, including tracking which other trained staff will be present in the room:

Student testing rosters will include the name of the test monitor. All other trained monitors in the room will add their name to the roster as well.

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed:

Grades K-8, we have a no device policy, so they will not have access to these prohibited devices. For 9-12th grade students, test monitors will ask all students to place cell phones or other prohibited items in a designated area. Test monitor will ensure all phones are turned off.

If a student accesses a device during testing, their test will be invalidated.

District Policies and Procedures for Statewide Assessments—Test Administration

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

Procedure for Student Breaks	Plan for Securing Test Content
The procedure for breaks for all student's during testing is to stand next to their chair and stretch. No talking or moving (one 2-3 minute break for every hour of testing). The procedure for breaks for use of the restrooms during testing to ensure test content is secure is: students will cover their screen with a piece of paper or log out of the test before leaving the location.	Chromebook – cover the test content with their testing ticket or a piece of paper. iPad – turn the iPad over.

The district's procedure for breaks or other interruptions during testing is as follows:

If there is an emergency where a student needs to leave the testing area, students will cover their screen with a sheet of paper and close Chromebook lids.

The following staff members will monitor students if they leave the testing room (for example, in the hallway):

We have Paraprofessionals in the hallways during testing to ensure students are not communicating and use the bathroom one at a time.

The staff members listed will answer questions or provide assistance during test administration. Test Administrators will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
Kevin Tumberg (co-DAC) Toni Kraska (co-DAC)	Contact made during the window with a thumbs up or down to ensure things are going smoothly. We utilize classroom phones to assist with problems as well.

The procedure for an unexpected situation arising with students during testing (for example, illness, behavioral issues, early dismissal) is detailed below; Test Administrators should contact the staff members listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
A DAC will be contacted and available in the hallways for any questions or situations that arise.	Elementary DAC – Kevin Tumberg MS/HS DAC – Toni Kraska

The procedure for an entire group of students unexpectedly leaving during test administration (for example, emergency situation, fire drill) is detailed below:

Students will close Chromebooks or flip over iPads. Upon leaving the room, test monitors will lock the room. Test monitors will do their best to ensure students are not communicating about the test.

If the Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

Our district's DAC or building principal will step in.

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

Procedure	Allowable Activities (if applicable)
The students will quietly read a book or draw on scratch paper	The students will quietly read a book or draw on scratch paper

If students need extra time to test, the procedure below will be followed:

Our district allows much more time than necessary to complete the test. However, shall a student need additional time, they will resume and complete the test during a make-up session.

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

The students that finished will not be allowed back into the testing rooms the following days if they have finished. Other areas in the school will be available for these students.

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:

Procedure	Staff Member to Contact
Student will raise their hand and communicate the concern to the test monitor. The test monitor will communicate with the building DAC. If necessary, a TAR will be filled out.	Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)

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

Procedure	Staff Member to Contact
Staff will report to one of our DACs.	Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)

(If not reported directly to the DAC, also include how the information will be communicated to them.)

District Policies and Procedures for Statewide Assessments—After Testing

The following is the district’s policy for discussing the test administration experience with students after testing:

After testing is completed, the test monitors are not allowed to discuss test administration.

(Indicate what may or may not be discussed with students following testing.)

The staff members listed below are responsible for entering student responses from MCA paper test materials:

Kevin Tumberg (co-DAC) and Toni Kraska (co-DAC) will enter all data entry and paper accommodated test information into the system before the testing window closes.

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering Learner Characteristics Inventory (LCI) data and MTAS/Alt MCA data and student responses into TestNav:

Special Education teachers enter this information.

(For Alt MCA, student response entry is only required only for paper administrations; during hybrid or online administrations, responses are entered directly into TestNav during test administration. As needed, include any procedures or timelines for data entry that have been established.)

District Policies and Procedures for Statewide Assessments—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 online and paper administrations will be kept:

School	Secure Location(s)
WDC MS/HS	Locked Records Room
WDC Elementary	Locked office storage room

Listed below are staff members who have access to these locations where secure test materials are stored:

Any employee with a master key, including custodians, office personnel and some staff, will have access to these rooms. It will be asked that they try not to utilize these rooms during testing windows.

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

Staff Member	Procedure
Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)	The morning of the test, these materials will be delivered to the correct testing locations.

(This may not be applicable for charter schools or districts where all schools are located in one building.)

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

Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)

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

Staff Member Inventorying Materials	Procedure for Discrepancies
Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)	MDE will be contacted if there are discrepancies found.

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

Staff Member Organizing Materials	Procedure
Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)	A testing binder will be created for each testing room that includes all necessary materials.

Distribution of Materials to Test Administrators

The procedure for distributing test materials to the Test Administrators is listed below:

DACs will physically hand them to test monitors the morning of assessment.

(Separate information by test or mode as needed.)

Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

The testing binder is returned to the DAC with all proper materials. They will be locked in our secure rooms.

(Separate procedures by test, mode, and/or role as needed.)

Return of Materials

After testing, Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklists used in the district) to the staff members listed below:

The testing binder is returned to the DAC with all proper materials. They will be locked in our secure rooms.

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the test vendor.

Staff Member	Secured Location
Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)	Locked Records Room Locked office storage room

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the test vendor:

Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)

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

Kevin Tumberg (co-DAC) or Toni Kraska (co-DAC)

District Policies and Procedures for Statewide Assessments—Test Results

The district’s policy about providing early embargoed test results is detailed below:

Preliminary results are shared with administrations and grade level specific teaching staff.

The following information is communicated if early results are provided:

Preliminary results are used with the district leadership team.

(Indicate what information is provided about the appropriate use of early results.)

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

Staff Members	Methods
WDC Leadership Team – primarily WDC Superintendent.	Superintendent will share the results.

(Methods may include Student Information Systems, data warehouses, or test vendor systems.)

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

Embargoed data cannot be shared with anyone outside the district or building level planning teams.

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, early or final assessment results.)

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

Results will be mailed out to families.

(Paper or electronic versions of the ISRs may be provided. Please specify if the method varies within the district (for example, one school provides ISRs at conferences while another mails ISRs to families). Ensure the method for providing ISRs takes student data privacy into account.)