

St. Patrick School of the Terre Haute Deanery

Test Security Protocol

2025-2026

This policy details requirements for test security at St. Patrick School of the Terre Haute Deanery for the 2025-2026 school year. All staff are expected to be familiar with this policy.

- Initial test security and integrity training will take place during first quarter of the 2025-26 school year for all SPS staff. This training will be in person and via resources shared from IDOE which are specifically designed for WIDA, ILEARN, and IREAD testing. Documentation of training will be maintained by the school's Test Coordinator.
- The Code of Ethical Practices and Procedures will be shared and discussed with staff.
- The Indiana Testing Security and Integrity Agreement will be reviewed and signed by all staff members.
- This policy will be reviewed by staff and shared with parents and stakeholders via school website.

Ethical Practices and Procedures

1. Any physical testing materials will be delivered to schools no more than two weeks in advance of test administration.

2. Teachers and other school staff members are not allowed access to secure materials (except for the Test Administrator's Manual and Test Tickets) more than 4 hours in advance of the test administration.

3. It is the policy of St. Patrick School that security of assessment materials before, during, and after testing will be maintained as follows:

- Certified teachers who have completed test security, accommodations, and test administration training will have access to testing materials which have been inventoried and secured by the Test Coordinator and/or WIDA Coordinator.
- All testing materials (except the TAM) will remain secured in the locked closet of the asst. principal's office until signed out by appropriate staff immediately prior to testing. Materials will be returned and checked in immediately following the test session by the staff member who initially checked out the materials.
- The Test Coordinator will inventory all materials at the close of each day during the testing window. The Test Coordinator and/or WIDA Coordinator will ensure that all necessary materials are returned to vendor or properly destroyed as indicated by vendor or IDOE.
- At NO TIME will any individual, including staff member, view test questions or student responses. Duplicating of test materials is prohibited.

4. St. Patrick School of the Terre Haute Deanery will ensure that school staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering the assessment, and interpreting the results of the assessment.

Test Preparation Materials Review

St. Patrick School of the Terre Haute Deanery will use the following process to ensure all test preparation materials are reviewed and approved prior to use with students:

- The Test Coordinator will review acceptable and unacceptable practices for student preparation per Section 5 Part B of the Assessments Policy Manual with teaching staff.
- School administration will observe/review resources and materials used in classrooms - particularly Benchmarks and Frameworks provided by IDOE.
- School staff members are instructed to bring any concerns about the appropriateness of specific displays, resources, or activities to the Test Coordinator.

Training Requirements

St. Patrick School of the Terre Haute Deanery assures that all appropriate staff have knowledge of the **Code of Ethical Practices and Procedures** and understand how to secure, administer, and handle the assessments while in their possession.

1. The Non-public School Test Coordinator (NPSTC) will ensure that all appropriate staff receive test security training. The NPSTC will ensure attendance is documented for each test security training.

- **Code of Ethical Practices and Procedures** will be given to each staff member. Upon review of this document, staff members will read and sign the Indiana Testing Security and Integrity Agreement.
- Signed agreements will be collected and held by the Test Coordinator.
- Staff will sign attendance log after viewing the IDOE Test Security Video.

2. The NPSTC will ensure that all appropriate staff receive test administration training prior to testing. The NPSTC will ensure attendance is documented at each test administration training.

- Test Coordinator will set up TIDE with appropriate staff members/roles
- Test Coordinator will provide staff members with the IDOE video link for test administration training.
- Staff members will turn in to the Test Coordinator his/her Test Administration Certificate upon completion of training.
- Training completion certificate will be held by the Test Coordinator.

3. The NPSTC will ensure that all staff members who will provide students with testing accommodations receive focused test accommodations training prior to testing. The NPSTC will also ensure that all staff members who will provide students with testing accommodations are familiar with each student's individual accommodation needs, as per the student's service plan prior to testing. The CTC will ensure attendance is documented at each testing accommodations training.

- Licensed teachers who are responsible for test administration will view the IDOE released video for training on accommodations.
- Test Coordinator and/or a resource teacher will review all assigned (embedded and non-embedded) accommodations to be sure they are correct and complete.

Monitoring

1. The NPSTC will define and clearly communicate to all appropriate staff **at least once annually** how staff implementation of test administration and test security standards and procedures will be monitored by the NPSTC and/or school administrators or designees.

- Test Coordinator will formally meet with school staff to review the Indiana Assessments Policy Manual.
- Monitoring by Test Coordinator and level leaders will take place one per month during scheduled level meetings.

2. The NPSTC will monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and that staff are appropriately providing students with accommodations included in their CSEP or Service Plan.

- Test Coordinator, resource teacher, or designated licensed teacher will be available for all test sessions to monitor and ensure proper test administration practices are upheld.

Test Schedule

The CTC will ensure that a test schedule is developed for each assessment at each school.

- Test schedules are created by the Test Coordinator.
- Students with accommodations will take tests at the same time as peers but in a separate location; thus ensuring proper access to appropriate accommodations.
- The computer lab will be the primary location for proctoring assessments; however, if more space is needed to ensure tests are completed within the given window, laptops and Chromebooks will be used in the library, resource room, and/or classrooms.

Addressing Test Security Concerns

1. St. Patrick School of the Terre Haute Deanery will provide channels of communication that allow teachers, administrators, students, parents/guardians, and other community members to voice their concerns about testing practices they consider inappropriate.

- The Indiana Department of Education has made available steps to report testing concerns here:
<https://www.in.gov/doe/files/2025-2026-Indiana-Assessments-Policy-Manual-1-7ab359a8-7a50-4f6d-98fe-414a293d8a2f.pdf> .
- Staff, students, parents, or any individuals who have concerns about the administration of state testing can report concerns that are supported by “articulable facts” can use the above directions to notify St. Patrick School and IDOE.
- Once investigated, the report, findings, and actions will be reviewed by IDOE with St. Patrick School.

2. St. Patrick School of the Terre Haute Deanery has established the following procedures for investigating any complaint, allegation, or concern about inappropriate testing practices, and ensuring the protection of both the rights of individuals and the integrity of the assessment:

- The Test Coordinator and/or staff will report any allegations of test security violations including cheating or a security breach, testing administration breach, an intellectual property infringement, or any breach that undermines the integrity or effectiveness of Indiana state assessments to IDOE's Office of Student Assessment immediately.
- The Testing Concerns and Security Violations Report is appropriately submitted.
- Any report of alleged breaches will be investigated by the school administration and Test Coordinator.