Proficiency Assessments for Wyoming Students (PAWS) and Student Assessment of Writing Skills (SAWS) and PAWS-ALT, SAWS-ALT

Test Security

WDE Assessment Division

January, 2013

10/07/11

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Goals

- Understand the importance of test security

- Ensure standardized administration of state tests

- Ensure that there is not an unfair advantage to some students

- Improve the overall understanding of test security procedures

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Test Security

The primary goal of PAWS and SAWS test security is to protect the integrity of the assessments by

- Securing the test materials at all times

- Ensuring appropriate preparation for and administration of the test

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Consequences of Test Security Violations

- Inferences cannot be drawn about student performance
- Items may be unusable in future tests, resulting in additional costs for item development
- Unfair advantage may be provided to some students
- Violates public trust
- Invalidation of scores may result in missing AYP and will mean parents won't get results for their children

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Test Security Matters

WHEN

- Prior to testing
- During testing
- After testing

WHO

- DTC
- BTC
- Proctors
- Anyone who handles the tests

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Prior to Testing

- District Test Coordinators (DTCs)
  - Ensure test materials are locked and securely stored in a single location at the central district office or that BTCs secure the tests at each school
  - Ensure BTCs inventory test materials immediately after receipt

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Prior to Testing

- District Test Coordinators (DTCs)

  - Ensure BTCs, administrators, and proctors are trained on standardized test administration procedures
  - Ensure BTCs arrange for proctors to monitor students
  - Report missing test materials to ETS

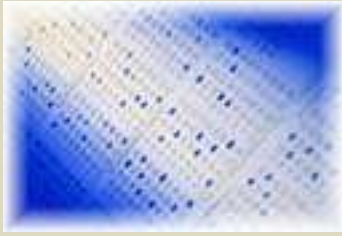**Wyoming Department of Education**

Prior to Testing

- Building Test Coordinators (BTCs)
  - Inventory all test materials immediately after receipt from DTC
  - Ensure test materials are locked and securely stored in a single location
  - Develop school schedule for testing, including make up sessions for absent students
  - Provide training to proctors and arrange for one or more proctors to help monitor testing
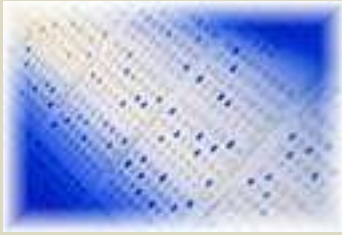
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During Testing

- DTCs

  - Provide general oversight and, if necessary, help coordinate the schools' daily handling and security of test materials.

  - Report test security violations to WDE

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During Testing

- DTCs & BTCs
  - Ensure that students are supervised by trained proctors during testing sessions
  - Make sure that standardized test administration practices are followed
  - Make sure students receive accommodations per their IEP
  - Each session in a content area should be administered in one day (exceptions can be made in the case of student illness during a session)
  - Follow testing policies for electronic devices including calculators and cell phones
  - Secure all tests daily

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Calculator Policy

- Use of calculators varies by grade. There are clear directions for the use of calculators in the Building Coordinator's Manual and the Directions for Administration

- Review these policies carefully as inappropriate use of calculators during test administration may result in invalidation of test results

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Appropriate Use of Test Accommodations

- For use of allowable accommodations, please refer to the accommodations manual available at http://edu.wyoming.gov/Programs/statewide_assessment_system/paws_accommodations.aspx

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After Testing

- After testing, all test books—those to be scored and those not to be scored—are to be returned to the building test coordinator

  - Follow the procedures established by the building test coordinator for returning all used and unused testing materials, blank paper, and supplemental materials

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Proctor Responsibilities

- Attend PAWS/SAWS test administration training session prior to test administration
- Sign Security Agreement and return to building test coordinator
- Ensure that test materials are in locked and secure location before and after each testing session
- Remain in the room throughout the entire test administration
- Read and follow the directions as stated in the *Directions for Administration*

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Proctor Responsibilities

- Follow the procedures established by the building test coordinator for returning all used and unused testing materials, blank paper, and supplemental materials
- Follow testing policies for electronic devices including calculators and cell phones
- Report all testing irregularities to the building test coordinator such as
  - Student going back to the previous session
  - Student cheating
  - Unallowable accommodations

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Examples of
Test Security Violations

- Use of a non-allowed accommodation e.g. reading the reading test

- Use of live test items for test preparation activities

- Duplication of test items

- Allowing the use of calculator for computation section in Mathematics

- Keeping a personal copy of the test for reference

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Reporting Test Security Violations

- Test security violations / irregularities must be reported to WDE at 307-777-8568

- Districts may be contacted to assist in investigation

- Districts may select consequences as related to personnel contracts / issues

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Reports of Test Security Violations

INITIAL REPORT ALLEGING A SPECIFIC VIOLATION
A test security violation is reported and received by the Department from any individual or school or district alleging that a specific breach in test security has occurred in an individual district or testing site.
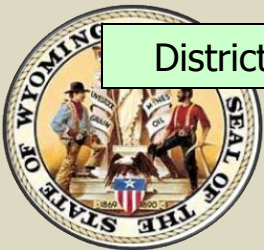
INITIAL INTERNAL REVIEW OF POTENTIAL TEST SECURITY IRREGULARITY
The WDE Internal Test Security Review Team reviews all reports brought to the team to determine how best to resolve the allegation by analyzing the severity of the alleged breach of test security and the scope of potential harm the breach may bring to the integrity of assessment results.

Telephone assistance from WDE to the DTC .

Letter from WDE Assessment Director re: findings. May invalidate scores.

Districts may choose additional consequences related to personnel contracts / local context.

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