

TEST SECURITY POLICY

The accurate assessment of student achievement is a critical component of the educational process. Test security and ethical testing practices are essential at Hawthorn. It is the responsibility of everyone involved in the assessment process to understand the security measures in place to avoid any intentional or unintentional unethical behavior by students, teachers or administrators. All standardized and statewide tests will be administered in compliance with testing guidelines provided by the company producing or administering the test and DESE when applicable. Hawthorn will inform parents/guardians of the school's testing schedule.

The Principal shall ensure that standardized testing occurs without irregularities and that proper test security is maintained at all times (before, during and after testing). Proper test security includes, but is not limited to the following practices:

- Student test booklets/answer sheets/logins/passwords should be stored in locked files or storage cabinets that are accessible only to authorized personnel who have a legitimate need.
- Unless allowed by specific test protocol, school personnel are prohibited from reviewing the test materials or questions prior to, during or after testing, except as required in accordance with a student's IEP.
- Secure tests, including all test materials and test questions, are not to be reproduced in any manner.
- School personnel and proctors are not to disclose the contents of secure tests by discussing specific test questions or information contained within the tests with each other or with students. In addition, excerpts from the tests must not be used at any time during classroom instruction or in resource materials such as study guides.
- School personnel are not to directly teach any test item included on a standardized test (teaching practice test items and approved materials from published teachers' guide books for assistance and guidance in teaching test taking strategies are excluded) nor to use any test preparation materials not approved by the School.
- Students' desks and work spaces should be clear with sufficient room for the test materials.
- Workstations must have adequate space between them so that students are not able to view one another's screens.
- Instructional materials must be removed or covered, including, but not limited to, information that might assist students in answering questions that is displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas, etc.).
- Students should have access only to the materials listed in the test administrator's manual, i.e., scratch paper, rulers, mathematics formula reference sheets, and calculators, where allowed, etc.
- Test administrators must follow the directions for administering the test exactly as written.

- Unless otherwise directed by specific test protocol, test administrators may clarify test directions, but not test questions/or test answer choices.
- Once sure all students understand the directions, testing should begin.
- During testing, school personnel are not to indicate to students when they have answered one or more items correctly or incorrectly nor to provide students clues or answers to questions.
- School personnel may not allow students to give each other answers to questions or to copy each other's work.
- School personnel may not alter a student's answers on standardized tests, answer sheets, etc. beyond copying answers into undamaged or appropriate test booklets when authorized (the latter is usually required for large print and Braille administrations).
- Test administrators will not leave the testing room the entire time the test is being given.
- If a test is to be administered over a series of days, test booklets and answer sheets will be collected each day immediately following testing, counted by the test administrator, and stored in a secure location by the Principal.
- Following online testing, all passwords and login information must be destroyed.

The Principal may create additional procedures to ensure test security is maintained throughout the assessment process. Hawthorn staff must comply with any additional procedures or guidelines implemented pursuant to this Policy.

All Hawthorn Staff are required to immediately report to the Principal any suspicion that this policy has been violated. If a School staff person is suspected of violating any of the aforementioned practices, an immediate investigation will occur. If it is determined that a staff member has engaged in an unfair practice or otherwise engaged in a violation of testing protocols and/or Board policy, the staff member will be subject to discipline, up to and including termination. Hawthorn will also notify the appropriate authorities regarding any unfair practice or security breach. Staff must be aware that any violation of this policy and/or testing protocols may result in test scores being invalidated, which would impact the School for 5 years.

Hawthorn will train all School personnel associated with the assessment process in accordance with test protocol. The training will include topics required or recommended by the specific test protocol as well as training on the requirements of this policy.