DeSSA Test Security Manual

August 2018
updated Nov 2018

If you have any questions regarding the *DeSSA Test Security Manual*, please contact the Delaware Department of Education, Office of Assessment, at (302) 857-3391.

For questions or additional assistance regarding the online testing system, please contact the vendor Help Desk for a specific assessment.

AIR Help Desk
Smarter System (interim, summative, Digital Library)

Phone: 1-877-560-8331
Email: dessahelpdesk@air.org

Monday–Friday (except holidays)
Hours: 6:30 a.m. to 6:30 p.m.

DLM Help Desk
DeSSA Alt

Phone: 1-855-277-9751
Email: dlm-support@ku.edu

Monday–Friday (except holidays)
Hours: 8:00 a.m. to 6:00 p.m.
During spring testing window, open from 7:00 a.m. to 7:00 p.m.

Pearson Help Desk
DeSSA Social Studies
DeSSA Science

Phone: 1-888-827-1089

Monday–Friday (except holidays)
Hours: 7 a.m. to 7 p.m.

Contact KACE/DOE HelpDesk through IMS

Technology issues regarding policies, login access, training, rosters, student data, security and accommodations

When contacting a Help Desk, provide as much detail as possible about any issues encountered. This may include the following:

- Test Administrator and IT/network contact person and contact information
- All specific assessment information including test name, or other identifying test information
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
    - Secure browser installation (to individual machines or network)
    - Wired or wireless Internet network setup

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1.0   DeSSA Assessment Testing System

1.1   Introduction

The Delaware System of Student Assessments (DeSSA) is a combination of national, state, and district level administered assessments. The measured outcomes of each assessment and the curriculum assessed vary. The assessments are utilized for a variety of purposes, including determining the strengths and needs of students as well as the instructional program.

This Test Security Manual has been approved by the Director of the Office of Assessment and will be reviewed and revised, as needed, on at least an annual basis. All District Test Coordinators (DTCs), School Test Coordinators (STCs), Test Administrators (TAs), and support staff involved in the testing process are required to review and adhere to this security manual and coordinated security training. The Office of Assessment manages the following assessments:

1.1.1   National-Level Assessment

The following national-level assessments are administered in Delaware:
- National Assessment of Educational Progress (NAEP) – Grades 4, 8, and 12

1.1.2   State-Level Assessments

Test materials, security guidelines, training, and administration procedures are provided by the Delaware Department of Education (DDOE) for the following state-level assessments:
- Smarter English Language Arts (ELA)/Literacy and Mathematics Summative – grades 3–8
- Smarter Interim Comprehensive Assessments (ICAs) for ELA/Literacy and Mathematics – grades 3–8 (optional)
- Smarter Interim Assessment Blocks (IABs) for ELA/Literacy and Mathematics – grades 3–8 (optional)
- PSAT – grades 8-9 (optional)
- PSAT – grade 10
- SAT School Day – grades 11-12
- DeSSA Science – grades 5, 8, and High School Biology
- DeSSA Social Studies – grades 4, 7, and 11
- DeSSA ALT – Reading and Mathematics, grades 3–8 and 11, and Science grades 5, 8, and 10
- ACCESS for English Language Learners (ELLs) – grades K–12
- Alternate ACCESS for ELLs – grades K–12
- DPAS II Measure B Student Improvement Component V – grades K–12

1.1.3 District-Level Assessments

Delaware public school districts and charter schools offer district- and charter-level assessments. These institutions shall follow security protocols in this document and as defined for each assessment. These assessments shall include the following:

- All Delaware Performance Appraisal System (DPAS) II Component V assessments approved for use as measurements for teacher accountability ratings.

- Other local assessments.

2.0   Test Security Overview

2.1   Purpose of Manual

This Test Security Manual sets forth test security policies, procedures, and responsibilities for the DeSSA assessments. Among other things, the elements of this manual are intended to provide greater protection of DeSSA intellectual property, to reduce test fraud and theft, and to maintain high program standards and integrity. This manual may also be used to train staff and as a reference to structure security roles, responsibilities, and performance expectations.

All state assessment items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment instruments, items, prompts, and student information. Any deviation in test administration must be reported as a test security incident, as described in this manual, to ensure the continued validity of the assessment results.   Failure to honor security severely jeopardizes district and state accountability requirements and the accuracy of student data.

This publication contains guidelines prepared by the DDOE to help build a common understanding of what practices are appropriate and to ensure district personnel, principals, teachers, and other school personnel have the information required to uniformly administer DeSSA assessments in a secure manner.

2.2   Importance of Test Security

It is important to maintain test security in order to protect the integrity of the assessments and to ensure results are accurate and meaningful. Test security goals include:
1. To provide secure assessments that result in valid and reliable scores.
2. To adhere to high professional standards in all aspects of the assessment.
3. To maintain consistency across all testing occasions and sites.
4. To protect the investment of resources, time, and energy in the assessment.
5. To protect student information and maintain confidentiality.

Maintaining the security and confidentiality of DeSSA assessments is critical for ensuring valid test scores and providing standard and equal testing opportunities for all students. Test security has always been essential and continues to be vital in the age of high-stakes testing and accountability.

Copying, reproducing, paraphrasing, or directly using test materials in instructional activities represents a breach of test security and is a violation of federal copyright laws and Delaware Administrative Code.

Title 14 – Education, Subchapter IV, State Assessment Security and Violations, of the Delaware Code outlines the rules and regulations to ensure the security of the assessment administration, collection, and reporting of assessment data. Title 14, Subchapter IV, in its entirety is located in Appendix A of this Test Security Manual.

Test security incidents, such as improprieties, irregularities, and breaches, are behaviors prohibited during test administration (online and paper-and-pencil), either because they may change the meaning of the assessment, give a student an unfair advantage or because they may compromise the secure administration of the assessment. Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident.

2.3 User Roles and Responsibilities

Every individual who interacts with the assessments, communicates test results, and/or receives testing information is responsible for test security. This includes but is not limited to:

- Delaware Department of Education Staff
- District Administrators and Heads of Charter Schools
- District Test Coordinators
- School Test Coordinators
- Test Administrators
- Certified and Noncertified Public School Staff
- Students, Parents, and the Community at Large

Primary user roles and responsibilities for the DeSSA assessments are provided in Table 2-1.

Table 2-1: User Roles in the Testing System

User Role	Description of Responsibilities
State	State will be responsible for: 1. Developing the Test Security Manual and providing coordinated security training; 2. Reviewing and resolving test security incidents as submitted by local education agencies (LEAs); 3. Reviewing, approving, or denying appeals for resets or invalidations; 4. Coordinating with test vendor or district where appropriate.
District Test Coordinator (DTC)	DTCs are responsible for the following: 1. Participating in required DTC training; 2. Ensuring that all personnel involved in testing (all staff in schools and in their districts) are appropriately trained regarding the DeSSA assessment administration and security policies and procedures; 3. Reporting test security incidents to the state via KACE/DOE Helpdesk submission process for incidents; 4. Submitting appeals for resets and invalidations; providing grace period extensions; reopening tests. 5. Work with schools to provide access to students and identifying those students who should successfully test for each asssessment. 6. Submitting District/Charter test security plan by specified date via KACE/DOE help desk submission process 7. General oversight responsibilities for all administration activities in their schools.

User Role	Description of Responsibilities
School Test Coordinator (STC)	STCs are responsible for: 1. Participating in required training; 2. Ensuring that all appropriate staff within the buidling have completed Test Security Training by specified date and have signed security forms. 3. Ensuring that all TAs administering assessments have completed all required training to administer said assessments. 4. Coordinating with TAs so they administer tests in the appropriate grade(s) and content area(s) for their school; 5. Creating or approving testing schedules and procedures for the school (consistent with state and district policies) for all relevant assessments and content areas; 6. Working with technology staff to ensure that necessary student interfaces necessary for testing are installed and any other technical issues are resolved; 7. Monitoring testing progress during the testing window and ensuring that all students participate as appropriate; 8. Addressing testing problems as needed, and following the proper reporting procedures within established guidelines; 9. Mitigating and reporting all test security incidents in a manner consistent with state and district policies; and 10. General oversight responsibilities for all test administration activities and the TAs in their school. 11. Monitoring all test sessions within the building on all testing dates toensure all security protocols are being followed. 12. Ensuring that all test administrators have completed the review of the test security video for students by specific data and have signed acknowlegment form of completion.
Test Administrator (TA)	TAs are responsible for: 1. Completing all assessment-related training associated with the assessments they will be administering. 2. Reviewing all assessment related policy and administration documents prior to administering any DeSSA assessments. 3. Viewing student information prior to testing to ensure that the correct student receives the proper test with the appropriate supports. 4. Securely administering the state assessments for which they have been certified. 5. Reporting all potential test security incidents to their STC and DTC in a manner consistent with state and district policies. 6. Ensuring that all all students who are testing or will be tested have completed review of the test security video for students by specific date and have signed acknowlegment form of completion.

3.0   Test Security Procedures

3.1   Test Security Plans

Each district and charter school shall adopt and enforce a plan setting forth procedures to ensure the security of all state assessments as outlined below. This plan must encompass all public schools in the district, including district-sponsored charter schools. By **October 16th** of each year, the plans must be submitted to the DDOE test security coordinator, Dusty Shockley, through the KACE/DOE Help Desk.

To protect the security of the state assessments, each district and charter school must establish the plan to be consistent with the procedures outlined in this document, and it must address the following criteria:

- Identification and training of personnel authorized to have access to the tests or the testing system;
- Identification and training of personnel authorized to proctor assessments;
- Procedures for test administrators to follow when monitoring students during test sessions;
- Procedures for monitoring test materials before, during, and after testing;
- Procedures to verify the identity and eligibility of students taking an assessment;
- Procedures to report any alleged violation in test administration or test security;
- Procedures that set forth actions taken in response to a reported violation;
- Procedures for communication of test security procedures.

3.2   Appropriate Assessment Practices

The following is a compilation of appropriate assessment practices. These practices should be used to determine whether or not a specific practice related to the assessment is consistent with the principles of performing one's duties with integrity, honesty, and fairness to all. Adhering to these practices will also ensure the integrity of the assessment process and the reliability and validity of assessments and interpretation of results.

Each district and charter school must ensure all staff members have training and knowledge of these appropriate assessment practices and must monitor the practices of all staff to ensure compliance.

3.2.1   Communication

DTCs and STCs are responsible for the following communication activities:

- Communicate in writing (e.g. by email or through a Schoology group) multiple times during the school year what is an unethical or inappropriate practice to all staff administering the DeSSA assessments. See Appendix B for unethical and inappropriate practices in preparing, administering, and scoring assessments.
- Clearly define and communicate in writing (e.g. by email or through a Schoology group) multiple times during the school year how the unethical and inappropriate practices will be

3.2.3 Assessment Preparation

DTCs and STCs are responsible for the following assessment preparation activities:

- Prohibit any student preparation that undermines the reliability and/or validity of an assessment.

- Prohibit teachers from providing any preparation that includes a question, task, graph, chart, passage, or other material included in an assessment and/or material that is a paraphrase or highly similar in content to what is on an assessment. This is relevant to all DeSSA assessments, including those used for DPAS II Component V ratings.

- Prohibit teachers from providing any preparation practice that results solely in raising scores or performance levels on a specific assessment without simultaneously increasing a student's achievement level as measured by other tasks and/or assessments designed to assess the same content.

3.2.4 Assessment Administration

DTCs and STCs are responsible for the following assessment administration activities:

- Remove or cover all displays related to instructional content (including for content areas not being assessed) prior to the administration of a state test. Complete practice tests and training tests, as appropriate, and review security procedures.

- Prohibit staff from prompting or assisting students in any manner with their answers.

- Prohibit possession of any electronic devices, including cell phones and smart watches, by students while taking a state test.

- Require students to follow the testing guidelines in the Test Administration Manual (TAM) based on the calculator policy for the specific assessment.

- Administer tests only during the testing windows established by DDOE.

- Require Test Administrators to rigorously follow the appropriate administrative procedures as directed in the TAM.

- Ensure all Test Administrators create a positive testing environment.

- Prohibit Test Administrators from indicating answers, pointing out the rationale of an item, or prompting students in any manner.

- Prohibit any practice immediately preceding or during an assessment that assists a student in the assessment, including the use of a gesture, facial expression, body language, language, or any other action or sound that may guide a student's response, and providing to a student any definition or clarification of the meaning of a word or term contained in an assessment, other than that specified in the TAM.

- Monitor students and TAs by walking around unobtrusively, to ensure appropriate test-taking procedures and test security measures are followed.

- Provide students with only the references or tools specifically designated in the test.

- Provide accommodations, as appropriate, for students with Individual Education Programs (IEPs), Section 504 Plans, or ELLs.

- Administer state assessments as prescribed in the specified TAM and the Delaware Smarter ELA and Mathematics Online, Summative, Test Administration Manual.

- Supervise students at all times during testing sessions.

3.2.5 Overall Assessment Security

DTCs and STCs are responsible for the following overall assessment security activities:

- Cooperate with DDOE in conducting an investigation of any alleged inappropriate assessment practice.

- Report any observed test security violation to the DDOE, Office of Assessment, including: missing materials, testing misadministration, copyright infringement, and other deviations from acceptable security requirements by completing the documentation in KACE/DOE Helpdesk.

- Uphold the integrity and accuracy of the testing by preventing any dishonest or fraudulent behavior and promoting a fair and equitable testing environment.

- Ensure no one compromises test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.

- Ensure student test scores and test performance are not disclosed to any unauthorized person.

- Prohibit the transfer of any student's Personally Identifiable Information (PII) by email, in any electronic device, or in any other documents, either internally or to outside agencies.

- Encourage the community to voice any concern about any practice they may consider inappropriate by contacting the Office of Assessment.

- Establish written procedures for investigating any complaint, allegation, or concern about an inappropriate practice. The procedures should ensure the protection of individuals' rights, the integrity of an assessment, and the integrity of assessment results.

- Prohibit the use of any assessment for purposes other than that for which it was intended.

- Refer to Appendix G: What to Do After Testing for Students for requirements for after-testing policy.

3.2.6 Physical Security

DTCs and STCs are responsible for the following physical security activities:

- Ensure the DTC is responsible for any test booklets received by the school district. The DTC should maintain a record of the booklets sent to each school in accordance with the TAM.

- Before each test administration, materials must be stored and distributed according to instructions provided with the test. Tests must be secured at all times during test administration, including all breaks in the testing sequence. All test booklets and answer sheets, if applicable, must be counted, reconciled, and returned to a centrally located, locked, and secured area immediately upon the completion of each daily testing session.

- Secure all state test materials prior to, during, and following each test administration and prohibit unauthorized access to secure test questions at all times. Test materials should be stored in a locked and secured central location by the DTC or STC — not limited to, and including, scratch paper.

- Prohibit the copying or reproducing of any portion of the secure test book and writing prompt.

- Prohibit the creation, sharing, or distribution of answer keys to tests.

- Prohibit any form of cheating.

- Prohibit students from having access to secure test questions or answer keys.

- Ensure no secure test materials, questions, or student responses are retained, reproduced, paraphrased, or discussed in any manner.

- Prohibit the reproduction of assessment materials regardless of the medium or purpose of the reproduction.

- Return all secured test materials to the publishing company following the procedures outlined in the TAM. Establish and implement procedures to ensure maximum test security and limit access of secure materials to authorized personnel only.

3.2.7 Electronic Security

DTCs and STCs are responsible for the following electronic security activities:

- Ensure each authorized user accesses the electronic testing environment using a unique username and password. Staff is prohibited from sharing usernames and passwords for use in accessing the electronic testing environment.

- Ensure administration of online assessments is permitted only through the student interface via a secure browser in a controlled setting.

- Unless needed as a print-on-demand or Braille accommodation, no copies of the test items, stimuli, reading passages, writing prompts, or any test materials may be made or otherwise retained.

- Develop an electronic policy to include prohibiting usage of cell phones and other electronic devices in the testing area. Refer to Appendix D: Policy on Electronic Devices During Standardized Testing for additional information.

- Ensure TAs make students aware of the policy for electronic devices and the school/district consequences for violating the policy.

3.3   Security of the Testing Environment

Table 3-1 describes security requirements for the test environment during various stages of testing. The test environment refers to all aspects of the testing situation while students are testing and includes what a student can see, hear, or access (including access via technology).

Table 3-1: Requirements of the Test Environment

Requirement	Description
Before Testing	
Instructional materials removed or covered	**All** instructional materials must be removed or covered, including but not limited to: • Any content information displayed on bulletin boards, chalkboards, or dry-erase boards • Any charts such as wall charts that contain literary definitions, maps, mathematics formulas, etc. • Other surfaces that might assist students in answering questions.
Student seating	Students must be seated so there is enough space between them to minimize opportunities to look at each other's work, or they should be provided with tabletop partitions. A distance of 4 feet is generally considered reasonable.
Signage	Place a "Testing—Do Not Disturb" sign on the door and post signs in halls and entrances rerouting hallway traffic in order to promote optimum testing conditions.
During Testing	
Quiet environment	Provide a quiet environment without distractions that might interfere with a student's ability to concentrate or might compromise the testing situation.
Students supervised	Students are actively supervised during the entire administration process.
Student interface secure	Ensure that all test sessions are locked between each administration (specifically applies to DeSSA Science and Social Studies).
Access to electronic devices	Students are free from access to unauthorized electronic devices that allow availability to outside information, communication among students, or photographing or copying test content. This includes, but is not limited to, cell phones, personal digital assistants (PDAs), iPods, smart devices such as watches, cameras, and electronic translation devices.
Access to allowable resources only	Students must only have access to, and use of, those allowable resources identified in the testing directions and/or Test Administration Manual that are permitted for each specific assessment (or portion of an assessment).
Access to assessments	Only students who are testing can observe assessment items. Students who are not being tested or unauthorized staff must not be in the room where a test is being administered. Based on the item type (i.e., performance tasks), trained TAs may also have limited exposure to assessment items in the course of properly administering the assessment; however, even TAs and other staff may not actively review or analyze any assessment items.
No answer key may be developed	No answer key may be developed for test items.

Requirement	Description
Testing through student interface	Administration of any online DeSSA Assessment is permitted only through the Student Interface via a secure browser or application.
During and After Testing	
No access to responses	TAs are not permitted to review student responses in the testing interface or students' notes on scratch paper.
No copies of test materials	Unless needed as a print-on-demand or braille accommodation, no copies of the test items, stimuli, reading passages, or writing prompts may be made or otherwise retained.
No access to digital, electronic, or manual devices	No digital, electronic, or manual device may be used to record or retain an item, reading passage, or prompt. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, email, social media websites, etc.
No retaining, discussing, or releasing test materials	Descriptions of test items, stimuli, printed reading passages, or writing prompts must not be retained, discussed, or released to anyone.
No reviewing, discussing, or analyzing test materials	Staff and TAs may not review, discuss, or analyze test items, stimuli, reading passages, or writing prompts at any time, including before, during, or after testing.
After Testing	
No test materials used for instructions	Test items, stimuli, reading passages, or writing prompts must not be used for instruction.
Secure storage of PT materials	The only exception to the requirement governing the destruction of printed materials and scratch paper is when notes are used during the ELA and mathematics PTs. During the ELA PT, the notes on the embedded universal tool, Global Notes, are retained from Part 1 to Part 2 of the PT so the student may return to the notes even though the student is not able to go back to specific items in Part 1.
Student interface secure	Ensure that all test sessions are locked between each administration (specifically applies to DeSSA Science and Social Studies).
Secure disposal of materials	The destruction of printed materials and scratch paper is required after the completion of any test administration session. Please see above for exception.

TAs and STCs or other individuals who have witnessed, been informed of, or suspect the possibility of a test security incident that could potentially affect the integrity of the tests or the data should follow the steps outlined in Section 4.0 of this manual, Responding to Testing Improprieties, Irregularities, and Breaches.

3.4   Secure Handling of Printed Materials

Print requests must be approved and processed by the TA during test administration. The decision to allow students to use print-on-demand must be made on an individual student basis and is available only for students with an IEP or Section 504 Plan. However, utilizing the print-

on-demand functionality does not allow a printed version of the entire online test due to its adaptive nature.

For those students whose Section 504 Plan or IEP expresses a need for a paper copy of passages or items, permission for the students to request this accommodation must first be set in DeSSA Test Information Distribution Engine (TIDE) 72 hours prior to testing. This information is entered in the Assessment Accommodations application.

Once a student is approved to receive the printing of test items/passages, that student may send a print request to the TA during testing by clicking on the print icon on the screen. Before the TA approves the student's request to print a test item, the TA must ensure that the printer is on and is monitored by staff that has completed Test Administrator training for the test. This request needs to be individually made for each item by the student.

3.4.1 Destruction of Printed Materials and Scratch Paper

Printed materials from the print-on-demand accommodation and scratch paper must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by staff that is responsible for test administration and who has signed a DDOE Test Security and Non-disclosure Agreement. All test materials must remain secure at all times. Printed test items/passages, including embossed braille printouts and scratch paper, must be collected and inventoried at the end of each test session and then immediately shredded. DO NOT keep printed test items/passages or scratch paper for future test sessions except as noted below for performance tasks.

3.4.2 Use of Scratch Paper on Performance Tasks (PTs)

The only exception to the requirement governing the destruction of printed materials and scratch paper is when notes are used during the ELA and mathematics PTs. During the ELA PT, the notes on the embedded universal tool, Global Notes, are retained from Part 1 of the PT to Part 2 of the PT so the student may return to the notes even though the student is not able to go back to specific items in Part 1.

While the embedded Global Notes are the preferred mode for note taking, students may use scratch paper to make notes. To ensure students using scratch paper for notes have the same allowance as students using the online notes, TAs should collect students' scratch paper at the completion of Part 1 of the ELA PT and securely store it for students' use during Part 2 of the ELA PT. Prior to collecting scratch paper for use in a subsequent session, TAs should ensure students have written their names (or some appropriate identifying information) on the notes so they can be redistributed securely.

Likewise, the mathematics PT may extend beyond one testing session. When this happens, TAs should collect the scratch paper and/or graph paper used in the first session and securely store it for students' use in the subsequent testing session.

	Caution:
⚠️	The retention of scratch paper is allowed during the PTs when several sessions are scheduled/needed.
	Following the conclusion of the PT, all scratch paper and/or graph paper must be collected and securely destroyed to maintain test security.

4.0 Responding to Testing Improprieties, Irregularities, and Breaches

KACE/DOE Helpdesk (used for all correspondence with DDOE, including test security plans, testing schedules, and security incidents)

KACE/DOE Helpdesk is used to document test security incidents and should be used by all districts and charter schools. This system is used to record any security incidents as described previously. Please see KACE/DOE Helpdesk Information Guide on the [DeSSA Portal](#) for more detail. Each DTC should have access to this application. More serious incidents will be reported either immediately (breach) or by the end of the day (irregularities).

KACE/DOE Helpdesk provides the method of submission for the following types of assessment requests/ actions:

1. Incident – This should be submitted to identify any situation that occurs outside the normal administration and operation of DeSSA assessments.
2. Security Incident – This allows for the report of any incident or issues that violate DeSSA Test Security Policy.
3. Special Exemption – This allows for the submission of exemptions for any students who should be exempted from DeSSA assessment testing.
4. Unique Accommodation – This request type allows for the submission and request of any unique accommodations that are not currently supported for DeSSA assessment types.
5. Test Update – This request type allows for the request of resets, re-opens, and invalidations of DeSSA assessments.
6. Data Review – This request type allows for the request to review student, accommodation, or user data issues for DeSSA assessments.

4.1.1   Overall Test Security Reminders

Each participating school shall:

- Cooperate with DDOE in conducting an investigation of any alleged inappropriate assessment practice.
- Report any observed test security violation to the DTC and DDOE's Office of Assessment, including reporting: missing materials, testing misadministration, copyright infringement, and other deviations from acceptable security requirements. The DTC will complete an incident report via KACE/DOE Helpdesk.
- Uphold the integrity and accuracy of testing by preventing any fraudulent behavior and promoting a fair and equitable testing environment.
- Ensure no one compromises test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
- Ensure student test scores and test performance are not disclosed to any unauthorized person.
- Ensure all staff within the building who will have access to the testing environment complete DeSSA test security training by November 30.
- Ensuring that all staff complete all required training each year for all assessments they will be administering. These need to be completed by the deadline set forth by the department.

- **Sharing DeSSA Scores with Students:** Educators may use the following language to VERBALLY share DeSSA scores with students: *Congratulations your preliminary Smarter results show you (met your goal, scored a 3 or 4). Your final scores will be mailed to you this summer. We are proud of you.*
  - Schools and districts shall not share scale scores in case any assessment needs to be rescored; the PL will likely not be affected, but the scale score will likely be affected. **No scores should be written down or posted (such as in Home Access or Schoology).** Scores should only be shared verbally since the scores are embargoed and considered preliminary until mid-August.
  - Districts may create their own policy to embody the above language or further restrict the sharing of scores. Preliminary data can be shared with staff for internal purposes; e.g. a preliminary check of school/grade level targets, preliminary discussions about student placements.
  - No data should be printed and shared with the public. While it is less likely that an individual student score will change, school and district data could change during the data validation process, e.g. when exemptions are applied.

- Encourage the community to voice any concern about any practice they may consider inappropriate by contacting DDOE's Office of Assessment.

- Establish written procedures for investigating any complaint, allegation, or concern about an inappropriate practice. The procedures should ensure the protection of individuals' rights, the integrity of an assessment, and the integrity of assessment results.

- Prohibit the use of any assessment for purposes other than that for which it was intended.

3.4.3 District/Charter and School Administration Violations

- Any practice that supports or assists others in conducting inappropriate preparation activities.

- Any practice that supports or assists any person in inappropriate practices during administration or scoring of an assessment.

- Any practice that corrects or alters any student's response to an assessment either during or following the administration of an assessment.

- Any practice of excluding one or more students from an assessment due in-part because a student has not performed well or may not perform well on the assessment, or because the aggregate performance of a group may be affected by the student's performance on the assessment.

- Any practice that results in a potential conflict of interest or exerts an undue influence on a person administering or scoring an assessment.

- Any practice that either makes or appears to make an assessment process unfair.

3.5 Reporting and Documenting of Security Incidents: Use of the KACE/DOE Helpdesk – Test Updates

For security and other incidents that result in a need to invalidate, reset, reopen, or restore individual student assessments, the request must be approved by the Office of Assessment through KACE/DOE Helpdesk. After this is complete, the actual request for the invalidation, reset, reopen, or restore will be completed by the Office of Assessment.

In some cases an appeal may be submitted to address incidents that are not security related such as reopening an assessment for a student who becomes ill and is unable to resume testing until after testing has expired. These would be done through the Test Update module in the KACE/DOE Helpdesk.

The test updates and conditions for use are described in the following table.

Table 4-1: Test Update Types

Update Type	Description	Conditions for Use
Reset	Resetting a student's test removes that test from the system and enables the student to start a new test.	**The state may reset any online test** if any of the following settings need to be changed because they were incorrectly set: ▪ American Sign Language ▪ Braille ▪ Closed captioning ▪ Translation-stacked (Spanish) Permissive Mode ▪ Translations (Glossaries) **Additional Testing Irregularity Considerations** ***CAT or Fixed Form:*** ▪ Change to accommodations when student has been presented with five items or fewer – submit a Testing Irregularity report? NO ▪ Change to accommodations when Student has been presented with more than five items –submit a Testing Irregularity report? YES ***PT:*** ▪ Change to accommodations when Student has been presented any number of items in a performance task – submit a Testing Irregularity report? YES.
Invalidation	Invalidating a student's test eliminates the test.	**The state may invalidate any test (CAT, *Fixed Form,* or PT):** ▪ If there is a test security breach – enter as Test Breach: YES ▪ If the test is administered in a manner inconsistent with the TAM –submit a Testing Irregularity report? YES ▪ If there is a testing session in which a student deliberately does not attempt to respond appropriately to questions – submit a Testing Irregularity? YES **Note 1***: Invalidated tests will not be scored.* **Note 2:** *After reviewing the circumstances of an incident, DDOE may elect only to document the above conditions as testing irregularities rather than to invalidate the test.*

Update Type	Description	Conditions for Use
Reopen	Reopening a test allows a student to access a test that has already been submitted or has expired. If an *expired* test is reopened, the test will reopen at the location at which the student stopped the assessment.[1] The student will be able to review items within the current segment of the test but cannot return to previous segments. If a *submitted* test is reopened, the test will reopen at the last page of the assessment. The student can review items in the current segment but cannot return to previous segments.	**The state may reopen any test test (CAT, Fixed Form, or PT)** if a student is unable to complete a test due to a technological difficulty that results in the expiration of the test – enter as Testing Irregularity: YES **The state may reopen a CAT or Fixed Form** if a student is unable to complete the test before it expires (45 days) due to an unanticipated excused absence (e.g. illness documented by a medical professional) or unanticipated school closure – submit a Testing Irregularity report? YES **The state may reopen a PT:** ▪ If a student is unable to complete the test before it expires (10 calendar days) due to an unanticipated excused absence or unanticipated school closure – submit a Testing Irregularity report? YES ▪ If a student starts a PT unintentionally—for example, selects a PT instead of a CAT or selects a mathematics PT instead of an ELA PT—and the student is unable to complete the test before it expires (10 calendar days) – submit aTesting Irregularity report? YES ▪ If a student unintentionally submits a test before he or she has completed it—for example, a student submits the ELA PT before completing part 2 – submit a Testing Irregularity report? NO
Restore	Restoring a test returns a test from the reset status to its prior status. This action can only be performed on tests that have been reset.	**The state may only restore a test if a test was inadvertently or inappropriately reset.**
Grace Period Extension	A Grace Period Extension is awarded after a student has exceeded the pause rule to allow the student to revisit any item completed prior to the pause in the current test segment.	The state may award a grace period extension if a student is required to pause a test without being given the chance to review answers. This may occur due to an emergency, a sudden illness, an unexpected technical event, or other occurrence not the fault of the student as approved by the Office of Assessment. Grace Period Extensions will be granted sparingly, and only with proper justification. Each Grace Period Extension will be reported on a test irregularity report.

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[1] A test that is reopened following expiration will remain open for 10 calendar days from the date it was reopened.

Update Type	Description	Conditions for Use
Segment Perm-eability	Segment Permeability allows a student to cross back and forth freely from one test segment to another after the first segment of a test has been completed.	The state may award segment permeability if a student in the first segment of a 2-segment test is required to pause the test without being given the chance to review answers, and upon resuming the test the student finds that they no longer have access to the first segment of the test. This may occur due to an emergency, a sudden illness, an unexpected technical event, or other occurrence not the fault of the student as approved by the Office of Assessment. Segment Permeability will be granted sparingly, and only with proper justification. Segment Permeability will be reported on a test irregularity report.

3.6   Impact and Definitions

This section refers to documentation and reporting of incidents involving test security. Refer to Appendix E: Test Security Chart for a list of test security incident levels and examples of types of issues.

Test security incidents, such as improprieties, irregularities, and breaches, are behaviors prohibited either because they give a student an unfair advantage or because they compromise the secure administration of the assessment. Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident. Improprieties, irregularities, and breaches need to be reported in accordance with the instructions in this section for each severity level. Definitions for improprieties, irregularities, and breaches are provided in Table 4-2.

Table 4-2: Definitions for Test Security Incidents

Type	Definition
Impropriety	An unusual circumstance that has a low impact on the individual or group of students who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity. These circumstances can be corrected and contained at the local level. An impropriety should be reported to the DTC and STC immediately and in KACE/DOE Helpdesk within 24 hours of the discovery of the incident.
Irregularity	An unusual circumstance that impacts an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity. These circumstances can be corrected and contained at the local level and submitted in the online appeals system for resolution. An irregularity should be reported to the DTC and STC immediately and entered in KACE/DOE Helpdesk by the end of the school day on which the incident is discovered.
Breach	An event that poses a threat to the validity of the test. Examples may include such situations as a release of secure materials or a repeatable security/system risk. These circumstances have external implications and may

result in a decision to remove the test item(s) from the available secure bank. A breach incident must be reported immediately in KACE/DOE Helpdesk and DDOE's Office of Assessment should be contacted immediately.

3.7   Test Security Required Action Steps

The Test Security Required Action Steps below depict the required actions to each test security incident in a process flow diagram format.

3.7.1   Impropriety

An impropriety is an unusual circumstance that has a low impact on the individual or group of students who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity.   These circumstances can be contained at the local level. Example: student(s) leaving the testing room without authorization.

Local administrators/ staff take corrective action and document impropriety in KACE/DOE Helpdesk	→	Incident is mitigated as necessary by school staff and DTC is notified for assistance with mitigation as necessary.	→	Designated district employee, i.e., STC/DTC, records impropriety via KACE/DOE Helpdesk, if appropriate, within 24 hours.	→	State authorizes KACE/DOE Helpdesk appeal, if appropriate.

Improprieties are escalated in accordance with state policies and procedures, protocols, and/or guidelines within 24 hours of the discovery of the incident by individual districts into KACE/DOE Helpdesk.

3.7.2   Irregularity

An irregularity is an unusual circumstance that impacts an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity.   These circumstances can be contained at the local level. Example: disruptions during the test session such as a fire drill.

Local administrator/staff take corrective action and document impropriety in KACE/DOE Helpdesk.	→	Incident is mitigated as necessary by school staff and DTC is notified for assistance with mitigation.	→	Designated district employee, i.e., STC/ DTC, escalates irregularity via KACE/DOE Helpdesk, if appropriate, by the end of the school	→	State authorizes KACE/DOE Helpdesk appeal.	→	State reviews KACE/DOE Helpdesk record of irregularity within 24 hours of reporting or in accordance with state protocol.

Irregularities must be escalated by the end of the school day on which the incident is discovered to the state level via KACE/DOE Helpdesk.

3.7.3 Breach

A breach is a test administration event that poses a threat to the validity of the test. Breaches require immediate attention and escalation to the state level. Examples may include such situations as exposure of secure materials or a repeatable security/syste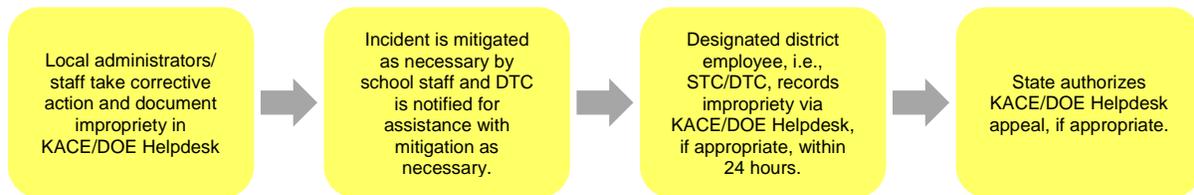m risk. These circumstances have external implications. Example: administrators modifying student answers, or test items shared in social media.

Local Level	Local administrators/ staff report breach to STC and/or DTC by phone immediately.	→	Local administrators/ staff contain the incident as necessary.	→	Local administrators/ staff document incident in KACE/DOE Helpdesk, if appropriate.	→	Local administrators/ staff stand ready to receive further state guidance on dispensation of event.
District Level	District staff investigates security risk and alert state leads via phone.	→			District staff verifies completion and accuracy of KACE/DOE Helpdesk.	→	District staff maintains communication with school and provide guidance as appropriate.
State Level	State alerts Smarter Balanced.	→			State employee reviews incident and containment strategies employed by the district and authorizes ARS appeal as necessary.	→	State stands ready to receive further Consortium guidance.

A breach requires immediate notification/escalation by e-mail or telephone to the state level by the DTC, followed by documentation in KACE/DOE Helpdesk.

3.8 Incident Follow-Up Procedures

3.8.1 Incident Reporting

Despite how well prepared testing personnel may be, the possibility still exists that a mistake will be made. When incidents occur, it is important to have procedures in place to help ensure all the necessary information is gathered so the district can make a clear determination about what occurred. All confirmed testing irregularities must be reported to the DDOE's Office of Assessment via KACE/DOE Helpdesk. DTCs must immediately notify the DDOE's Office of Assessment via e-mail or telephone as soon as they are made aware of any alleged or suspected violations. The nature of serious allegations requires an immediate investigation by the district in order to gather all necessary information while the involved individuals are still available and able to recall details. Districts must ensure all testing personnel are aware of their obligation to report testing irregularities and can easily access local reporting procedures.

Reporting requirements differ based on the severity of the confirmed or alleged violation. Therefore, the DTC must determine whether the incident is a serious or procedural irregularity. However, the contents of all reports submitted to the DDOE's Office of Assessment must clearly lay out the sequence of events and include the district's determination in the matter.

3.8.2 Reporting Requirements for Low Improprieties

Because low improprieties are often the result of minor errors that do not generally represent severe breaches in test security or confidentiality, they require only the submission of an Online Incident Report via KACE/DOE Helpdesk. If more information is needed, DDOE will notify the DTC. Reports for procedural errors must be submitted within five working days of the DTC being made aware of the incident.

For improprieties, report as a security incident in KACE/DOE Helpdesk. You will need to:
1. Clearly outline the sequence of events.
2. Explain what happened and how it occurred.
3. Include information about how the problem was resolved or remedied.
4. Include the name of the individual who assisted you if DDOE was contacted.
5. Include a district determination in the matter.
6. Include information regarding whether the district wants to invalidate the assessment(s) or submit the test(s) to be scored if the impropriety involved any students potentially gaining an unfair advantage on an assessment.
7. Provide a plan of action the district will put into effect to ensure the incident does not reoccur.

3.8.3 Reporting Requirements for Serious Irregularities (Medium–Irregularity and High–Breach)

The DTC is responsible for investigating all confirmed or alleged testing violations. Districts must submit the required information for irregularities by the end of the school day on which they become aware of the alleged violation and immediately if a breach occurs. Depending on the nature and severity of the issue, DDOE may request the district take certain actions, such as interviewing students or interpreting test results, to ensure a thorough and complete investigation. At a minimum, each of the following items must be completed and submitted by the district to fulfill the state's requirements for reporting test violations:
1. Assess what occurred.

2. Determine whether state-mandated testing procedures were violated.
3. Identify the level and specific type of security incident (see Appendix E).
4. Complete a security incident report in KACE/DOE Helpdesk following stated procedures and timelines.
5. Interview all individuals who were involved in or may have information about the incident and document, in writing, and must be signed and dated. Include role and title of each party submitting a statement.
6. Complete a summary of events and timeline including who was involved, why the incident occurred, and how the irregularity was discovered. Statements should provide details about how the individual was involved with the reported irregularity. Individuals implicated in an irregularity report should respond to all allegations.
7. Address and resolve all discrepancies (if any) in the information provided by the individuals involved.
8. Note at what school the incident occurred and during which administration, including information such as date, assessment, grade level, and subject area.
9. If DDOE was contacted for guidance, document when the contact was made and to whom you spoke. If the district was granted permission to take a certain action or instructed on how to remedy an error, include that information in your report.
10. If the irregularity involved any examinees potentially gaining an unfair advantage on an assessment, include information regarding whether the district wants to invalidate the assessment or submit the test(s) to be scored.
11. Document and submit to DDOE disciplinary actions taken locally against educators and/or students.
12. Document the steps the district will take to ensure the irregularity does not reoccur.

3.8.4 Submitting Incident Documentation to DDOE

The DTC will complete the process by submitting a security incident in KACE/DOE Helpdesk. This will send the request to DOE. Additional details on how this application works and how a security incident is processed are documented in the KACE/DOE Helpdesk Information Guide.

In an effort to minimize the burden on districts, supporting documentation is required for all violations. When necessary, users can upload supporting documentation so all submission requirements can be fulfilled in one step. Because statements from individuals involved require a signature, the physical documentation will need to be converted into an electronic format. Districts will scan and save these signed statements and supporting documentation into an electronic file (e.g., a portable document file or PDF) are strongly encouraged to use this option. Scanned files can be easily attached during the submission process and then stored locally to meet retention requirements. Although the system accepts multiple attachments, it is preferred that the documentation be combined into just one scanned file.

3.9 Consequences of Test Security Violations

Administrators, certified and non-certified school staff, and students must adhere to appropriate testing practices. Consequences of violations may include the invalidation of student test results and liability for copyright infringement.

Disciplinary measures for educators and school staff may be determined at the employment level based on a school board's policy and the severity of the test security violations. Examples might

include a written reprimand, suspension, or termination of contract. The DDOE may also pursue its own sanctions of department-licensed individuals for testing irregularities and breaches.

Conduct that violates the security and confidentiality of a test is defined as any departure from the test administration procedures established in this security manual and other test administration materials. Conduct of this nature may include, but is not limited to, the following acts and omissions:

1. Changing or altering a response or answer of an examinee to a secure test item;
2. Aiding or assisting an examinee with a response or answer to a secure test item;
3. Providing, suggesting, or indicating to an examinee a response or answer to a secure test item;
4. Duplicating secure examination materials;
5. Disclosing the contents of any portion of a secure test;
6. Preventing students from accessing electronic devices during the administration of a required state assessment;
7. Failing to report to an appropriate authority that an individual has engaged in conduct outlined in the items listed above;
8. Fraudulently exempting or preventing a student from the administration of a required state assessment; or
9. Encouraging or assisting an individual to engage in the conduct described in the items above.

Any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality as well as any person who fails to report such a violation is subject to the following penalties:

1. Placement of restrictions on the issuance, renewal, or holding of a Delaware educator certificate, either indefinitely or for a set term;
2. Issuance of an inscribed or non-inscribed reprimand;
3. Suspension of a Delaware educator certificate for a set term; or
4. Revocation or cancellation of a Delaware educator certificate without opportunity for reapplication either for a set term or permanently.

In addition, any irregularities in test security or confidentiality may result in the invalidation of students' assessments.

Appendix A:
Title 14, Subchapter IV of the Delaware Code

Title 14, Subchapter IV
State Assessment System Security and Violations

§ 170 Definitions.

For purposes of this subchapter only, the following terms shall have the meanings indicated:

(1) "Assessment administration" means the range of activities from the initial procurement of secure assessment materials including those delivered via the computer through testing and the return of secure assessment materials to the Department or its agents;

(2) "Assessment site" means the physical location of the assessment administration, including a computer lab, classroom, or other room;

(3) "Department" means the Delaware Department of Education;

(4) "Individual" means a student, teacher, administrator, local or state school board member, or other employee, agent or contractor employed by the Delaware public school system whether local or at the state level, and including an employee, agent or contractor of a charter school;

(5) "Log-in" means the process of accessing the assessment website;

(6) "School district" means any school district, special school or charter school created pursuant to the provisions of this title;

(7) "Secure browser" means the computer browser that prevents the student from accessing functions of the computer that are not allowed during assessment;

(8) "State Assessment System" means the assessment program established pursuant to subchapter III of this chapter, including the assessments administered pursuant thereto; and

(9) "Student identification number" means the unique identification number assigned to each student in the State under which his or her student records are maintained.

(73 Del. Laws, c. 81, § 1; 70 Del. Laws, c. 186, § 1; 78 Del. Laws, c. 53, §§ 23-25.)

§ 171 Security and data procedures.

(a) The Department shall promulgate rules and regulations to ensure the security of the assessment administration, training of personnel and collection and reporting of assessment data.

(b) The Department's rules and regulations shall provide for:

(1) The security of the printed materials during assessment administration and the storage under lock and key of all secure assessment materials, including answer documents, before and after assessment administration;

(2) Procedures to safeguard computer access information and use of the secure browser, including the printing of assessment content;

(3) The proper administration of assessments and the monitoring of assessment administrations by school district personnel; and

(4) Procedures for the accurate and timely collection, storage and retrieval of state assessment system materials and data.

(73 Del. Laws, c. 81, § 1; 78 Del. Laws, c. 53, §§ 26-30.)

§ 172 Assessment behavior violations.

It is an assessment security violation for an individual to fail to follow state assessment system administration procedures promulgated by the Department, and no individual shall:

(1) Give any examinee access to secure assessment items or materials except in the regular course of an authorized administration of the state assessment;

(2) Give unauthorized individuals or other persons access to secure assessment items or materials;

(3) Copy, reproduce, use, or otherwise disclose in any manner inconsistent with assessment security regulations and procedures any portion of the secure assessment materials;

(4) Provide answers during the assessment administration either orally, in writing, or by any other means to an examinee;

(5) Coach any examinee during assessment administration by giving the examinee answers to secure assessment questions or otherwise directing or guiding a response or by altering or interfering with the examinee's response in any way;

(6) Fail to follow security regulations and procedures for the storage, distribution, collection and return of secure assessment materials or fail to account for all secure assessment materials before, during and after assessment administration;

(7) Fail to properly monitor assessment administration, including permitting inappropriate collaboration between or among individuals; fail to remove or cover nonallowable resources from the assessment site during the assessment administration; or fail to destroy scratch paper used by students during the assessment administration;

(8) Fail to prohibit students from accessing or using electronic equipment (e.g., cellular phones, personal digital assistant devices, iPods, electronic translators), other than those authorized for use by the Department for the assessment administration;

(9) Fail to confirm proper identification of students being administered the assessment or intentionally give a student the wrong student identification number during the log-in, causing any student to log in and take the assessment under another student's records;

(10) Fail to collect and destroy any materials bearing student identification number(s) and student name(s) used to provide student(s) with this information during the assessment administration;

(11) Produce unauthorized copies of assessment content from the computer website; fail to properly destroy authorized copies; or allow copies to be taken outside the assessment site;

(12) Allow assessment administration by unauthorized personnel or personnel who have not received assessment administration certification;

(13) Administer secure assessments on dates other than those authorized by the Department;

(14) Participate in, direct, aid, counsel, assist, encourage or fail to report any of the acts prohibited in this subchapter; or

(15) Refuse to disclose to the Department information regarding assessment security violations; or

(16) Refuse to cooperate in the investigation of a suspected breach of assessment security, whether such investigation is conducted by a school district or the Department. The investigation shall include a review of mitigating circumstances, if applicable.

(73 Del. Laws, c. 81, § 1; 78 Del. Laws, c. 53, §§ 31-41.)

§ 173 Data reporting violations.

School districts and individuals shall not:

(1) Fail to report assessment scores, numbers of students administered the assessments any other data element required to be reported to the Department;

(2) Report incorrect or otherwise inaccurate assessment scores, numbers of students administered the assessments or any other data element required to be reported to the Department;

(3) Exclude a student from participation in the state assessment except in accordance with the regulations of the Department;

(4) Refuse to disclose to the Department information concerning a violation of the foregoing data reporting requirements; or

(5) Refuse to cooperate in the investigation of a suspected data reporting violation, whether such investigation is conducted by a school district or the Department. The investigation shall include a review of mitigating circumstances, if applicable.

(73 Del. Laws, c. 81, § 1; 78 Del. Laws, c. 53, §§ 42, 43.)

§ 174 Civil sanctions for violations.

(a) A student who violates any of the provisions of § 172 of this title shall be subject to the following:

(1) At the discretion of the Department, the assessment score of such student may be invalidated and the student may be declared ineligible to retake the assessment until the next official testing opportunity; and

(2) Such disciplinary action as deemed appropriate by the student's school district.

(b) An individual other than a student who knowingly violates any of the provisions of this subchapter shall be subject to the following:

(1) Such personnel sanctions as might otherwise be imposed by the individual's employer for an act of misconduct;

(2) A hearing conducted by the Professional Standards Board to determine revocation of any license issued to such individual pursuant to the provisions of Chapter 12 of this title; and

(3) Payment of any costs incurred by the State or Department as a result of the violation.

(73 Del. Laws, c. 81, § 1; 78 Del. Laws, c. 53, § 44.)

Appendix B:
Delaware Department of Education (DDOE)
Unethical or Inappropriate Practices

DDOE Unethical or Inappropriate Practices

Unethical or Inappropriate Practices in Preparing Students for Assessments

When preparing students for assessments, staff members shall refrain from engaging in any:

1. Preparation activity that undermines the reliability and/or validity of inference drawn from the assessment results;
2. Practice that results solely in raising scores or performance levels on a specific assessment instrument, without simultaneously increasing the student's achievement level as measured by other tasks and/or instruments designed to assess the same content domain;
3. Practice involving the reproduction of actual assessment materials, through any medium, for use in preparing students for an assessment;
4. Preparation activity that includes questions, tasks, graphs, charts, passages or other materials included in the assessment instrument or in a parallel form of the instrument, and/or materials that are paraphrases or highly similar in content to those in actual use;
5. Preparation for the assessment that focuses primarily on the assessment instrument or a parallel form of the instrument, including its format, rather than on the objectives being assessed;
6. Practice that supports or assists others in conducting unethical or inappropriate preparation activities.

Unethical or Inappropriate Practices in Administering and Scoring Assessments

When administering and/or scoring assessments, staff members shall refrain from:

1. Using an assessment instrument for purposes other than that for which such instrument has been validated;
2. Engaging in a practice that results in a potential conflict of interest or exerts undue influence on those administering or scoring the assessment, which would make the assessment process unfair to some students;
3. Modifying the procedures for administering and/or scoring the assessment resulting in nonstandard and/or delimiting conditions for one or more students;
4. Engaging in a practice that allows people without sufficient and appropriate knowledge and skills to administer and/or score the assessment;
5. Engaging in an administration or scoring practice which produces results contaminated by factors not relevant to the purposes of the assessment;
6. Excluding one or more students from an assessment solely because the student has not performed well, or may not perform well, on the assessment and/or because the aggregate performance of the group may be affected;
7. Guiding a student's responses during an assessment through any type of gesture, facial expression, use of body language, comment, or any other action;
8. Providing students with any definitions of words or terms contained in the actual assessment instrument either immediately preceding or during the administration of an assessment;
9. Erasing, darkening, rewriting, or in any other way correcting or altering student responses to an assessment task during or following the administration of an assessment; and
10. Supporting or assisting others in unethical or inappropriate practices during the administration and/or scoring of assessments.

Appendix C:
Universal Test Security and Non-disclosure Agreement

Delaware Department of Education
Office of Assessment
Universal Test Security and Non-disclosure Agreement

Security Certification – Complete Prior to Test Administration
FOR USE WITH ALL DeSSA ASSESSMENTS

I do hereby certify that I have received, understand, and agree to by abide to the DeSSA Test Security Manual governing the Assessment System supported by Subchapter IV, Chapter 1, Title 14 of the Delaware Code, which enumerates possible violations of test security and provides the sanctions for such violations. I do hereby certify, warrant, and affirm that I will faithfully and fully comply with all requirements and practices concerning test security and confidentiality, specifically:

SECURITY REQUIREMENTS AND PRACTICES
- That no person has in any way copied or reproduced any part of a secure test, including any part of a student response, without expressed written permission from the Delaware Department of Education or as explicitly specified in the instructions for the assessment.
- That I will not copy, reproduce, use, or otherwise disclose any portion of secure test/assessment materials in any manner inconsistent with test security regulations and procedures.
- That I will not disclose, describe, or discuss specific test/assessment questions verbally, in writing, or by any other means, including dissemination through social media, to any other person.
- That no person has revealed any of the contents of a secure test except where authorized by the procedures governing administration of such test.
- That no person has corrected, altered, or provided assistance with student responses to a secure test.
- That no unauthorized person has access to or inspected or viewed any part of a secure test.
- That I take actions to prevent students from accessing electronic devices during the administration of a required state assessment.
- That I will report any suspected violations of test security or confidentiality to the District Test Coordinator, School Test Coordinator, or school administrator.

SECURITY ACKNOWLEDGEMENTS
- That I understand my obligations concerning the security and confidentiality of all DeSSA assessments.
- That I understand student information is confidential and I am obligated to maintain and preserve the confidentiality of this information.
- That I am aware of the range of penalties that may result from a departure from the documented test administration procedures for the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality.

(continued on next page)

By signing my name to this document, I am assuring the Delaware Department of Education, the local education agency (district and/or school), and its contractor(s) that I will abide by the above conditions and all such found in the DeSSA Test Security Manual and Subchapter IV, Chapter 1, Title 14 of the Delaware Code.

I hold the following roles within DeSSA administration (check all that apply):

- ☐ Department of Education staff
- ☐ Superintendent / Chief school officer
- ☐ District test coordinator
- ☐ School test coordinator
- ☐ Principal / Assistant Principal

- ☐ Test administrator
- ☐ Special education coordinator
- ☐ Support Staff
- ☐ Other _____

_____
Signature

_____
Printed Name

_____   _____   _____
District/Charter Name   School Name   Date

Retain this form at the district or school level.

Appendix D:
Policy on Electronic Devices During
Standardized Testing

Policy on Electronic Devices During Standardized Testing

Under direction of the Delaware Department of Education (DDOE), schools must enforce this strict cellphone policy during standardized testing to maintain test security. This policy applies to all DeSSA administered assessments—national-, state-, and district-level that are identified in Section 1.1 – Program Overview of this document. If parents or family members need to contact a student during testing days, they may call the school office.

The term *electronic device* includes any personal, non-educational device with an on-off switch, *with the exception of medical equipment*, most commonly:

- Cell phones
- Smart phones and watches
- MP3 players, iPods, or other music players
- iPads, tablets, laptops, or other computers
- Pagers

Schools must clearly inform students that:

- ***Bringing an electronic device into the testing area violates school and state policy.***
- ***Violation of this policy is grounds for confiscation and a search of the device.***

The following procedures must be implemented when test materials are distributed:

- Electronic devices must be turned completely off. They may not be on "silent" or "vibrate" modes.
- Electronic devices may not be on a student's body, including in pockets or otherwise stored in clothing.
- Electronic devices must be stored in a secure location away from students.

If an electronic device is found on a student during testing, schools must adhere to the following procedures:

- Confiscate the electronic device.
- If the circumstances provide a reasonable basis to search it, the device will be checked for pictures, texts, transmissions by applications (such as Facebook or Snapchat), and any other recent use related to security of the test.
- Continue testing the student.
- Contact the STC, Principal, and/or the DTC.
- Upon completion of the testing session, interview the student regarding use of the device.
- Enforce school/district disciplinary action.
- Report the test security incident to the state via KACE/DOE Helpdesk.

Appendix E:
Test Security Chart

Test Security Chart

The Test Security Chart shows the test security incident levels and examples of types of issues.

Level of Severity/ Potential Effect on Test Security	Types of Issues
LOW Impropriety	Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption in the testing session for other students.
	Student(s) leave the test room without authorization.
	Administrator gives incorrect instructions that are not corrected prior to testing.
MEDIUM Irregularity	Student cheating or providing answers to each other, including passing notes, giving help to other students during testing, or using hand-held electronic devices to exchange information.
	Student(s) accessing the Internet or any unauthorized software or applications during a testing event.
	Student(s) accessing, possessing, or using unauthorized electronic equipment (e.g., cell phones, PDAs, iPods, or electronic translators) during testing.
	Disruptions to a testing session such as a fire drill, school-wide power outage, earthquake, or other acts.
	Administrator or Coordinators failing to ensure administration and supervision of the Smarter assessment by qualified, trained personnel.*
	Administrators or coordinators leaving related instructional materials on the walls in the testing room.*
	Administrator or Coordinator giving out his/her username/password (via email or otherwise), including to other authorized users.*
	Administrator or teacher coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work.*
	Administrator providing students with non-allowable materials or devices during test administration or allowing inappropriate designated supports and/or accommodations during test administration.*
	Administrator allowing anyone other than a student to log into the test unless prescribed as an allowable accommodation in the student's IEP. This includes TAs or other staff using student information to log in or allowing a student to log in using another student's information.*
	Administrator providing a student access to another student's work/ responses.*

Level of Severity/ Potential Effect on Test Security	Types of Issues
HIGH BREACH	Administrator or Coordinator modifying student responses or records at any time.*
	The live Student Interface or TA Interface being used for practice instead of the Training or Practice Tests.*
	Administrator or student posting items or test materials on social media (Twitter, Facebook, etc.).*
	Administrator allowing students to take home test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials.*
	Administrator or student copying, discussing, or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes.*
	Secure test materials being shared with the media (such as the writing prompts, test items, or reading passages) or media is allowed to observe a secure test administration.*
	Administrator, Coordinator, or student improperly removing secure testing materials such as test items, stimuli, reading passages, writing prompts, or scratch paper from the testing environment.*

* = may be referred by the Office of Assessment to DDOE investigators for action related to licensure

Appendix F:
What to Do When Guide

Before Testing

Description	What to Do
1. A student is chronically truant.	Do not submit incident report. No exemptions will be granted.
2. A student is present at school but refuses to take the test any time during the testing window.	Submit an incident report in the Assessment Request Application for the individual student for the affected tests.
3. A student is being treated as in-patent in a non-DSCYF mental health facility during the testing window.	Submit a request for an exemption in the Assessment Request Application. Keep letter from the doctor on file at the district office.
4. A student was recently released from a mental health facility, and his or her doctor believes the student should not test.	Submit a request for an exemption in the Assessment Request Application. Keep letter from the doctor on file at the district office.
5. A student is not showing for the school in which he/she is currently enrolled.	Review DELSIS 2.0 and eSchool. If the student is correct in these applications, submit a data review in the Assessment Request Application to your STC and submission to DOE for review.
6. A student does not show correct accommodations in DeSSA TIDE.	Review Assessment Accommodations to make sure all accommodations are correct. If the accommodations are correct, submit a data review in the Assessment Request Application to your STC and submission to DOE for review.
7. A student is hospitalized or homebound with a serious or terminal illness.	Submit a request for an exemption in the Assessment Request Application. Keep letter from the doctor on file at the district office.
8. There is a death in the family before or during the testing window.	Determine whether the child can be tested at the end of the testing window—if that will not be feasible, submit an exemption.
9. A student is in a DSCYF juvenile detention facility.	Do not submit an exemption. Make sure student has a home school record associated with your district and the student has been enrolled at detention facility.
10. A student is in a court-ordered private placement in-state.	Submit a request for an exemption in the Assessment Request Application. Keep letter from facility on file in district office. If the student does return, he or she must be given the opportunity to test.
11. A student is in a court-ordered private placement out of state.	Submit a request for an exemption in the Assessment Request Application. Keep letter from facility on file in district office. If the student does return, he or she must be given the opportunity to test.
12. A student is in DAPI or Consortium Discipline Alternative Program (CDAP).	Student will be tested at current CDAP facility. Make sure student has home school record and the CDAP facility has entered the student record for its facility.

Description	What to Do
13. A student is in an adult prison.	Submit a request for exemption in the Assessment Request Application.
14. A student delivers a baby shortly before or during testing.	Submit a request for exemption in the Assessment Request Application. Keep letter from doctor on file at the district office.
15. A student who wears glasses or takes medication on a daily basis is without them on testing day.	Postpone testing for student and have student take test at a later time in the testing window.
16. A student qualifies for English as a Second Language (ESL) services, but the student's parent / guardian / caregiver has withdrawn him or her from ESL services. Can this student have testing accommodations? Can this student qualify for an exemption in the ELA/literacy assessment?	If a student meets the criteria to be identified as an ELL and receives ESL services, a student may receive ELL accommodations even if parent/guardian/caregiver has withdrawn the student from ESL services. Please see the Guidelines for Inclusions for ELL Students to determine whether a student can be excluded from the ELA/literacy assessment.

During Testing

Description	What to Do
1. A student becomes sick during testing.	Pause student test and allow student to return during make-up session(s) to finish test.
2. A student is removed from test session due to student misbehavior.	Pause student test and allow student to return during make-up session(s) to finish test.
3. A student is given a test accommodation that is not in his or her IEP.	Submit an incident report in the ARS indicating name(s) and ID numbers of students involved. Indicate which accommodations were incorrectly provided. The student test will be reset so the student is able to take the test with appropriate accommodations only if a student has taken fewer than six test questions.
4. A student starts a test without his/her accommodations available on the test.	Submit an incident report in the ARS indicating name(s) and ID numbers of students involved and request a test reset. Make sure all accommodations are correct in Assessment Accommodations and then successfully transferred to DESSA TIDE for specific student. The student's test will be reset so the student is able to take the test with appropriate accommodations only if a student has taken fewer than six test questions.
5. A testing behavior violation occurs.	Report incident in the Assessment Request Application to the district's DTC, who will contact the DOE Office of Assessment. The School Administrator or District Administrator should submit

Description	What to Do
	an online incident report. Refer to test security manual.
6. A student is cheating.	Submit an incident report in the Assessment Request Application. Enforce district policies for student misconduct.
7. A student who has test accommodations has not been provided one or more of these accommodations during a test session.	Submit an incident report in the Assessment Request Application. Make sure the student is provided with appropriate accommodations for any remaining test sessions. The student will only be reset if they meet the new reset criteria.
8. A student moves out of the school before all test sessions are completed.	Student can complete testing in new district if moving within the state—no action is necessary.
9. A student moves into the school in middle of testing window. He or she has completed part of the test in previous school.	Identify which test (content) sessions the student has or has not completed by reviewing the DeSSA Online Reporting System (ORS) Plan and Manage testing participation reports, and test the student in make-up test sessions if the student's class has already tested.
10. A student registers in school from out of state during testing window.	The student should be administered all tests that he or she can complete before the testing window has ended. If the student needs accommodations, the Assessment Accommodations application will always remain open, and all accommodations can be entered at any time.
11. The building experiences a fire drill, emergency situation, or extended power outage.	The TA should ensure student safety and pause the test if time permits. Testing should be continued when order is restored if time permits. If not, a new test session must be scheduled to give the students sufficient time to complete the test.
12. The building experiences a fire drill, emergency situation, or extended power outage or computer issue, and students are unable to return to review tests before the pause time expires.	If the students were unable to access their tests before the pause rule expired, submit an incident report in the Assessment Request Application identifying all students affected and request a re-open.

Appendix G:
What to Do After Testing for Students

What to Do After Testing for Students

When administering an untimed test, students will finish at different times. What students are allowed to do while other students finish is a dilemma. Here is DDOE's list of recommended, suggested, and prohibited activities. This list is not complete. If you have doubts about the appropriateness of an activity, contact Dusty Shockley at DDOE.

Activity	Status	Rationale
Leave the testing room and report back to regularly scheduled activity	Recommended	Student instructional time is not wasted
Leave the testing room and report to pre-designated, monitored holding area, with or without a scheduled activity	Recommended	Students are engaged
Sit quietly in their seats	Allowed	This will be conducive to a quiet testing environment for others but will be difficult for many students
Read a preapproved book or preassigned material not related to the tested subject	Allowed	Quiet, not a major security risk
Write or draw in a journal, diary, or on any paper	**Prohibited**	Security risk that students may transmit item content
Complete school assignments, even for content not related to the tested subject	**Prohibited**	Security risk with other students still testing
Listen to music on their IPod, etc.	**Prohibited**	Electronic devices are not allowed in the testing room
Use their cell phone	**Prohibited**	Electronic devices are not allowed in the testing room
Play video games on the computer	**Prohibited**	Too distracting to other students
Use the computer to research answers to questions they missed	**Prohibited**	Security risk with other students still testing
Use the computer to communicate	**Prohibited**	Security risk that students may transmit item content
Use the computer for any other reason	**Prohibited**	Too difficult to monitor
Talk or signal to other students	**Prohibited**	Too distracting to other students and security risk
Move about the testing room	**Prohibited**	Too distracting to other students

Appendix H:
Educator Evaluation Measure B Disclaimer and Acknowledgement Requirements

Educator Evaluation Measure B
Disclaimer and Acknowledgement Requirements

Educators utilizing Measure B assessments as part of the state's Student Improvement Component (Component V) for educator evaluation are required to read and acknowledge the Measure B Disclaimer & Acknowledgement, Security Practices document, and Test Security for Measure B document before administering a Measure B assessment. Districts and charter schools must keep a signed copy of the acknowledgement on file for each educator.

- Measure B Disclaimer and Acknowledgement (includes acknowledgement for signature)
- Security Practices
- Test Security