



DISTRICT TEST SECURITY PROCEDURE

District Test Security Procedures for STRIDE Academy for school year 2025-2026 **ASSESSMENT STAFF**

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

Nathan Schwieters

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

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

School Assessment Coordinator	School(s)
Nathan Schwieters, Tanner Bechtold, Nelson Vasquez, Eunice Gyamerah Kolfreya, Cindy Pederson	STRIDE Academy Charter School

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

DISTRICT MONITORING OF TEST ADMINISTRATION

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

The District Assessment Coordinators will conduct random, unannounced observations of testing rooms to confirm adherence to state and district policies and procedures by Test Administrators, Test Monitors, and other staff. This will include both ACCESS and MCA administrations. The randomly chosen testing rooms will be done by an odd or even testing day to match up with an odd or even grade level scheduled to test for that day. Similar observations will be conducted for other aspects of test administration, like inventorying and organizing secure test materials, distributing test materials on the day of testing, and preparing technology for online testing. The DAC will use the Minnesota Statewide Assessments Monitoring List which is located in Appendix C of the Procedures Manual for Minnesota Statewide Assessments.
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(Include how visits are determined and how information will be collected and shared following the visit.)

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

All Homeroom Classroom teachers for Gr. K-8, Special Education Teachers, Multilingual Teachers, and Technology Staff.

TESTING CALENDAR

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

Nathan Schwieters

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

Nathan Schwieters, Tanner Bechtold

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

Nathan Schwieters, Tanner Bechtold

TRAINING AND COMMUNICATION

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

Staff Member	Method(s) for Verifying Training Completed
Nathan Schwieters	Assigning and checking progress on Pearson Access Next training website and WIDA Secure Portal Training for Access and Alternate Access

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

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

Role	Additional Trainings
All Staff (Including non licensed staff such as custodians)	Testing Monitor and ActiveTest Monitoring
ML Staff	Access / Alternate Access Testing Training and Monitoring
MTAS Staff	MTAS Testing Training / Alternate Access Testing Training
Technology Staff	Technology Training

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

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

Method(s) for Providing District Policies and Procedures	Staff Member
Via electronic and paper copy to all staff	Nathan Schwieters

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
Nathan Schwieters	Via instructional email sent prior to test training for staff

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

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

Student Resources	Grade
Pearson Access Next - Preparing for testing	K-8

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

The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

Staff Member	Method(s) for Communicating
All Staff	Verbal Instructions prior to testing

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

The district's processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

Process for Documentation	Method(s) for Communicating
Parent / Guardian completion of Parent Refusal Form located on District Website and Parent / Student handbook	Via verbal and electronic notice

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

The district's process for ensuring that students take the correct assessment and receive the general supports, linguistic supports, and/or accommodations required is explained below:

Special Education Staff, 504 Coordinator, and Multilingual Education Staff will prepare excel spreadsheet / google sheet of accommodations and modifications which will be used by DAC during the pretest edit process.

(Include how information on which test – MCA or MTAS; ACCESS or Alternate ACCESS – and general support, linguistic supports, and accommodations is communicated with the applicable school staff.)

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

Homeroom Classroom teachers will prepare classrooms for testing by removal of all instructional aid materials on walls and desks. Homeroom Classroom teachers will set up testing rooms to allow for spacing between desks to maintain testing security. Classrooms will be checked by DAC prior to the testing window.

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

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

Procedure	Staff Member
No testing classroom will have security cameras in them.	DAC and Technology Staff

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

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

Materials	Staff Members	Collection and Distribution Plan
Pencil and Scratch Paper	All Staff	Materials will be supplied by school and handed out by Homeroom Classroom teachers (testing monitors) prior to testing and collected by testing monitors upon completion of testing.

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

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

Plan	Staff Member
Students will be testing in their Homeroom Classrooms.	All Staff

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

Testing Monitors will use a labeled seating chart to track students in the testing room and will record themselves and any other testing monitor present.

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

Students and Testing monitors will be instructed to leave all cell phones and electronic devices outside of the testing room by DAC and Technology Staff. If a cell phone or electronic device is found in the testing room, such device will be confiscated, the test will be stopped, and notification will be given to MDE.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST ADMINISTRATION

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

Procedure for Student Breaks	Plan for Securing Test Content
Students will raise their hand to request a break from the Testing Monitor. The testing monitor will log students out of the test and log them back in upon returning.	Testing Monitor will collect testing materials and devices during student break.

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

Students will raise their hand to request a break from the Testing Monitor. The testing monitor will log students out of the test and log them back in upon returning.

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Hallway Monitors - Paraprofessionals

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

Staff Member to Contact	Communication Method
DAC and Technology Staff	Via landline phone located in testing room

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members

listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
Students will raise their hand to request a break from the Testing Monitor. The testing monitor will log students out of the test and log them back in upon returning.	DAC and Technology Staff

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

Students and Testing Monitor will exit the testing room due to emergency or fire drill. Upon returning to the testing room, testing monitors will enter first and close testing sessions. Testing sessions will be restarted for students and notification of the situation will be given by DAC to MDE.

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

Testing Monitor will contact DAC or Technology Staff to take their place in the testing room and will be noted on the labeled seating chart for a change of testing monitor.

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

Procedure	Allowable Activities (if applicable)
Students will raise their hand to notify the Testing Monitor of completion. The testing monitor will log students out of the test and collect materials. Students can then read a book that was brought with them to the testing room and will be instructed to remain quiet.	Read a book

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

Students who need extra time will be given an extra testing session in a designated testing room at a later time scheduled by DAC and Technology Staff.

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

Only Students who need extra time will be granted access to the designated testing room.

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

Procedure	Staff Member to Contact
Students will raise their hand to inform the Testing Monitor of errors or issues with testing devices. Testing Monitor will log students out and issue or error will be recorded and reported to MDE by DAC.	DAC and Technology Staff

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

Procedure	Staff Member to Contact
Testing Monitors will record misadministrations and contact DAC and Technology Staff via landline phone located in the testing room. DAC will report misadministrations to MDE.	DAC and Technology Staff

(If not reported directly to the District Assessment Coordinator, also include how information will be communicated to him/her.)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

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

Only the testing administration process will be discussed with students as to how it went, no testing questions or testing specifics are allowed to be discussed.

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

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

Special Ed Testing Monitors will enter responses upon completion of the test within the testing window.

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

The staff members listed below are responsible for entering MTAS data from MTAS Data Collection Forms:

MTAS Testing Monitors will enter MTAS data upon completion of the test within the testing window.

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

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

School	Secure Location(s)
STRIDE Academy Charter School	District Assessment Coordinator's Office

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

Executive Director, Principals, DAC, Custodial Staff.

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

Staff Member	Procedure
DAC	The DAC will distribute secured test materials to the Testing Monitors prior to the testing session.

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

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

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

Staff Member Inventorying Materials	Procedure for Discrepancies
DAC	DAC will contact the Testing Monitor to locate missing materials. Missing materials will be recorded and reported to MDE.

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

Staff Member Organizing Materials	Procedure
DAC	DAC will organize and distribute test materials to all Testing Monitors prior to the testing session.

Distribution of Materials to Test Monitors or Test Administrators

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

DAC will organize and distribute test materials to all Testing Monitors prior to the testing session.
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(Separate information by test, mode, and/or role as needed.)

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

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

Testing Monitors will collect testing materials and return to DAC to secure in a locked office. DAC will redistribute the collected materials to the Testing Monitor prior to the next testing session.

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

Return of Materials

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

DAC

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

Staff Member	Secured Location
DAC	DAC's Office

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

DAC

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

DAC

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

The district's policy about providing preliminary test results is detailed below:

The preliminary test results will be shared by the DAC to STRIDE Administration via electronic and paper copy.

The following information is communicated if preliminary results are provided:

STRIDE Administration signs a nondisclosure agreement upon receiving of preliminary results and the DAC informs STRIDE Administration of appropriate use of preliminary results that they may not be made public until the embargo on results has been lifted.

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

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

Staff Members	Methods
STRIDE Administration, Homeroom Classroom Teachers, Special Education Teachers, and Multilingual Staff	Via electronic, paper and data warehouse system (viewpoint)

(Methods may include student information systems, data warehouses, or service provider systems.)

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

STRIDE Staff sign a nondisclosure agreement upon receiving of embargoed results and the DAC informs STRIDE Staff of appropriate use of embargoed results that they may not be made public until the embargo on results has been lifted.

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

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

ISRs will be distributed to families via paper copy at Fall back to school conferences/parent connection meetings. Families not attending Fall back to school conferences will be mailed paper copies.

(Hard-copy or electronic versions of the ISRS may be provided. Ensure the method for providing takes student data privacy into account.).