



State Assessment Security Training

Complete and submit to your principal at least one week in advance of testing.

This document is designed for district employees (and contract providers) who must be present during state assessments, but will not be administering the test; for example nurses or one-on-one paraeducators. Washington State requires that you be properly trained in security and basic administration in order to be present during the administration of any state assessment.

This training is not the Test Administrator (Proctor) Training and completing this training does not provide the information required to properly administer state assessments.

Please contact [Quiana Hennigan](#) at (425) 385-4057 with any questions or concerns.

State Assessment Roles

It is important for all staff involved in state assessment to understand their roles and the roles of others.

- District Coordinator: Ensures compliance to policies and procedures and communicates between state and district. [Quiana Hennigan](#)
- School Coordinator: Coordinates testing at the school and communicates to the DC. Often an assistant principal.
- ML Designee: Categorical department's point of contact in the school.
- Test Administrator: proctor trained staff member who administers the assessment.
- Proctor: Security trained staff member on hand to support the student during test administration.

State Assessment Overview

Please review the descriptions of the state assessments below, paying special attention to the assessment relevant to your work. If you would like additional information about the assessment, please reach out to your school or district coordinator.

WIDA Screener

The WIDA Screener measures English language proficiency to determine eligibility to receive English language development (ELD) services. All students (K-12) whose families say that the home or native language is not English on the Home Language Survey will take this assessment. Dependent on student grade level and accommodation needs, the test may be fully paper-pencil, hybrid online and paper-pencil, or entirely online.

WIDA ACCESS

The WIDA ACCESS measures English language proficiency. All students eligible for ELD services or qualified as a Title III Native American are required to test yearly. Students with significant cognitive disabilities take a different test annually, see below. Students who score proficient on the WIDA ACCESS are exited from eligibility for ELD or Title III Native American services. This



State Assessment Security Training

assessment is used for federal and state accountability. Dependent on student grade level and accommodation needs, the test may be fully paper-pencil, hybrid online and paper-pencil, or entirely online.

WIDA Alternate ACCESS

The WIDA Alternate Access is a paper-pencil test administered by special services staff to students who qualify for ELD or Title III Native American services but cannot access the WIDA ACCESS assessment due to a significant cognitive disability. Students who qualify for WIDA Alternate Access testing do not exit from ELD or Title III Native American services eligibility. This assessment is used for federal and state accountability and is fully paper-pencil.

Smarter Balanced Assessment (SBA)

The SBA is an online assessment that measures on-grade level proficiency in English Language Arts (ELA) and mathematics. All students in grades 3-8 and 10, other than select students with significant cognitive disabilities, are required to take this assessment. This assessment is used for federal and state accountability, and can be used as a graduation pathway option (at the high school level).

Washington Comprehensive Assessment of Science (WCAS)

The WCAS is an online assessment that measures on-grade level proficiency in science. All students in grades 5, 8, and 11, other than select students with significant cognitive disabilities, are required to take this assessment. This assessment is used for federal and state accountability.

WA-AIM

The WA-AIM is the alternative to the SBA and WCAS for students with significant cognitive disabilities. It is administered by Case Managers in ELA, math, and science at the same grades as SBA and WCAS. This paper-pencil assessment is used as a graduation pathway option at the high school level and is used for federal and state accountability.

Code of Conduct & Non-Disclosure

All district employees are expected to comply with the Code of Professional Conduct: [Chapter 181-87 WAC](#). Professional conduct typically includes the below:

- Understand and follow testing protocol and procedures

If you do not understand your testing role, you should not test until you are clear. Your school or district coordinator can assist you. Not understanding protocol/procedure will not prevent consequences for you or students impacted.

- Maintain test security and integrity

Test data is used in many important ways: graduation requirements, credit recovery/proficiency, state/federal accountability, and program evaluation. Ensuring

State Assessment Security Training

security and test validity is critical to our students. Each task is carefully designed and piloted at great cost to our state. Maintaining an uncompromised item pool is critical to delivering the best assessments for our students. The importance of security to our students is directly related to the seriousness with which the district and state consider breaches of security.

- Communicate properly about state assessments to students

Students should always be encouraged to do their best on all state assessments. Never advise a student to skip or do less than their best work on assessments.

- Provide accommodations and supports exactly as specified

Student supports and accommodations are carefully selected by IEP and 504 teams to support individual students. These students are trained in the use of specific supports. If you know something is missing or is being provided that shouldn't be, report this to an administrator right away. Do not start testing without the correct supports available.

- Monitor classrooms and properly document and report incidents

Monitor students; but do not monitor test content. All state assessment content is *secure*. This includes anything on student screens or booklets, student notes and scratch paper, WIDA teacher booklets, cards, and other paraphernalia, student test tickets, and any other items marked "SECURE". Secure means that you may not disclose in any way the information in the test, nor should you seek it out. Disclosing test content directly or indirectly is a misdemeanor ([RCW 28a.635.040](#)).

Incidents: Anything Unexpected or Unusual

As a security trained employee in the testing room, you have an obligation to do your part in ensuring that proper administration of the test occurs. You must alert an administrator if the following occurs:

- Cheating
- Use of unauthorized item such as a personal technology, other programs, notes, books etc.
- Unauthorized persons in testing room such as untrained staff, volunteers, or press
- Interruptions such as power failure, internet failure, announcements, earthquakes, or lockdowns
- Administration of incorrect test
- Incorrect administration of an accommodation
- Security breaches (when testing information breaches the test environment)

If an incident does occur, it is critical that you remain calm and support the Test Administrator and student. Students are very sensitive to adult moods. When possible, testing should continue.

State Assessment Security Training

Testing Room Dos and Don'ts

- Do maintain a calm and positive attitude during testing and about testing.
- Do help the Test Administrator with incidents.
- Do ensure that scratch paper and test tickets (secure items) are not left with the student or in the testing environment. Test Administrators should retain or shred these items in accordance with rules and procedures.
- Silence and put away your cell phone or other prohibited technology. Access personal technology only for the purpose of administration.
- Do think ahead:
 - If you are security trained due to a possible need to enter the testing space, *do not plan to enter and leave the space repeatedly during testing*. Avoid distracting the student.
 - Likewise, if you are security trained due to shared offices, it is best if you do not linger in the room during testing.
- Don't distract students by:
 - making noise
 - talking, even quietly
 - repeatedly entering and leaving the testing space
 - lingering unnecessarily in the testing room
 - wearing noisy shoes, clothing, or jewelry
- Do not audio or visual record, photograph, discuss, remove, photocopy, transfer or otherwise duplicate secure test information.
- Do not intentionally seek out secure information for any purpose other than appropriate administration of the assessment.
- Do not disclose any test content verbally or in writing to another individual unless you are directly told to do so by the District Assessment Coordinator. If you are not sure if something is secure, err on the side of caution. When possible try to avoid viewing or printing any test content, student responses, or notes.
- If you do become aware of any secure information, **do not share the information with others.**



State Assessment Security Training

Signatures

I, _____ understand the information written in this packet.

Print First and Last Name

_____ I understand and will comply with the rules and procedures outlined in this packet.

Initial

_____ I understand that I am not to seek out, reproduce, copy, or disclose secure test

Initial

information in any fashion.

_____ I understand the consequences of disclosing secure test content.

Initial

_____ I understand that I am to ensure that any incidents that occur in the testing room are

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reported to my school or district coordinator.

_____ If I have any questions about appropriate proctoring, I understand that I should contact

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my school or district coordinator for assistance.

_____ If present during WIDA Alternative testing: I have completed the attached WIDA Non-

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Disclosure Agreement (to be submitted to my school coordinator)

Proctor Name _____

Proctor Signature _____

Date Completed _____

Principal or School Coordinator Signature _____ **Date** _____

Principals: place signed document in SBA binder to submit in June.



State Assessment Security Training

WIDA Non-Disclosure Agreement

IMPORTANT INSTRUCTIONS: This document is for local school/district recordkeeping. Each school/district shall maintain a signed copy for every individual involved in administering the Alternate ACCESS for ELLs assessment. You will need to print and sign the paper version of this document. Please, do not return copies to DRC and/or WIDA. This document needs to be signed once per year.

NON-DISCLOSURE and USER AGREEMENT (NDUA) for Alternate ACCESS for ELLs

As a user of the WIDA Alternate ACCESS for ELLs test materials, you must agree to the conditions of this WIDA Non-Disclosure and User Agreement.

WIDA Alternate ACCESS for ELLs®. The Board of Regents of the University of Wisconsin System (the "Regents"), on behalf of the WIDA Consortium ("WIDA") is the copyright owner of the secure, unpublished Alternate ACCESS for ELLs test (the "Test"), as defined in 37 C.F.R. § 202.20(b)(4). WIDA treats the Test as constituting valuable and proprietary trade secrets. WIDA maintains the Test as confidential and secure, and only provides access to the Test to individuals who are legally bound to maintain the confidentiality and security of the Test. Publicly posting, displaying or distributing in any medium WIDA test materials, in part or in whole, is strictly prohibited and may lead to legal sanctions.

In consideration for my participation in the online Alternate ACCESS for ELLs® Test Administrator Training Course (the "WIDA Training Course"), for my role as an Alternate ACCESS for ELLs test coordinator or test administrator for the school district of:

_____ (print district) in Washington,

I, _____ (print name) agree as follows:

1. The Test is confidential, proprietary information and material of the Regents.
2. The WIDA Training Course contains confidential and proprietary information from the Test.
3. I shall not disclose or reproduce any Test information or Test forms I receive, including Test items, except for the sole purpose of carrying out my role as a test coordinator or test administrator.
4. The Test must be kept secure and confidential since disclosure of the Test to third parties could adversely affect the validity of the Test items, Test results, and/or the commercial value of the Test. I shall keep all Test materials secure and confidential at all times in accordance with any instructions that I receive from the WIDA Training Course, the WIDA Test Administration Manuals, or WIDA Test Administration Instructions provided by my Alternate ACCESS for ELLs district facilitator.
5. I shall follow all test security requirements prescribed by WIDA and my employer and shall immediately report any incidents concerning the security and/or misuse of the test that I witness or otherwise experience, whether verified or not.



State Assessment Security Training

WIDA Non-Disclosure Agreement Continued

WIDA Secure Materials. The materials provided to WIDA Alternate ACCESS for ELLs users are for the purpose of understanding and implementing this WIDA Assessment. The Regents own the copyrights to these materials. **NO CONTENT FROM THE ASSESSMENT SHOULD BE COPIED AND STORED ON EXTERNAL SERVERS.**

Signature

Date

Alternate ACCESS for ELLs® District Facilitator (sign)

Date

Please sign and return this agreement to your Alternate ACCESS for ELLs® district facilitator. **Do not return this document or signed copies of this document to DRC.** Direct any questions regarding its terms to the

WIDA Client Services Center (help@wida.us).