

DAVID IGE
GOVERNOR



KATHRYN S. MATAYOSHI
SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

May 15, 2015

TO: First Name Last Name
Principal, Aloha High School

FROM: Tom Saka
Director, Assessment & Accountability Branch

SUBJECT: Consequences for Test Security Breach

Test administration procedures, as outlined in the 2015 Smarter Balanced, HSA Science, and End-of-Course Exam Test Administration Manuals, are required to ensure test security. Students are prohibited from using electronic devices during testing and test administrators are provided specific instructions to ensure that all cell phones are turned off and put away so that they cannot be accessed during a test session.

The Assessment Section was notified of a testing incident that occurred at Aloha High School on April 27, 2015 and has determined that a test security breach occurred during the administration of the grade 11 Smarter Balanced Mathematics Assessment. Consequences for this breach are as follows:

1. *Invalidation* – The involved student’s test has been invalidated by the Department of Education’s Assessment Section.
2. *Individual Consequences* - Consequences for the involved student, per the Hawaii Administrative Rules, Title 8, Chapter 19, and/or consequences for the involved test administrator, per the Office of Human Resources procedures, are to be determined by school administration.
3. *Re-training* – This test security breach resulted in the breach of a test item, therefore, the involved test administrator (TA) is required to be retrained in test security protocols by a school administrator and the school’s test coordinator in a face-to-face meeting before the TA is allowed to administer any additional statewide assessments for the remainder of the current school year. The Assessment Section advises that the TA review test administration protocols prior to the administration of additional assessments.

4. *Re-certification* – This test security breach resulted in the breach of a test item, therefore, the involved TA will be required to retake the Test Administrator Certification Course in order to administer any additional statewide assessments to students for the remainder of the current school year.
5. *Supervised Test Administration* - This test security breach resulted in the breach of a test item, therefore, the school is required to have a certified test administrator present in the testing room with the involved TA during each subsequent statewide assessment test session for the remainder of the current school year.
6. *Reimbursement for Breached Test/Items* - Had this test security breach resulted in the breached test item(s) being removed from the item bank, the school may have been required to pay for the cost of replacing the breached test item(s). In this particular incident, NO reimbursement is required.
7. *Submittal of Test Schedule* - The school must submit a detailed testing schedule that includes the date, time, assessment name, grade level, test administrator/proctor(s) names, and student seating chart for each Smarter Balanced, HSA Science and/or EOC test session to be administered during the remainder of the current school year to Brian Reiter, the administrator of the Assessment Section.
8. *Site Monitoring* - Unannounced site monitoring by the Complex Area Superintendent's identified staff and the Assessment and Accountability Branch's staff may be conducted for the Smarter Balanced Assessments and/or EOC Exams during the remainder of the current school year. Furthermore, site monitoring may continue next school year (SY2015-16) as well.

These consequences are intended to ensure proper test security protocols are in place and are being followed by all Aloha High School staff. If you have any questions or need clarification, please contact Tom Saka, Director, Assessment and Accountability Branch, at (808) 586-3283, or Brian Reiter, Administrator, Assessment Section, at (808) 733-4100, or via Lotus Notes email.

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c: OSIP Assistant Superintendent
Complex Area Superintendent
Assessment and Accountability Branch