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**STATE OF HAWAI’I**

**DEPARTMENT OF EDUCATION**

P.O. BOX 2360

HONOLULU, HAWAI’I 96804

**Test Environment and Security Checklist**

Students are to be provided with a quiet environment free of distractions that might interfere with their ability to concentrate or otherwise compromise the testing conditions. In addition, the security of assessment instruments and the confidentiality of student information are vital. Everyone who administers or proctors a Hawaii online assessment is responsible for ensuring that there is a quiet environment and that the test security requirements in the table below are met.

|  |  | **Requirement** | **Description** |
| --- | --- | --- | --- |
|  | 1 | School Administrators understand the guidelines and processes for the test environment and test security | School administrators take responsibility to ensure test administration and test security procedures, practices and policies are followed. |
|  | 2 | Test Coordinator and Teat Administrators are qualified and trained | All Test Coordinators (TCs) and Test Administrators (TAs) must meet qualification requirements (i.e. have a professional license). TCs must participate in training and TAs must be certified and trained by their TC’s at the school. Schools must document trainings (date/where/who attended) given at the schools and file it at their school. |
|  | 3 | Test materials are kept secured | All assessment materials must be kept in a secure location accessible to only the TC and TAs. |
|  | 4 | WIDA ACCESS usernames and passwords are kept confidential | Giving out Student login information (username and password) either to other authorized WIDA ACCESS users or to unauthorized individuals is prohibited. |
|  | 5 | Access to the assessments is restricted | Providing access to secure assessments to anyone before, during, or between sections of any assessment as well as reviewing or discussing secure test items or student responses during or after an assessment administration are prohibited. This includes analysis of test items, stimuli, reading passages, or writing prompts at any time. |
|  | 6 | Confidentiality of student personal information is maintained | The confidentiality of student personal information is maintained as prescribed by the Family Educational Rights and Privacy Act. Any documents, papers or cards that contain both the student name and the State Student Identification Number (SSID) must be collected before the students leave the testing room and either securely stored to be used in a subsequent test session or shredded. All printed student personal information must be shredded after students have completed the assessments. |
|  | 7 | Students with Braille, Print on Request, and Large Print, as well as SB/HAS/WIDA ACCESS ALT accommodations are tested individually. | Students taking the ALT as well as those with Braille, Print on Request, and Large Print accommodations are to be tested individually. The testing of these students should take place in an environment out of the sight and hearing of other students.  |
|  | 8 | Information displayed in the testing environment is limited | Displaying content- or process-related information on bulletin boards, chalkboards or dry-erase boards, or charts is not allowed. Any displays that might assist students in answering questions must be removed or covered. |
|  | 9 | Access to the testing environment is limited | Access to the testing environment is strictly limited to the TC, authorized TAs and the students being assessed. Unauthorized individuals must not be in the room where a test is being administered.Note: An aide or other staff member accompanying a student as called for in an IEP are allowed in the room during testing but cannot interact with the assessment but must sign the Test Security Acknowledgement form for Proctors and Skills Trainers.Note: Second Raters, when called for in the testing guidelines are allowed in the room during testing. |
|  | 10 | Electronic devices including cell phones are off and put away | All cell phones and other electronic devices must be turned off and put away during testing, preferably put in a backpack or bag, and placed in a designated, secure area in the testing room.Note: Students are allowed to use appropriate assistive technologies identified in their IEPs in a separate setting.  |
|  | 11 | The testing environment minimizes student opportunities to see the work of others | Students should be seated so there is enough space between them to minimize opportunities to look at each other’s work, or should be provided with table-top partitions or other types of barriers. |
|  | 12 | Testing is carried out using the secure browser | All online assessments must be carried out using the secure browser and student computers in the testing environment should not have any other access to the Internet. |
|  | 13 | Students log themselves in using their own SSID | A student being tested must log him/herself into the assessment using their unique SSID unless otherwise prescribed as an allowable accommodation in the student's IEP. Outside of the accommodation previously mentioned, adults are not allowed to access the online testing system using an SSID. |
|  | 14 | Students only have access to approved resources | Students should have access to and use of only those allowable resources that are permitted for each specific assessment. The use of unapproved resources is prohibited. Note: Approved resources include those identified in a student’s IEP or in accommodations identified for that student. |
|  | 15 | Students demonstrate appropriate behavior during testing | Students are actively supervised and there is quiet environment, without talking or other distractions, including gestures and sounds that might interfere with a student’s ability to concentrate or might compromise the testing situation. |
|  | 16 | Students receive no assistance which will affect their results. | TCs, TAs, proctors, and other students are prohibited from coaching or providing any other type of assistance that may affect a student's responses. Neither adults nor students may alter the response(s) of another student or encourage a student to alter his or her response(s). This includes students cheating or providing answers to each other by talking, passing papers or sharing materials or information by any means. |
|  | 17 | Students cannot leave the testing environment without permission | Students cannot leave the testing environment without permission or until their test is paused.Note: In the case of the Alt, the student may take breaks at the discretion of the TA when such a break is deemed necessary based upon student needs. |
|  | 18 | Students with Braille accommodations must be tested individually | Students with these accommodations should be tested individually. |
|  | 19 | All printed test materials must be collected, secured and returned by the deadline or shredded | All printed secure test materials including: braille materials; test materials, as well as scratch paper and any paper/booklets students write on during testing, must be collected immediately after each test session and secured, returned prior to the close of the testing window to DRC or shredded such as the test tickets, scratch paper. These materials cannot be retained from one test session to the next. In the case of the Alt, all materials in the Test Kit, must be inventoried and returned to DRC. Note: For ALT scratch paper, etc., needs to be shredded |
|  | 20 | All reproducing, photographing, or recording is prohibited | Reproducing, photographing, or recording any information from secure assessments, excluding the allowable reproduction and printing described in the TAM, is strictly prohibited. Test items, stimuli, reading passages, or writing prompts, any test booklets must never be released to anyone, sent by email or fax, or replicated/displayed electronically.  |
|  | 21 | The disclosure of any information from secure test materials is prohibited | Disclosure of any information from secure assessment materials to anyone, including other students or unauthorized adults such as parents, other relatives, or friends is strictly prohibited. This includes discussions about the test and the improper removal of any secured materials from the testing room. |
|  | 22 | Secure materials and information cannot be used for instruction | Secure test items, stimuli, reading passages, or writing prompts must not be used for instruction. Activities that are based upon information gained from your role as a TC or TA and are created or implemented for the sole purpose of increasing test scores are a violation of ethical assessment administration. |
|  | 23 | Testing sessions must be free from major disruptions | To the extent possible, testing sessions should be scheduled so they are free of major disruptions such as fire drills, computer network down times, and school-wide power outages. Hardware and software should be tested prior to the beginning of testing. |
|  | 24 | Any deviation in test administration (Testing Incidents) must be reported | Any deviation in test administration, including not meeting the requirements described above, must be reported as a testing incident. Test administrators or other individuals who have witnessed, been informed of, or suspect the possibility of a testing incidence that could potentially affect the integrity of the tests should report the incidence immediately following the steps described in **Testing Incidents** in the **Test Administration Manual.** |