

## NEW HAMPSHIRE ASSESSMENT PROGRAMS

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### Test Security - NECAP

The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All summative test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.

Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to copying of test materials, failing to return test materials, coaching students, giving students answers, and/or changing students' answers. Such acts may lead to the invalidation of an entire school district's student test scores, disruption of the test system statewide, and legal action against the individual(s) committing the breach. A breach of test security may be dealt with as a violation of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal law and regulations. The New Hampshire State Department of Education will investigate all such matters and pursue appropriate follow-up action. Any person found to have intentionally breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education, the revocation of New Hampshire teaching certification by the State Board of Education, and civil liability pursuant to federal copyright law.

Assessment security measures must be adhered to before, during, and after testing in order to ensure the validity, reliability and fairness of the assessment results. Tests must be administered strictly in accordance with the instructions and procedures set forth in the test administration manuals and assessment security instructions and procedures provided by the New Hampshire, Rhode Island and Vermont State Assessment Program for the NECAP Science Assessments.

Pursuant to Ed. 306.24:C (2) "Procedures for test security and the accurate inclusion of student data;" All New Hampshire schools should have process and procedure in place and an associated timeline for ensuring that Test Administrators, Coordinators, Proctors (and any other individuals who will be administering any secure assessment) have read and understand all test administration materials, information and forms associated with NECAP Science assessments. Schools and districts should also have a process in place for monitoring social media for the posting or discussion of any secure assessment items and/or materials. All improprieties, irregularities and breaches should be recorded on the appropriate Test Security Log sheet and reported to the New Hampshire Department of Education.

### ASSESSMENT SECURITY NOTICE

The Science NECAP assessment materials and booklets are the property of the State of New Hampshire and may not be retained by school personnel. These assessments may not be copied or reproduced in any way. All test booklets, answer booklets, inquiry task booklets (grades 4 and 8), and all drafts must be returned as directed by the State of New Hampshire Department of Education at the close of test administration. Reproducing or copying the NECAP Science Assessments is a violation of the assessment security procedures established by the States of Rhode Island, New Hampshire and Vermont.

Reproducing, copying or retaining these assessments, or any other compromise of the security of assessment instruments, constitutes unprofessional conduct which could lead to the *suspension or revocation of certification*. Ed 511.02 Grounds for Suspension or Revocation of Educator's Certification.

School principals are required to sign an affirmation providing assurances that, to the best of their knowledge, the test security procedures have been followed; that no retention of test booklets or answer booklets or inquiry task booklets (grades 4 and 8) has occurred; and that test administration guidelines and procedures set forth in the *Principal/Test Coordinator Manual* have been followed and specifically noting any exceptions or problems.

The information in the following table is provided to assist you in determining what activity might constitute a breach of security. This list is not intended to include every possible circumstance where a security breach might occur.

All test booklets, answer booklets, and inquiry task booklets and kit materials (grade 4 only), must be kept in a locked and secure area except during actual test administration. This includes time periods 1) prior to the beginning of testing, 2) at the <u>close of each testing session</u> , and 3) following completion of all testing and prior to the return shipment of the test booklets, answer booklets and inquiry task booklets to the testing company.	
Photocopying, hand copying or otherwise reproducing (such as taking a picture) ALL OR <u>ANY PART</u> of test booklets, answer booklets or inquiry task booklets is <b>strictly prohibited</b> . All assessment materials are to remain secure throughout all phases of the testing process.	
Only persons explicitly designated to administer tests to students, to provide special codes to test booklets, or otherwise to handle (e.g., distribute or package) test booklets, answer booklets, inquiry task booklets or kit materials for the inquiry task may have, at any time, possession of a test booklet or answer booklet or inquiry task materials.	
Students must never be exposed to secure test items or inquiry tasks or kit materials prior to, between testing sessions or following test administration.	
All persons are prohibited from providing students with the answers to test items or inquiry tasks at any time (before, during, and after test administration has been completed). This includes provision of cues, clues, hints and/or actual answers in any written, printed, electronic, verbal and/or non-verbal form.	
All NECAP test booklets and answer booklets and inquiry task booklets are numbered and <b>must</b> be returned following the completion of testing. <b>NOTE:</b> <i>Following the conclusion of testing, the inquiry kit materials are no longer secure and should <u>not</u> be returned to Measured Progress.</i>	
Use of secure test materials at times, and for purposes other than those approved by the New Hampshire Department of Education is <b>strictly prohibited</b> .	
<b>BEFORE TESTING</b>	
Instructional materials removed or covered	Instructional materials must be removed or covered, including but not limited to information that might assist students in answering questions that is displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas).
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 table-top partitions.
Signage	If helpful, place a "TESTING—DO NOT DISTURB" sign on the door or post signs in halls and entrances rerouting hallway traffic in order to promote optimum testing conditions.
<b>DURING TESTING</b>	
Quiet environment	Provide a quiet environment void of talking or other distractions that might interfere with a student's ability to concentrate or might compromise the testing situation.
Student supervision	Students must be actively monitored and are prohibited from access to unauthorized electronic devices that allow availability to outside information, communication among students, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, iPods, cameras, and electronic translation devices.
Access to allowable resources only	Students must only have access to and use of those allowable resources that are permitted for each specific test (or portion of a test).
Allowable Accommodations	<b>Allowable</b> testing accommodations remove barriers to participation so that these students may provide their own responses without giving them an advantage over other students.

Access to assessments	Only students who are testing can view items. Students who are not being tested or unauthorized staff or other adults must not be in the room where a test is being administered. Trained Teachers and Test Administrators may have limited exposure to items in the course of properly administering the assessments; however, DCs, SCs, TEs and TAs, and other trained staff may not actively review or analyze any items.
No answer key development	No form or type of answer key may be developed for test items.
Using Test Items	Using test items and inquiry tasks in <i>any</i> form (including rewording actual test items) during the testing process is <b>strictly prohibited</b> .
Monitor Testing	During the test administration, Test Administrators should monitor the testing process by moving unobtrusively about the room. It is difficult to observe testing in progress if one merely sits or stands in the front of the room. The Test Administrator is to devote <u>total attention</u> to the students being tested and to avoid involvement in paperwork or any other activity that distracts from actively proctoring the test.
<b>DURING AND AFTER TESTING</b>	
No access to responses	DCs, SCs, TAs, TEs, and other staff are not permitted to review student responses or students' notes on scratch paper.
No copies of test materials	No copies of the test items or materials 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 test items or materials. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, e-mail, social media websites, etc.
No retaining, discussing, or releasing test materials	Descriptions of test items or materials must not be retained, discussed, or released to anyone.
No reviewing, discussing, or analyzing test materials	DCs, SCs, TAs, TEs, and other staff may not review, discuss, or analyze test items or materials at any time, including before, during, or after testing. Student interaction during a test is limited to what is necessary for the purpose of the grade 4 Classroom Activity.
Prohibited from changing or editing student work	Responses to test items and inquiry tasks must represent the student's own independent and unaided thinking and must remain unchanged after test administration is complete. All persons are prohibited from changing or editing students' answers to test items or inquiry tasks, either by providing hints or clues to wrong answers during test administration or by erasing or correcting wrong answers recorded, or provided in other ways, by the student.
All test materials must be kept secure	All test materials, scratch paper, and documents with student information must be kept in a securely locked location.
Scoring	All persons are <b>strictly prohibited</b> from attempting to score—formally or informally—test items or inquiry task booklets for any NECAP assessment. Scoring is the responsibility of the test contractor.

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

*The information in the following table is provided to assist you in determining the level of security incidents. This list is not intended to include every possible circumstance where a security breach might occur.*

Level of Severity and Potential Effect on Test Security	Potential Issue Types
<b>LOW Impropriety</b>	<p>Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption in the test session for other students.</p> <p>Student(s) leave the test room without authorization.</p> <p>Testing staff leaving related instructional materials on the walls in the testing room.</p>
<b>MEDIUM Irregularity</b>	<p>Student(s) 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.</p> <p>Student(s) accessing the Internet or any unauthorized software or applications during a testing event.</p> <p>Student(s) accessing or using unauthorized electronic equipment (e.g., cell phones, iPods, or electronic translators) during testing.</p> <p>Disruptions to a test session such as a fire drill, school-wide power outage, earthquake, or other acts.</p> <p>Testing staff giving incorrect instructions that are not corrected prior to testing.</p> <p>Testing staff providing students with non-allowable materials or devices during test administration or allowing inappropriate designated supports and/or accommodations during test administration.</p>
<b>HIGH Breach</b>	<p>Testing staff modifying student responses</p> <p>Adult or student posting items or test materials on social media (Twitter, Facebook, etc.).</p> <p>Testing staff allowing students to take home printed test items or scratch paper that was used during the test or failing to otherwise securely store test materials.</p> <p>Adult or student copying, discussing, describing, or otherwise retaining or referring to test items, 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.</p> <p>Secure test materials (test items or materials) being shared with the media, or allowing media to observe a secure test administration.</p> <p>Adult or student improperly removing secure testing materials, such as test items, or scratch paper from the testing environment.</p> <p>Directly or indirectly assisting students with responses by identifying answers to test questions or directing students to rework or change answers</p> <p>Viewing secure test content before, during, or after an administration without permission</p> <p>Discussing or sharing (verbally or in writing) secure test content, student responses, or student performance</p> <p>Scoring student tests, either formally or informally</p>