

Introduction

Welcome, and thank you for serving as an assessment administrator or proctor for the Maine Educational Assessments. Your role is essential to ensuring that every student has a fair assessment experience.

In this training, we'll cover four key topics:

- What assessment security is and why it matters.
- Your responsibilities as an assessment administrator or proctor.
- What an assessment irregularity is, and
- What to do if an irregularity occurs.

What Is Assessment Security?

Assessment security is the set of practices that help ensure assessment results are accurate, fair, valid, and comparable for every student. As an assessment administrator or proctor, you play a critical role in maintaining assessment security by following standardized procedures and protecting the confidentiality of secure assessment materials. Your responsibilities include:

- Completing all required assessment training and following the Assessment Administration Manual and all assessment procedures exactly as written.
- Actively monitoring students throughout testing.
- Ensuring students receive only the supports and accommodations identified for them.
- Maintaining an assessment environment that is free from unauthorized instructional materials and distractions.
- Reporting any concerns or irregularities immediately.

Why Does Assessment Security Matter?

Results from statewide assessments inform educational decision-making at the federal, state, and local levels, including the planning and allocation of resources and programming for students. When assessment procedures are followed consistently, every student's score accurately reflects what they know and are able to do. Maintaining assessment security helps ensure that results are valid and comparable across classrooms, schools, and districts.

Failure to follow assessment security procedures can lead to inaccurate assessment results, invalid student scores, delays in reporting, and other consequences for students, schools, or educators.

What Is an Assessment Irregularity?

An **assessment irregularity** is any event, act, or omission which may compromise the integrity or validity of the Maine Educational Assessments (MEA) or the resulting data. Assessment irregularities may be unintentional, such as assessment administration errors, or they may involve more deliberate actions. Additional examples include:

- A fire drill or evacuation.
- A power outage or technology failure.
- A student accessing a prohibited electronic device.
- Access to instructional posters, materials, or resources that should have been covered or removed.
- A required accommodation not being provided.
- A student receiving the wrong test or wrong test session, and any situation involving possible cheating or inappropriate assistance, and any breach of secure assessment materials or secure assessment content.

Not every irregularity results in a security breach, but every irregularity must be reported.

What Should I Do If Something Goes Wrong?

If you observe or suspect an assessment irregularity:

1. Address the situation as appropriate while minimizing disruption to students.
2. Document what happened, including who was involved, when it occurred, and any actions you took.
3. Notify your school's assessment coordinator immediately.

Do not attempt to determine on your own whether the incident is serious enough to report. Your responsibility is to communicate what occurred as soon as possible. Your School Assessment Coordinator will work with the Maine Department of Education, when necessary, to determine the appropriate next steps.

What Information Should I Be Prepared to Provide?

When reporting an irregularity, be prepared to describe:

- What happened.
- When and where it occurred.
- Which students were involved.
- Whether secure assessment content may have been exposed.
- Whether student performance or the validity of assessment scores may have been affected.
- Whether the incident appeared accidental or intentional.
- Whether there is evidence of academic dishonesty or cheating.

Providing complete and accurate information helps ensure that the situation can be resolved quickly and appropriately.

Where Can I Find More Information?

Your first resource is your School Assessment Coordinator, who can answer questions before, during, and after testing.

You should also become familiar with the Assessment Administrator Manual and additional proctor training resources for your assessment.

Closing

Assessment security is everyone's responsibility, but as the person administering the assessment, you are the first line of defense in protecting the integrity of the assessment process. By following assessment procedures carefully, actively monitoring students, protecting secure materials, and reporting concerns promptly, you help ensure that every student has a fair assessment experience and that assessment results accurately reflect student learning.

Thank you for your commitment to secure assessment practices and for supporting Maine's students.