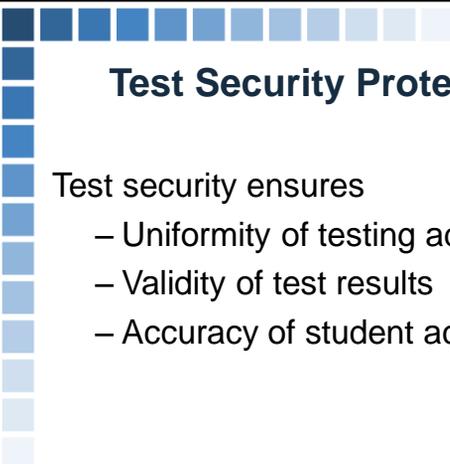


This is the Maine Department of Education’s MEA Test Security Webinar. This is required for all School Test Coordinators, Test Administrators and Proctors for all MEAs.



## Test Security Protects Test Results

Test security ensures

- Uniformity of testing administration
- Validity of test results
- Accuracy of student achievement measures



The quality and usefulness of the assessment data generated by assessments depends on the uniformity of test administration and the security of test materials. Valuable information about student achievement of content standards measuring the effectiveness of Maine’s *College and Career Readiness Standards* may be seriously compromised if test security is not strictly implemented and maintained.



## Maintaining Security For All MEAs

- ACCESS for ELLs
- Alternate ACCESS for ELLs
- General MEA Science
- Alternate Science PAAP
- General Math & ELA/Literacy eMPowerME
- General Math & ELA/Literacy high school SAT
- Alternate Math & ELA/Literacy MSAA



The Maine DOE is responsible for the security of all Maine Educational Assessments including:

- ACCESS for English Learners alternate or general (paper or online)
- General MEA Science (paper test)
- Alternate Science PAAP (online portfolio)
- General Math & ELA/Literacy eMPowerME (online)
- General Math & ELA/Literacy for high school SAT (paper test)
- Alternate Math & ELA/Literacy MSAA (online)



## Test Security

What is Test Security?

- Protecting the security of test questions
- Ensuring that student work on the assessment represents the independent work of that student
- Ensuring that nothing unfairly interferes with the student's work



Test Security is:

- Protecting the security of test questions
- Ensuring that student work on the assessment represents the independent work of that student
- Ensuring that nothing unfairly interferes with the student's work



## Test Security

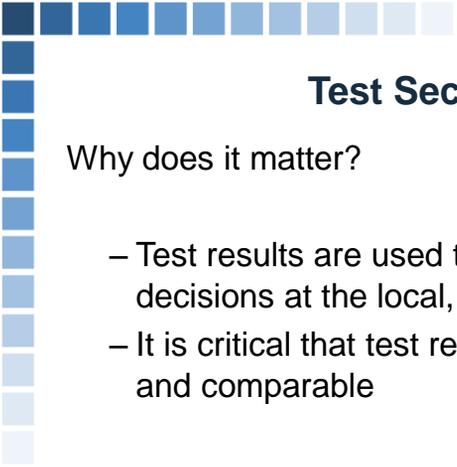
Test security ensures:

- Uniformity of testing administration
- Validity of test results
- Accuracy of student achievement measures



Test security ensures:

- Uniformity of testing administration
- Validity of test results
- Accuracy of student achievement measures



## Test Security

Why does it matter?

- Test results are used to make educational decisions at the local, state and federal levels
- It is critical that test results are accurate, fair, and comparable



Why does Test Security matter?:

- Test results are used to make educational decisions at the local, state and federal levels.
- It is critical that test results are accurate, fair, and comparable



## Potential Test Security Penalties

Failure to comply with security requirements may result in one or more of the following:

- Delay in reporting student, school, or SAU results
- Invalidation of student, school, or SAU results
- Investigation by Maine DOE for possible certification action



Failure to comply with security requirements may result in one or more of the following:

- delay in reporting of student, school, or SAU results
- invalidation of student, school, or SAU results
- investigation by the Department of Education for possible certification action



## Who is Responsible for Test Security?

- District Assessment Coordinators
- School Principals
- School Test Coordinators
- Test Administrators and Proctors
- Students

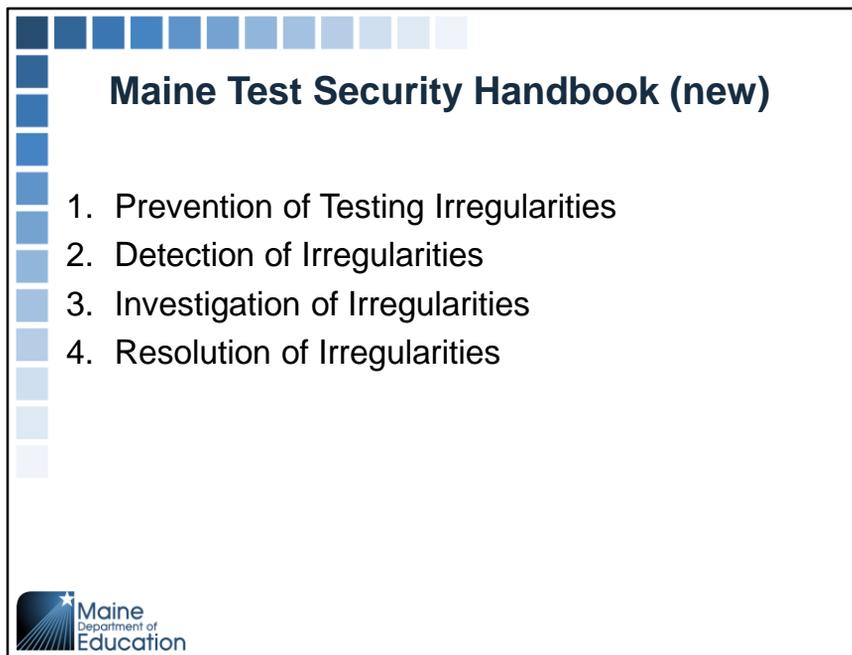
*Maine DOE has leadership responsibility to establish and communicate policies and procedures for test security.*



Test security is the responsibility of everyone who comes into contact with testing materials, including:

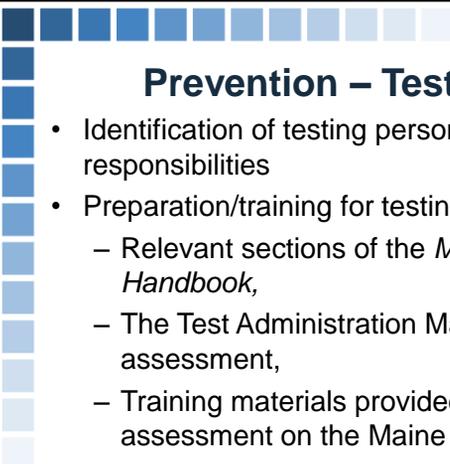
- District Assessment Coordinators,
- School principals,
- School test coordinators,
- Test administrators/proctors, and
- Students

The Maine Department of Education has leadership responsibility to establish and communicate policies and procedures for test security.



The *Maine Test Security Handbook* presents the general expectations of the Maine DOE for the administration of statewide assessments. Maine’s policies and procedures around test security are presented in four sections:

1. Prevention of Testing Irregularities includes best practices for avoiding test irregularities include training to prepare for testing, handling of test materials, expectations for students, appropriate testing environments, etc.;
2. Detection of Irregularities are steps to be taken at both the state and local level to monitor test administration, and detect/report any irregularities that may threaten the validity of the test results;
3. Investigation of Irregularities outlines the steps to be taken by the local SAU in collaboration with the Maine DOE to best understand the incident and its implications; and
4. Resolution of Irregularities working with Maine DOE to optimally resolve irregularities and to ensure valid results for all students.



## Prevention – Testing Personnel

- Identification of testing personnel – roles and responsibilities
- Preparation/training for testing personnel:
  - Relevant sections of the *Maine Test Security Handbook*,
  - The Test Administration Manuals for the specific assessment,
  - Training materials provided for the specific assessment on the Maine DOE assessment website,
  - Material from Maine DOE workshops or online webinars for the specific assessment,
  - Other instructions as communicated by the Maine DOE



The Maine Educational Assessments measure the progress of students in the areas of English Language Arts and Literacy, Mathematics, and Science. These are collectively known as the Maine Educational Assessments (MEA). The principles and guidance in the *Maine Test Security Handbook* generally apply across all the state assessments. Requirements for particular assessments are specified in the corresponding Test Administration Manuals (TAM), Coordinator Manuals, and/or training provided by the Maine DOE.

Testing personnel must be identified and may include District Assessment Coordinators, Technology Coordinators, Principals, School Test Coordinators, Test Administrators and Proctors.

All involved staff must be fully trained in the administration policies and procedures for the specific assessment being administered. The training will include at a minimum:

- Relevant sections of this *Maine Test Security Handbook*,
- The Test Administration Manuals for the specific assessment,
- Training materials provided for the specific assessment on the Maine DOE assessment website,

- Material from Maine DOE workshops or online webinars for the specific assessment,
- Other instructions as communicated by the Maine DOE.



## Prevention – Test Administrators/Proctors

- TAs/Proctors prepared & trained
- Proctor by proximity
- Do not assist and/or coach students, directly or indirectly
- Do not leave testing room
- Avoid working on other tasks



It is the district and school's responsibility to ensure that all Test Administrators and Proctors are prepared and trained. Primary guidelines include:

- Proctoring by proximity – meaning roaming around the testing room to be observant of student activity,
- Do not assist and/or coach students, directly or indirectly,
- Do not leave the testing room unless another TA or Proctor is available to remain, and
- Avoid working on other tasks, such as grading student work



## Additional Proctor Recommendations

- All Education Technicians must be monitored by a teacher
- Two adults are recommended to be in a testing room
- Two people allows continuous TA supervision while:
  - Locating TC or technology personnel
  - Accompanying a student to nurse or restroom
  - Assisting a student through a crisis



Having a proctor present during test sessions in addition to the test administrator is recommended. This is not a requirement and may not be feasible in all situations, but it is good testing practice. It allows continuous supervision of the test administration in case a test administrator must leave the room to:

- Locate a School Test Coordinator or Information Technology Coordinator
- Accompany a student to the nurse or restroom, or
- Assist a student through a crisis.



## Prevention – Preparing Students

- Opportunity to learn content
- Familiar with test taking strategies
- Importance of state assessments
- Encourage students to:
  - Do their best on the state assessment
  - Do their own work
  - Make sure they understand and follow directions
  - Respect other students during the test
- Students should NOT discuss any test items with anyone before, during or after testing



Students should have the opportunity to learn the content being assessed.

Students should be familiar with test-taking strategies and with the types of formats and scoring used on the tests, such as multiple-choice questions, multiple-select items, constructed-response questions, extended essays, testing platforms, online tools when applicable, and scoring rubrics.

Students should understand that their results will be included in their school records; a score report will be provided to parent(s) or guardian(s); and test results will be used by teachers to help improve student learning.

## Encourage students to:

- Do their best on the state assessment
- Do their own work
- Make sure they understand and follow directions
- Respect other students during the test

Students should NOT discuss any test items with anyone before, during or after testing.



## Prevention – Testing Environment

- Testing Environment
  - Distraction free
  - No accessible instructional materials
  - Appropriate student seating/seating charts
  - Prohibit electronic devices



It is important to provide an optimal testing environment. The testing room should be quiet, orderly, comfortable, and have adequate lighting and ventilation.

The school shall designate an area for the test administration that provides an environment that minimizes distractions and disruptions for students (e.g., classroom, computer lab, or library). A “Do Not Disturb” sign should be placed on the door to alert others to not interrupt testing is underway.

Students must not have access to unauthorized notes, textbooks, or other instructional materials. All information regarding the content being measured or test-taking strategies displayed in the testing room, in any manner or form, must be removed or covered. DO NOT permit the use of any supplemental reference materials (e.g., graphic organizers, outlines, word lists, multiplication charts) that are not specifically allowed.

Generally, the Maine DOE does not require that seating charts be created to show where each student was sitting for a particular test session. In some cases, a certain test (e.g., SAT) may dictate a different seating chart policy. In the case of a specific requirement, that specific policy overrides this statement.

Students are not permitted access to any unauthorized electronic devices used for communication, for capturing images of the test or testing room, or for data storage that can be used to compromise the validity, security, or confidentiality of the test.



## Prevention – Testing Materials

- Secure storage of any paper-based testing materials
- Secure distribution and collection of test materials
- Destruction of materials after testing (test login tickets, scratch paper)
- No duplication of test materials
- No posting of test materials (online or otherwise)



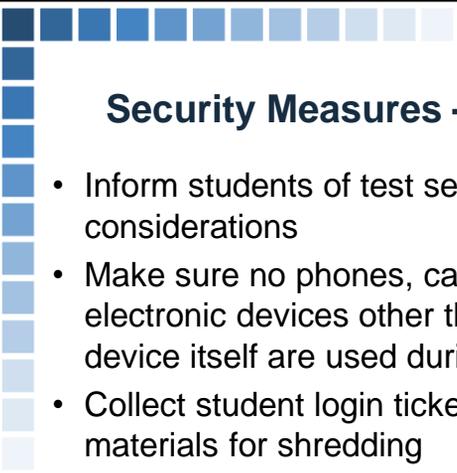
To achieve valid and comparable state assessment results, students must have no prior exposure to the test items. It is critical that all staff who have access to assessment materials protect the test from exposure at all times. Test security must be maintained before, during, and even following the test administration since some of the test questions will be used in future test administrations.

Test materials must be handled and stored securely. No paper version of a test, or student work, including any record of computer-generated responses, may be retained.

All Test Administration Manuals and School Test Coordinator Manuals are not secure materials and may be discarded after testing has concluded.

For both online and paper-based tests, student test login tickets and/or scratch paper must be collected and shredded at the end of each test session.

Duplication of test materials is prohibited. Duplication includes but is not limited to audio-taping, videotaping, photographing, photocopying, and handwritten copying. This includes both online and paper-pencil test materials.



## Security Measures – Online Testing

- Inform students of test security and ethical considerations
- Make sure no phones, cameras, or other electronic devices other than the online testing device itself are used during testing
- Collect student login tickets and test scrap materials for shredding



As test coordinators or test administrators, you are ultimately responsible for the security of test materials while materials are in your school building. It is critical that you perform the following steps:

- Inform staff and students of test security and ethical considerations
- Make sure no phones, cameras, or other electronic devices other than the online testing device itself are used during testing
- Collect student login tickets and test scrap materials for shredding



## Security Measures Paper-Pencil Testing

- Monitor use of test materials
- Secure test materials after each testing day/period
- Under no circumstance should anyone have access to test materials other than trained school personnel designated to be directly involved with test administration



When using paper-pencil testing materials,

- Monitor the distribution and use of these materials
- Secure test materials must be locked after each testing day or period
- Under no circumstance should anyone have access to test materials other than trained school personnel designated to be directly involved with test administration. You are responsible for protecting test materials from being viewed by unauthorized individuals.



## Prevention – Test Administration

- Adhere to designated testing window including rules for make-up sessions
- Coordinated school testing schedule so same grade levels are tested simultaneously (when possible)
- Coordinated online testing depending on shared devices and/or computer labs
- Consider ways to limit the exposure of a particular test session to other students



The District Assessment Coordinator should work with School Test Coordinators, and the Technology Coordinator where appropriate, to develop test administration schedules based on the school’s resources (i.e., staffing, available computers, testing rooms, etc.) and needs, ensuring the overall integrity of the assessment process.

When possible, each test session should be administered simultaneously to all students at the same grade in a particular school. For example, all grade 5 students in a particular school are required to take MEA Science Session 1 at the same time. Simultaneous or same day scheduling limits the opportunity for students who have taken the test to share information with friends who have not.

For computer-based assessments, a concurrent test administration may not always be possible due to the need to share computers. In those cases, a schedule should be created that completes a particular test session at a particular grade in the shortest time possible in order to minimize exposure and discussion about the test.



## Prevention – Role of Test Administrator

- Begin all standardized test administration procedures exactly as indicated in the Test Administration Manual
- Read oral instructions to the students exactly as they are required by the appropriate Test Administration Manual
- Monitor student behavior closely for adherence to proper test-taking practices
- Ensure there are no distractions during the test administration (e.g., talking, noises)



At all times during the test administration, a Test Administrator must be present. The Test Administrator has a critical role in ensuring a successful test administration that results in meaningful information about student achievement.

Some of the important tasks of the Test Administrator include:

- Begin all standardized test administration procedures exactly as indicated in the Test Administration Manual
- Read oral instructions to the students exactly as they are required by the appropriate Test Administration Manual
- Monitor student behavior closely for adherence to proper test-taking practices
- Ensure there are no distractions during the test administration (e.g., talking, noises)



## Prevention – Role of Test Administrator

- Ensure that students are not viewing other students' devices or answer documents
- Ensure that all test tickets and other materials used for online test administrations are destroyed immediately after students have completed testing
- In the case of requests for assistance, simply encourage students to do their best



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- Ensure that all test tickets and other materials used for online test administrations are destroyed immediately after students have completed testing
- In the case of requests for assistance, simply encourage students to do their best



## Prevention – Retention of Documentation

- Training materials and personnel training sign-in sheets
- Test Security Agreements and/or non-disclosure forms
- Testing schedules and seating charts if used
- Packing lists and shipping records of any paper-based materials



Certain documentation of a test administration must be maintained for one year beyond the test administration. Documents may be maintained at the district or at individual school level with District Assessment Coordinators or School Test Coordinators. Test administration documents that must be maintained include:

- Training materials and personnel training sign-in sheets
- Test Security Agreements and/or non-disclosure forms
- Testing schedules and seating charts if used
- Packing lists and shipping records of any paper-based materials



## Prevention – Test Security Agreements

- Must be signed by all associated with the test administration (TCs, TAs, proctors) and provided to the DAC or school designee
- Attests to having read Test Administration Manuals, Test Security Handbook and participated in Test Security Webinar
- Agrees to follow policies as instructed
- Agrees to report any irregularities as instructed
- Acknowledges that test data will be analyzed to detect any unusual patterns



After review of all test security and privacy protocols, School Test Coordinators and Test Administrators/Proctors must sign their respective Test Security Agreement and return it to the District Assessment Coordinator or Principal/School Test Coordinator.

You do not need to send the agreements to DOE. The agreement attests that you:

- have read the appropriate manuals (School Test Coordinator or Test Administrator manuals) and viewed this Test Security Webinar
- agree to follow all test security policies as instructed
- agree to report any potential testing irregularities as instructed, and
- acknowledge that test data will be analyzed to detect any unusual patterns

# Test Security Agreement Samples

[https://www.maine.gov/doe/Testing\\_Accountability/MECAS/materials](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials)



2018-19 MEA Mathematics and ELA/Literacy  
eMPowerME  
Test Security and Data Privacy Agreement  
School Test Coordinator

## School Test Coordinator Test Security Agreement

As a School Test Coordinator for the eMPowerME Mathematics and ELA/Literacy assessment, I agree that:

1. I have provided training for my school's Test Administrator/Proctors based on the eMPowerME Test Administration Manual, the Test Security Webinar, and other eMPowerME test-related webinars.
2. I will accordingly provide a secure test environment and securely handle printed materials.
3. I will report any potential test security incidents to the DOE and/or District Assessment Coordinator.
4. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
5. I have read and will comply with the 2018-2019 Maine Test Security Handbook, and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials.
6. I understand that failure to comply with the security requirements described in the School Test Coordinator Manual, Test Security Webinars and Maine Test Security Handbook may result in one or more of the following penalties:
  - delay in reporting of student, school, or SAU results,
  - invalidation of student, school, or SAU results, and/or
  - investigation by the Department of Education for possible certification action.

## Student Data Privacy Agreement

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. No information may be disclosed during or following the test administration about individual students, including: student demographics, student test settings, student test responses, and incidents that occur during testing, except to the District Assessment Coordinator as needed. As a School Test Coordinator, I agree to protect the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and to only access student information that is related to the scope of my work. Failure to comply could result in a DOE investigation and possible certification action.

I understand and voluntarily accept and agree to the conditions outlined above in the Test Security Agreement and the Student Data Privacy Agreement.

Name (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



2018-19 MEA Science  
Test Security and Data Privacy Agreement  
Test Administrator/Proctor

## Test Administrator/Proctor Test Security Agreement

As a Test Administrator/Proctor for the MEA Science assessment, I agree that:

1. I am familiar with the Test Administrator Manual, have participated in the Test Security Webinar and MEA Science test-related webinars.
2. I have viewed the Maine DOE Test Security Webinar.
3. I will comply with the 2018-2019 Maine Test Security Handbook, and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials.
4. I will accordingly provide a secure test environment and securely handle printed materials.
5. I will report any potential test security incidents to the Principal/School Test Coordinator.
6. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
7. I understand that failure to comply with the security requirements described in the Test Administration Manual, Test Security Webinars, and Maine Test Security Handbook may result in one or more of the following penalties:
  - delay in reporting of student, school, or SAU results,
  - invalidation of student, school, or SAU results, and/or
  - investigation by the Department of Education for possible certification action.

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The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. No information may be disclosed during or following the test administration about individual students, including: student demographics, student test settings, student test responses, and incidents that occur during testing, except to the School Test Coordinator as needed. As a Test Administrator/Proctor, I agree to protect the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and to only access student information that is related to the scope of my work. Failure to comply could result in a DOE investigation and possible certification action.

I understand and voluntarily accept and agree to the conditions outlined above in the Test Security Agreement and the Student Data Privacy Agreement.

Name (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This shows samples of 2 test security agreements (STC for eMPowerME left, and TA/Proctor for MEA Science right). There are different agreement forms for each assessment and role. Download and sign (by hand or electronically) the correct Test Security Agreement for either Test Coordinators or Test Administrators/Proctors to sign.

Each agreement can be found on the DOE assessment pages URL listed, under Test Administration for each individual assessment folder.



## Detection of Irregularities

The Maine DOE recommends that Test Administrators or Proctors report any potential test irregularities to the School Test Coordinator. This is especially important for any irregularities that may:

- (1) involve a breach of test item security,
- (2) lead to test invalidation,
- (3) involve student misconduct, or
- (4) involve educator misconduct

The School Test Coordinator, or other administrator, should report irregularities according to instructions in the table on the following slide.



Despite the best preparation to prevent testing irregularities, the possibility still exists that mistakes will be made or something unexpected occurs that disrupts the testing session.

The Maine DOE recommends that Test Administrators report any potential test irregularities to the School Test Coordinator. This is especially important for any irregularities that may:

- involve a breach of test item security,
- lead to test invalidation,
- involve student misconduct, or
- involve educator misconduct.

The School Test Coordinator, or other administrator, should report irregularities according to instructions in the table on the following slide.

## Detection - Reporting

### Instructions for Reporting Testing Irregularities

eMPower	The School Test Coordinator (or other administrator) should call Measured Progress Service Center at (855) 652-8929 or maineservicecenter@measuredprogress.org to report details of the irregularity. Any necessary information will be provided to the State Assessment Coordinator by the Measured Progress Service Center.
SAT	The Test Coordinator reports testing irregularities on the <i>Irregularity Report</i> submitted to College Board. Any necessary information will be provided to the State Assessment Coordinator by College Board.
MSAA	The School Test Coordinator (or other administrator) should directly contact the appropriate State Assessment Coordinator designated on the cover of this handbook.
MEA Science	The School Test Coordinator (or other administrator) should call Measured Progress Science Help Desk at (866) 615-2745 or MEAScience@measuredprogress.org to report details of the irregularity. Any necessary information will be provided to the State Assessment Coordinator by the Measured Progress Science Help Desk.
PAAP	The School Test Coordinator (principal) should directly contact the appropriate State Assessment Coordinator designated on the cover of this handbook.
ACCESS for ELLs and Alternate	The School Test Coordinator (or other administrator) should directly contact the appropriate State Assessment Coordinator designated on the cover of this handbook.



Each assessment may have its own process for reporting irregularities. This table is included in the Maine Test Security Handbook.

In many cases, the State Assessment Coordinator (or the individual assessment help desk and/or service center) will provide instructions that will enable immediate resolution of the irregularity (e.g., unlocking or resetting an online test session).

For more complex irregularities, the State Assessment Coordinator will contact the District Assessment Coordinator (DAC) and/or Principal/School Test Coordinator, and possibly initiate an investigation of the irregularity to determine the most appropriate resolution.



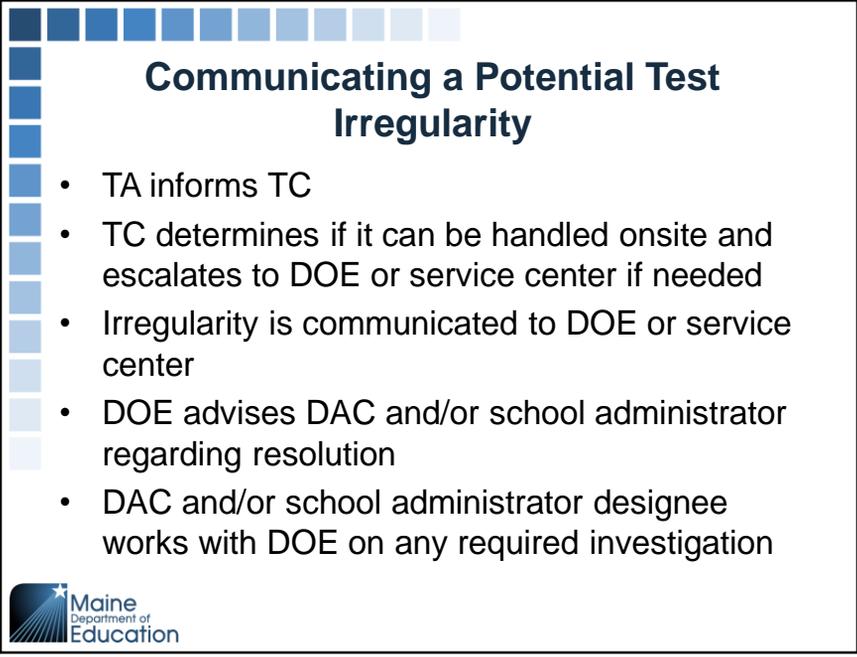
## What is a Test Irregularity? Examples

- Fire drill or school closure during a test session
- Power outage during testing
- Failure to provide an accommodation or giving and accommodation that was not allowed/approved
- Calculator when it was not allowed
- Student was administered the wrong test
- Technology failure during online testing
- Posters with relevant content on walls
- Student or TA/Proctor misconduct/cheating



Test irregularities may also result in test security violations. A test irregularity could be anything that happens during testing that is not consistent with established protocol, whether intentional or not. Including but not limited to:

- A fire drill or school closure during a test session
- Power outage during testing
- The failure to provide an accommodation or giving an accommodation that was not allowed/approved
- Allowing a calculator in a test session when one was not allowed
- Students given the wrong test or grade level test.
- A technology failure during online testing
- The presence of posters with relevant content on classroom walls
- Student or TA/Proctor misconduct/cheating

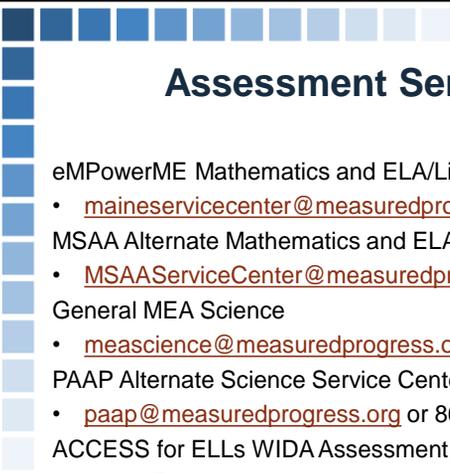


## Communicating a Potential Test Irregularity

- TA informs TC
- TC determines if it can be handled onsite and escalates to DOE or service center if needed
- Irregularity is communicated to DOE or service center
- DOE advises DAC and/or school administrator regarding resolution
- DAC and/or school administrator designee works with DOE on any required investigation



If you suspect a potential test irregularity has occurred, you should contact the Test Coordinator immediately. The Test Coordinator will then determine if the irregularity can be addressed onsite and escalates the issue to DOE or the respective service center if needed. The Maine DOE will then advise the District Assessment Coordinator and/or school administrator regarding a resolution. The DAC or school administrator works with the Maine DOE on any required investigation.



## Assessment Service Centers

eMPowerME Mathematics and ELA/Literacy:

- [maineservicecenter@measuredprogress.org](mailto:maineservicecenter@measuredprogress.org) or 855-652-8929

MSAA Alternate Mathematics and ELA/Literacy

- [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org) or 866-834-8879

General MEA Science

- [meascience@measuredprogress.org](mailto:meascience@measuredprogress.org) or 866-615-2745

PAAP Alternate Science Service Center

- [paap@measuredprogress.org](mailto:paap@measuredprogress.org) or 866-615-2745

ACCESS for ELLs WIDA Assessment Management System (AMS)

- [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 855-787-9615



This slide lists the individual assessment help desks or service centers.



## Monitoring Test Administration

- Local Monitoring
  - Encourages DACs and TCs to monitor the administration of the assessments
  - Use the sample monitoring form
- Maine DOE Monitoring
  - Beginning with the 2020 administration
  - Utilizes the same observation checklist
- Data Forensics Analysis (DOE)
- Monitoring Social Media



The Maine DOE encourages DACs and TCs to monitor/observe the administration of assessments to ensure test security and consistency in administration. Sample monitoring observation forms and additional guidance can be located in the Test Security Handbook.

Measured Progress provides Maine with data forensics analysis on an annual basis to examine if there are any patterns in relation to test irregularities during the administration of the assessment. The analysis provided may inform next steps with regard to test administration practices.

To the extent practicable both Maine DOE and school districts should remain diligent with regard to the posting of test materials on social media. This probability is greatly reduced when practices around the use of cell phones are enforced during test administration.



## Investigation of Irregularities

When investigating irregularities, there are three overarching questions:

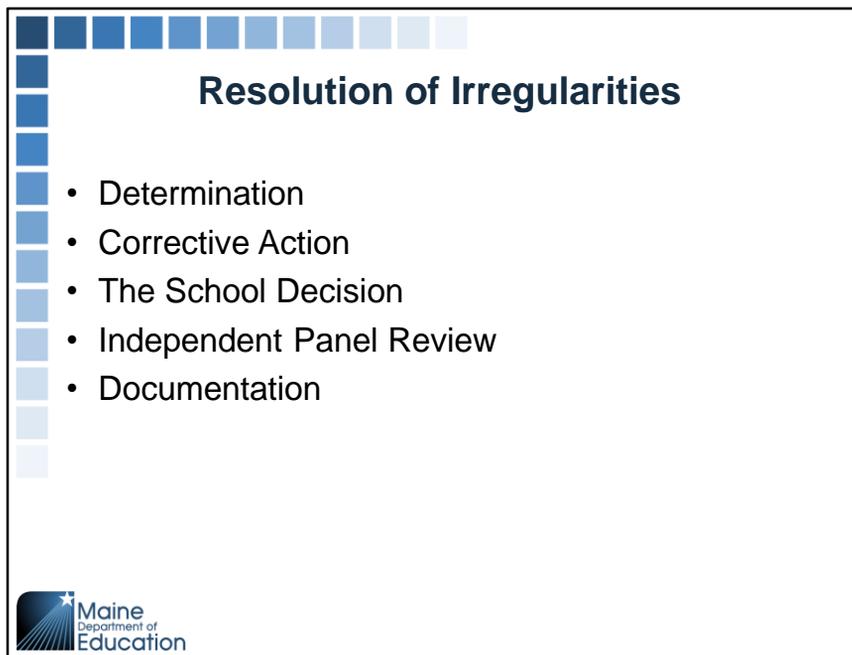
- Did the irregularity lead to a breach of test item security?
- Did a misadministration affect the validity of any student performance and resulting scores?
- Was the irregularity deliberate; is there evidence of academic fraud?



If it is determined that an investigation is warranted, the appropriate State Assessment Coordinator will immediately contact the DAC and/or Principal/School Test Coordinator about the reported incident. The State Assessment Coordinator will communicate with the appropriate district/school administrators throughout the investigative process.

If the event involves inappropriate exposure of secure test material, the most critical action is that the exposure be immediately contained.

The protocol for investigating testing irregularities can be found in the Test Security Handbook.

The graphic features a title "Resolution of Irregularities" in bold black text. To the left of the title is a vertical column of 12 blue squares of varying shades, from dark blue at the top to light blue at the bottom. Below the title is a bulleted list of five items: "Determination", "Corrective Action", "The School Decision", "Independent Panel Review", and "Documentation". At the bottom left of the graphic is the Maine Department of Education logo, which includes a star and the text "Maine Department of Education".

## Resolution of Irregularities

- Determination
- Corrective Action
- The School Decision
- Independent Panel Review
- Documentation



Resolving irregularities is a good faith partnership between the school districts and the Maine DOE. Corrective actions aim to minimize the immediate damage, and take action to prevent future testing irregularities.

- **Determination:** Based on the evidence collected, the Maine DOE Review Team will create a summary report of the findings, such as no irregularity, irregularity resolved, breach of test item security, invalid test administration, student misconduct, educator misconduct.
- **Corrective Action:** Once a determination has been made, the Maine DOE will prescribe and/or recommend corrective actions with the district
- **School Decision:** The school may accept the remediation or request an appeal. If an appeal is requested, the Maine DOE will assign an independent review panel to review the case.
- **Independent Review Panel:** If the school or district requests an appeal, an independent panel review will be conducted. The panel's report will be sent to the Maine DOE, and the Maine Commissioner of Education will notify the school and district of the final determination.
- **Documentation:** Actions are documented during all phases of investigations and will be reviewed annually by the Maine DOE Assessment Team.

<b>Test Security Handbook</b>	
<b>Appendices</b>	
Appendix A: Student Testing Responsibilities	
Appendix B1-B2: Test Administration Seating Charts	
Appendix C: Sample Testing Schedule	
Appendix D: Sample Observation Forms	
Appendix E: Sample Interview of School Test Coordinator and Sample Test Administration Observation Checklist	
Appendix F: Test Security Agreement Forms	



Please refer to the Test Security Handbook for the above appendices and templates.



## Contacts

Nancy Godfrey, Assessment Coordinator

- 207-624-6775 OR [nancy.godfrey@maine.gov](mailto:nancy.godfrey@maine.gov)

Sue Nay, Alternate & WIDA ACCESS Coordinator

- 207-624-6774 OR [sue.nay@maine.gov](mailto:sue.nay@maine.gov)

Eric Buckhalter, DOE Office Manager

- 207-624-6700 OR [eric.buckhalter@maine.gov](mailto:eric.buckhalter@maine.gov)



Please contact the corresponding assessment coordinator at the Maine Department of Education immediately if any situation occurs that could cause test administration to be compromised.