Hawaii Statewide Assessment Program:

Maintaining Test Security and Reporting Testing Incidents
Purpose

This information focuses on testing incidents and the procedures for reporting testing incidents and inquiries into those reports.
“Systematic school, curricular, and program improvement efforts directed toward student attainment of the Hawaii Content and Performance Standards (HCPS) requires the collection of relevant and accurate student assessment information.”
HSA Procedures

All school personnel involved in the administration of the HSA are accountable for knowledge of and adherence to all test security guidelines and procedures as specified for their roles.
HSA guidelines and procedures can be found in the Test Administration Manual (TAM).

Additional mandatory resources:
- HSA District Meeting sessions or school level trainings.
Testing Incidents

Any event or procedure that could potentially impact the integrity of the tests, the data, and the test results before, during, and after the test administration is a testing incident.

All testing incidents must be reported immediately.
Types of Testing Incidents

- Testing irregularity
- Standardized administration irregularity
- Test security violation
Testing Irregularity

Is an incident that affects the student’s performance on the test, but may, or may not, compromise the test result.

• Must be reported
• May or may not trigger an inquiry
• May require the administration of the replacement test form
• May require invalidation of the student’s score
Testing Irregularity Examples

Include, but are not limited to:

• Electrical outage during testing
• Fire alarm during testing
• Many students taken ill due to vog
• Hurricane evacuation during testing
• Medical emergencies involving key personnel
• Connectivity lost during testing session
• Student bubbled the wrong portion of the response booklet
Standardized Administration Irregularity

Is a change in the established test administration procedure and protocols that may, or may not, compromise the test result.

- Must be reported
- May or may not trigger an inquiry
- May affect the student’s performance on the test
- May result in the administration of the replacement test form
- May require invalidation of the student’s score
Standardized Administration
Irregularity Examples

Include, but are not limited to:

• Disallowed classroom displays containing content information visible during test sessions (see handbooks for details)
• Test related content instruction, review or practice tests are provided between testing sessions (if it implies prior knowledge of test items, this could be a test security violation)
• Test administrator fails to read the directions or conduct the examples as directed
• Providing inappropriate accommodations
• Selecting specific students to “not test”
• Restricting or extending time to complete the testing sessions
Test Security Violation

A test security violation is a serious incident that compromises test security, data security, or both, and the integrity of the student score results.

• Must be reported
• Will trigger an inquiry into the incident
• May affect the student’s performance on the test
• May result in the administration of the replacement test form
• May require invalidation of the student’s score
Test Security Violation Examples

Include, but are not limited to:

- Use of mobile phones or cameras during testing sessions to record test items
- Test items or student responses are copied, discussed, reviewed or analyzed before, during or after the assessment is administered
- Test administrator or proctor leaves the classroom unattended or with an unqualified adult during a session (see handbooks for qualifications)
- Test booklets are assigned to test administrator or proctors for their reference and review
- Test responses are altered
- Prompting (verbal or non-verbal) or giving answers to students during testing to review specific items
- Students sharing answers
Procedure, Sequence and Expectations for Reporting a Testing Incident
Who Reports?

All Hawaii Department of Education employees are required to report testing incidents to the school Administrator.

Test Coordinators and school Administrators must report any knowledge of testing incidents to the Student Assessment Section (SAS) Administrator.
Non-DOE personnel may report testing incidents to school personnel.

School personnel receiving such information are responsible for reporting the information to the school Administrator.
Test Coordinators and School Administrators

If you have witnessed, been informed of, or suspect the possibility of a testing incident that could potentially impact the integrity of the tests, the data, and the test results, immediately contact:

Student Assessment Section (SAS) Administrator at 808-733-4100

In no answer, call...
System Accountability Office Administrator at 808-586-3283
If No Answer or After Hours

Send a LN email to Kent Hinton

Provide:

- Your name,
- Your school,
- Phone numbers with hours for contact, and
- The nature of your call.

You will be contacted by one of the individuals within your specified hours of contact.
Besides School Personnel Reporting to SAS...

State level data processing can reveal potential testing incidents or school level data quality concerns that may trigger an inquiry.
“Red Flag” Examples

Include, but are not limited to:

• Reviews of student demographic data
  - Subgroup identifiers (i.e., ethnicity, SPED, ELL, disadvantaged)
  - Grade level/birth date
• Analyses of testing data
  - Student performance trends (e.g., school level, grade level, subgroups)
  - Irregular scoring patterns
  - Inappropriate accommodations provided
• Test session with student responses outside normal school hours and weekend/holidays
• Test scores for students who have been exempted from taking the test by parent letter
Information Requested When Reporting to SAS

Role/position of individual reporting
  - Name is optional
• School name
• Date(s) of incident(s)
• Description of incident(s)
  - Type (e.g., cheating, missing materials, copying items)
  - Scope (e.g., individual, class, grade level, school-wide)
  - By whom (e.g., student, school personnel)
Step I: Did a Testing Incident Occur?

- What happened?
- Who was involved?
- How widespread?
- Who initiated the incident?
Step 1: Outcomes

If no testing incident is found, no further action is needed.

If a test/administration irregularity is found, SAS shall direct school personnel with appropriate actions.

If a test security violation is suspected, the school shall be directed to take immediate action (e.g., stop all testing) and a inquiry team shall be sent to the school.
Step 2: If an Inquiry is Necessary

School Administrator and the respective Complex Area Superintendent or Charter School Executive Director will be notified.

Upon notification, School Administrator must immediately:
- Cease testing
- Provide full cooperation and assistance to the inquiry team
  - Private room for interviews by the inquiry team
  - Access to all individuals involved in the incident
Step 2: Outcomes

Inquiry team is established.

- Systems Accountability Office (SAO) personnel
- Dispatched to the school upon notification of alleged test security violation
Step 3: The Site Visit

Upon arrival at the school, the team will:

• Meet with Test Coordinator/School Administrator
  - Summarize and clarify the testing incident
  - Share the scope of the inquiry
  - Clarify the roles of school personnel within the inquiry
  - Discuss possible outcomes
  - Review copies of all FERPA forms

• Conduct interviews
  - Staff may have union representation
Scope of the Inquiry

• Who will be interviewed
• How the findings will be determined
• When and if testing will be resumed
• Possible consequences regarding test security and the validity of test scores
• When the report will be completed
At the End of the Site Visit

The inquiry team will brief the:

Administrator and Complex
Area Superintendent or
Charter Schools Executive Director on
the findings.
Components of the Inquiry Report

• School context
• Summary of the inquiry methodology
• Descriptions of the incident, findings, and conclusions
• Recommended actions and timeline
  — Test security and administration procedures
  — Validity of scores

No recommendations for disciplinary actions shall be included.
In the event the inquiry team determines a student’s scores to be invalid, the scores and the related test materials will be suppressed. In other words, it will be as if the student(s) did not take the test session(s) but will count as an opportunity.

Schools may not view any testing materials or scores that have been suppressed as a result of a testing incident inquiry.
Effect of Suppressed Scores

Scores from individual testing sessions may be deemed invalid resulting in invalidation of scores in the subject area for the affected students.

If a student’s scores for a subject area are deemed invalid, the student will have no score and may be considered a non-participant.
Step 3: Outcomes

SAO makes the final determinations of score validity.

Inquiry report is presented to
• Complex Area Superintendent or Charter Schools Executive Director
• State Superintendent.

Superintendent approves the final recommended actions for improving test security and administration procedures.
Possible Determinations

1. No testing incident occurred
2. Test/administration irregularity occurred = valid scores
   • Did not compromise test security
   • Did not compromise test results (i.e., scores)
3. Test/administration irregularity occurred = invalid scores
   • Did not compromise test security
   • Compromised test results (i.e., scores)
4. Test security violation occurred = invalid scores
   • Compromised test security
   • Compromised test results (i.e., scores)
At the Superintendent’s Discretion…

The Superintendent may share the testing incident inquiry report with the Board of Education or the Charter Schools Review Panel.

The individual may be required to cover the costs of any replacement test forms used and other related costs.
Step 4 Public Disclosure

Approved recommendations are implemented.

The school must notify the affected parents in writing of the test security violation and its impact on their children’s scores.

The school, in consultation with the DOE’s Communications Office, must respond to Freedom of Information requests regarding the incident.
Improving test security contributes to

- Improved validity and accuracy of assessment scores.
- Transparency of the test security inquiry process for schools.
- Public accountability through full compliance with No Child Left Behind.
- Increased credibility and overall confidence in the student performance results.
For more information regarding Testing Incidents and Inquiries, please contact:

Systems Accountability Office
at 808-586-3283