



# Delaware Department of Education

## DPAS II Student Improvement Component Test Security for Measure B

### Definitions

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*The following terms shall have the meanings indicated:*

- **state assessment system** – the assessment program established pursuant to Subchapter III of this title, including the assessments administered pursuant thereto.
- **Department** – the Delaware Department of Education.
- **individual** – a student, teacher, administrator, local or state school board member, or other employee, agent, or contractor employed by the Delaware public school system whether at the local or state level, and including an employee, agent, or contractor of a charter school.
- **log-in** – the process of accessing the testing website.
- **school district** – any school district, special school, or charter school created pursuant to the provisions of this title.
- **secure browser** – the computer browser that prevents the student from accessing functions of the computer that are not allowed during testing.
- **student identification number** – the unique identification number assigned to each student in the State of Delaware under which his or her student records are maintained.
- **test administration** – the range of activities from the initial procurement of secure assessment materials including those delivered via the computer through testing and the return of secure assessment materials to the Department or its agents.
- **test site** – the physical location of the test administration, including a computer lab, classroom, or other room.

### Security and Data Procedures

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*The Department's test security regulations and procedures provide for the educator to:*

1. Secure printed materials during testing and the storage under lock and key of all secure tests and test materials, including answer documents, before and after testing;
2. Institute procedures to safeguard internet access of information during testing;
3. Properly administer and monitor test administrations; and
4. Institute procedures for the accurate and timely collection, storage, and retrieval of DPAS II Measure B state assessment system materials and data.

## Testing Behavior Violations

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***It is a testing security violation for an individual to fail to follow state assessment system administration procedures promulgated by the Department, and no individual shall:***

1. Give any examinee access to secure test items or materials except in the regular course of an authorized administration of the DPAS II Measure B state assessment system;
2. Give unauthorized individuals or other persons access to secure test items or materials;
3. Copy, reproduce, use, or otherwise disclose in any manner inconsistent with test security regulations and procedures any portion of secure test materials;
4. Provide answers during the administration of the test orally, in writing, or by any other means to any examinee;
5. Coach any examinee during testing by giving the examinee answers to secure test questions or otherwise directing or guiding a response or by altering or interfering with the examinee's response in any way;
6. Fail to follow security regulations and procedures for the storage, distribution, collection, and return of secure test materials or fail to account for all secure test materials before, during, and after testing;
7. Fail to monitor test administration properly, including permitting inappropriate collaboration between or among individuals, fail to remove or cover non-allowable resources from the test site, or fail to secure scratch paper used by the students during testing;
8. Fail to prohibit students from accessing or using unauthorized electronic equipment (e.g., cell phones, PDAs, iPads, iPods, or electronic translators) during testing;
9. Fail to confirm proper identification of students being administered the test, causing any student to test under another student's records;
10. Fail to collect and secure any materials bearing student identification number(s) and student name(s) used to provide student(s) with this information;
11. Email, fax, or inappropriately reproduce any student identification number(s) associated with student name(s) or other personally identifiable student data;
12. Fail to properly secure authorized printed copies or allow printed copies to be taken outside the test site;
13. Administer secure tests on dates other than those authorized by the Department;
14. Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this subchapter;
15. Refuse to disclose to the Department information regarding test security violations; or

16. Refuse to cooperate in the investigation of a suspected breach of test security, whether such investigation is conducted by a school district or the Department. The investigation shall include a review of mitigating circumstances, if applicable.

## **Data Reporting Violations**

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### ***School districts and individuals shall not:***

1. Fail to report test scores, numbers of students tested, or any other data element requested by the Department;
2. Report incorrect or otherwise inaccurate test scores, numbers of students tested, or any other data element requested to be reported to the Department;
3. Exclude a student from participation in the DPAS II Measure B state assessment system except in accordance with the regulations of the Department;
4. Refuse to disclose to the Department information concerning a violation of the foregoing data reporting requirements; or
5. Refuse to cooperate in the investigation of a suspected data reporting violation, whether such investigation is conducted by a school district or the Department. The investigation shall include a review of mitigating circumstances, if applicable.