Test Security and Confidentiality Training 2019-2020

Certified Personnel &
Test Administrators
<table>
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<th>Purpose</th>
<th>Goal</th>
<th>NEISD’s Goal</th>
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<td>The <strong>PURPOSE</strong> of this training is to provide essential information to NEISD personnel who will serve as a Test Administrator for fall, spring, and summer state testing.</td>
<td>The <strong>GOAL</strong> for the training allows Testing Services to provide Test Security training, required by the Texas Education Agency (TEA).</td>
<td>NEISD’s <strong>GOAL</strong> is that all students are assessed properly so that our district receives valid results for our students.</td>
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This presentation **DOES NOT** take the place of reading the appropriate Test Administrator manuals.
TEST SECURITY

Maintaining the security and confidentiality of the Texas student assessment program is critical for ensuring fair and equal testing opportunities for all students.

Given the high stakes associated with student performance and the need to assure educators, parents, students, and the public that test results are meaningful and valid, it is imperative that individuals participating in the program preserve the integrity of all test content and student data through strict adherence to the instructions and procedures contained in this resource and the test administrator manuals.
TEA requires all district personnel to attend annual training for Test Security and Confidentiality. Testing personnel are required to attend training for test security and test administration procedures and are responsible to comply with state assessment requirements.

Before handling secure test materials, all testing personnel who meet the requirements to participate in statewide testing must undergo training and sign the appropriate security oath affirming they understand their obligation concerning the security and confidentiality of the state assessments.

By signing the *Oath of Test Security and Confidentiality*, participants affirm they have been trained, understand their obligation to properly implement the program, acknowledge their responsibilities to report any suspected testing irregularity to the Campus Test Coordinator or Campus Principal and are aware of the range of penalties that may result from the violation of test security and confidentiality.

**Only Test Administrators who have been trained and signed an oath may enter the testing room!**
TEST SECURITY

• Failing to report to an appropriate authority that an individual has engaged or is suspected of engaging in conduct other than what staff were trained to do or is outlined in the TEA test administration manuals other serious violation of security and confidentiality

• Violations of test security and confidentiality can result in the individual(s) responsible being referred to the TEA Educator Standards and Certification Legal Division for consideration of disciplinary action. In addition, any violation of test security or confidentiality may result in the invalidation of student test results.
Test Security training is required once each school year. As per TEA, a testing year will be from December 2019 to June 2020.

At the end of each assigned training, participants will have a live link to an online oath that will need to be completed for Test Security and for each Test Administration training.

Oaths must be completed prior to the test administration and/or handling any test materials. This training is the NEISD district requirement for Test Security.

Test Administrators who will administer the test, or enter the testing room during a live test administration, must view this online training and complete the Test Security Oath for Certified Personnel and Test Administrators.

**NEW THIS YEAR:** Once the oath has been completed, you will receive a confirmation email stating oath completion.

The Texas Education Agency provides school districts training modules as part of a comprehensive 14-point Test Security Plan. Although not mandatory by TEA, the modules may clarify questions or concerns campuses may have in regard to live testing. Campuses may use the modules as an additional resource. The modules can be accessed on the TEA website at [www.TexasAssessment.com/administrators/training/](http://www.TexasAssessment.com/administrators/training/)
STATE ASSESSMENTS 2019-2020

This Test Security Training is required for the following assessments.

STAAR testing will occur December 2019 & April, May, and June 2020.

TELPAS is an online assessment, administered to EL (English Learner) students who qualify as LEP as well as Parent Denial students. The TELPAS window will occur Monday, February 24th to Friday, March 27, 2020.**

TELPAS Alternate is an assessment for students learning the English language just like TELPAS. However, it is designed to assess students with the most significant cognitive disabilities who cannot participate in the TELPAS assessment, even with allowable accommodations. The TELPAS Alternate window will occur Monday, February 24th to Friday, March 27, 2020.**

STAAR Alternate 2 window will occur Monday, March 30, 2020 to Friday, April 17, 2020.**

**NEISD deadline.

Department of Testing Services
**STAAR ASSESSMENTS**

**Dates:**
- **December EOC**
  Tuesday, December 10, 2019 to Friday, December 13, 2019
- **April STAAR English EOC, Grade 4/7 Writing, Grade 5/8 Reading and Math**
  Tuesday, April 7, 2020 to Thursday, April 9, 2020
- **May STAAR EOC, & Grade 8 Science and Social Studies**
  Tuesday, May 5, 2020 to Friday, May 8, 2020
- **May STAAR 3-8**
  Tuesday, May 12, 2020 to Friday, May 15, 2020
- **June STAAR & EOC**
  Tuesday, June 23, 2020 to Thursday, June 25, 2020*  
  *Dates subject to change

**Time:**
- Grades 3 through 8 STAAR have a **4 hour time limit**.
- English I and II EOC have a **5 hour time limit**.
- Algebra I, Biology, and U.S. History EOC have a **4 hour time limit**.

As Per HB 3—students will not test STAAR on the first instructional day of the week.
It is a violation of state assessment procedures to record, discuss, or share answers to the rating practice and calibration activities. TELPAS testing violations must be reported as indicated in the “Test Security and Confidentiality Requirements” section at the front of the online TELPAS Rater Manual.

Individuals are not authorized by TEA to serve as TELPAS raters unless they complete the state-required training and calibration activities.

Prior to creating a TELPAS Online Training Center account, raters are required to read an online statement and affirm that they will complete the rating activities independently. While collaboration is encouraged during the live administration to help ensure that ratings in all domains reflect the ability for students to understand and use English in different content areas, it is imperative that rater calibration is done individually to ensure that raters are able to apply the PLDs accurately and consistently.

No person may receive or provide answers to student profiles during TELPAS calibration activities.
STAAR ALTERNATE 2
Monday, March 30, 2020 - Friday, April 17, 2020

A preview window, prior to Monday, March 30th, is allowed for the Test Administrators (TA's) once the test materials have arrived in district. Test Administrators can preview the student booklets and Test Administrator instructions for specific questions during this period to become familiar with the instructions, practice manipulating the materials, plan teacher assists, and prepare accommodations to the student booklet.

**STAAR ALTERNATE 2**

Previewing must be done on campus during school hours. If the blue “Do Not Enter” sign is posted on the classroom door, please do not enter the classroom!

TA's must not take any secure materials home including photocopies, pictures, representations, etc.

TA's must check out and in all materials related to the test daily.

All preview materials collected and the tests must be returned to the CTC when the TA is finished working with them or at the end of the school day.

At no time should STAAR Alternate 2 Test Administrators discuss any part of the assessment with any other individuals.

STAAR Alternate 2 is a paper test. There is no paper answer document; student answers will be recorded on a TEA student response page. Test Administrators must enter answers online.

The STAAR Alternate 2 assessment does not have to be completed in one sitting and can occur over the assessment window.

The STAAR Alternate 2 manual is a secure manual that has portions of the test in it. When not being used, the manual must be locked away.

STAAR Alternate 2 TA’s will complete the same NEISD online security training as STAAR TA’s.
TEST SECURITY- STAAR Alt 2
Preview Window Procedures

✓ Practice reading the script and following the presentation instructions for test.
✓ Review the Scoring Instructions for test questions and plan teacher assistance for items 2 and 3 in each cluster.
✓ Review the student booklet and image cards to plan and prepare accommodations for any student who may need an accommodation according to the guidelines outlined in the “Accommodations” section of the test administrator manual.

✗ Any presentation of materials or introduction of concepts or topics to a student prior to the administration of the test is considered a serious irregularity and should be reported as such.
THE LAW AND CONFIDENTIALITY REQUIREMENTS

Laws pertaining to Assessments:
Texas Education Code (TEC) Chapter 39.0303, Subchapter B – Secure Assessment
Title 19 Texas Administrative Code (TAC) Chapter 101 - Assessment
Family Educational Rights and Privacy Act of 1974 (FERPA)
Texas Penal Code 37.10 – Tampering

All assessment instruments are defined under the above laws and are considered secure. The contents of these tests, including student information used or obtained in their administration, are confidential.

Maintaining the confidentiality of the Texas student assessment program involves protecting the contents of all secure test materials, including test booklets; online assessments and test tickets; completed answer documents; STAAR Alternate 2 stimulus images and text; and TELPAS calibration activities and components for holistically rating student performance.
MAINTAINING SECURITY OF TEST MATERIALS
CONFIDENTIALITY REQUIREMENTS

Confidentiality requires compliance with, but is not limited to the following guidelines:

- All subject area tests are sealed until the Test Administrator directions are read to the students which allows the breaking of the seal for that days test.
- No person can change any response or instruct a student to do so.
- All testing personnel who participate in statewide testing must undergo training and sign the appropriate security oath affirming that they understand their obligations concerning the security and confidentiality of the state assessments before handling secure test materials or administering assessments.
- Upon first accessing the secure online administrative features of the Texas Assessment Management System, trained and qualified testing personnel who will be administering online assessments must read and accept a statement of confidentiality.
- All tests must be administered in strict accordance with the instructions contained in the test administration materials.
CONFIDENTIALITY REQUIREMENTS

- Test administrators who have permission to view secure materials in order to provide an approved accommodation or as part of the program-specific test administration process must be reminded that they are viewing secure content and that responding to test questions, recording the information they see, scoring the test, or discussing the content of the test at any time is strictly prohibited.

- No person may duplicate, print, record, write notes about, or capture (electronically or by any other means) any portion of a secure assessment instrument (paper or online) without prior approval of TEA.

- Districts may not duplicate and retain student compositions.

- Only students may respond to test questions, perform calculations, and create rough drafts to written responses.
CONFIDENTIALITY REQUIREMENTS

- No person may view, reveal, or discuss the contents of a test booklet or online assessment before, during, or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials. If circumstances necessitate that a test booklet or online assessment be examined, permission must first be obtained from TEA.

- No person may review or discuss student responses or solicit information from students about secure test content during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.

- Collection and destroying, after each test administration, (including STAAR Alternate 2), any recordings, graph paper, scratch paper, or state-supplied reference materials students have written on during the test. This will be a Campus Test Coordinator role.

- Once testing has occurred, campuses should remind students and adults that they should not discuss the test administration or contents of the test with anyone. Due to STAAR Alternate 2, TELPAS, STAAR, and EOC testing windows, no information should ever be shared in regard to a state assessment.
Testing Irregularities

Conduct that departs from the test administration procedures as established in the test administration materials is considered a testing irregularity. Testing irregularities are viewed by TEA as falling into one of two categories—serious or procedural.

Serious Irregularities
- constitute severe violations of test security or confidentiality
- must be investigated by the campus coordinator immediately
- require a campus to call the director of testing immediately to inform of the incident
- can result in the individual(s) responsible being referred to the TEA Educator Certification and Standards Division for consideration of disciplinary action

Procedural Irregularities
- reflect minor errors or deviations in testing procedures
- do not represent severe breaches in security or confidentiality
SERIOUS IRREGULARITIES

Examples of serious violations involve, but are not limited to the following:

- Directly OR Indirectly assisting students with responses to test questions.
- Tampering with student responses—Violations include changing answers or erasing responses.
- Falsifying TELPAS holistic ratings or STAAR Alternate 2 student responses—Violations may occur on student scoring sheets, TELPAS Rosters or the online system.
- Viewing secure test content before, during, or after an administration unless specifically authorized by TEA or by the procedures outlined in the test administration manuals.
- Discussing secure test content, student responses, or student performance—Test Administrators may not debrief or discuss the test with another staff member or parent.
- Scoring student tests either formally or informally. Do not look over student’s shoulder as they are taking their test, answer questions, or see how the student answered (Ex. writing essays and students bubbled answers).
- Duplicating, recording, or electronically capturing confidential test content without permission from TEA or by the procedures outlined in the test administration manuals.
SERIOUS IRREGULARITIES (CONT.)

- Responding to secure test questions
- Fraudulently exempting or preventing a student from participating in the administration of a required state assessment. Students cannot be told not to enroll on a testing day, students cannot be told to be absent, or Test Administrators cannot refuse to test a student.

- Receiving or providing unallowable assistance during TELPAS calibration activities. (ex., taking notes, providing answer sheets, or verbally sharing answers).

- Encouraging or assisting an individual to engage in the conduct described in the items listed above or in any other serious violation of security and confidentiality.

- Failing to report to an appropriate authority that an individual has engaged in conduct described in the items listed above or in any other serious violation of security and confidentiality.

Any incidents involving alleged or suspected testing irregularities falling under the category of serious violation must be reported to the District Testing Coordinator immediately.
REPORTING SUSPECTED IRREGULARITIES

Each person participating in the Texas student assessment program is responsible for reporting any suspected violation of test security or confidentiality.

 Procedures for reporting suspected irregularities:

✓ Campus staff should notify their Campus Test Coordinator.
✓ Campus Test Coordinator will notify his/her principal AND the District Test Coordinator.
✓ District Test Coordinator will notify TEA.
District personnel should refrain from using Social Media to communicate or respond to any information that might be “posted” in regard to state assessments.

As per the TEA Test Security Guidelines:

- Use of Social Media is considered a **serious irregularity** and will constitute a severe violation of test security or confidentiality.
- Can result in the individual(s) responsible being referred to the TEA Educator Certification and Standards Division for consideration of disciplinary action.
- **Must be investigated by the District Test Coordinator immediately!**

Examples include Tweeting, Texting, Facebook, Instagram, Snapchat, etc.
WHAT ARE THE PENALTIES FOR PROHIBITED CONDUCT?

In accordance with 19 TAC 101.3031 (b)(2), and as described in the TEA Test Security Supplement, any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security and confidentiality, as well as any person who fails to report such violation, may be subject to the following penalties:

- Placement of restrictions on the issuance, renewal or holding of a Texas educator certificate, either indefinitely or for a set term.
- Issuance of an inscribed or non-inscribed reprimand.
- Suspension of a Texas educator certificate for a set term; or
- Revocation or cancellation of a Texas educator certificate without opportunity for reapplication for a set term or permanently.

Release or disclosure of confidential test content is a class C misdemeanor and could result in criminal prosecution under TEC 39.0303, Section 552.352 of the Texas Government Code, and Section 37.10 of the Texas Penal Code. Further, 19 TAC 249.15 stipulates that the State Board for Educator Certification may take any of the above actions based on satisfactory evidence that an educator has failed to cooperate with TEA in an investigation.
TEA REQUIREMENTS

TEA Requires

• Secure storage for test materials
• Secure handling of testing materials
• Appropriate training of staff
• Active monitoring by Test Administrators
• Proper testing environment
• Secure processing of materials district wide
Secure Storage for Test Materials

From the time test materials are delivered to a campus, to the time the test materials leave, all materials must be securely stored as per the Campus Test Plan.

Secure Handling of Test Materials

- Once Test Administrators take possession of testing materials, it is important that when secure test materials are not in use test materials should be locked in a closet or file cabinet. If Test Administrators leave the classroom, Test Administrators should make sure to lock the classroom door(s) as well.

- Test Administrators are encouraged to double check class rosters to make sure that students they are testing are receiving the correct assessment. If there is concern about a student on the testing roster, please contact the Campus Test Coordinator immediately! Due to time limits with STAAR, it is imperative that Test Administrators check their rosters prior to the beginning of the test.

- If students are given an incorrect assessment, it is considered a failure for that student. Please double check your testing rosters with those students that fall within these categories.

- Do not allow any student to transport testing materials!
APPROPRIATE TRAINING OF STAFF

Test Administrators & Relief Test Administrators

Test Administrators and Relief Test Administrators are required to attend campus training for each test administration. Test Administrators will sign ONE Test Security and Confidentiality Oath (one per year) as well as a Test Administrator Oath for each test administration serving as Test Administrator.

Test Administrators are required to read the Test Administrator Manual PRIOR to training and especially before administering any test to familiarize themselves with the directions for that particular test. Failure to do so will result in an Incident Report being completed and filed.
Test Administrators who have permission to view secure materials (approved by accommodation or program specific test) must be trained and completed oath as well as reminded they are viewing secure content.

Oral Administration Test Administrators are not allowed to reveal secure state assessment content or student responses without express written permission by TEA. Failure to comply with security requirements is a testing irregularity that must be reported to the TEA.

CTCs will meet with Test Administrators who administer paper oral administrations and go over an oral administration PowerPoint, the oral administration manual, procedures and examples given by TEA and answer any questions Test Administrators may have.
**TEST SECURITY & ORAL ADMINISTRATIONS**

Test Administrators may not:

- Respond to test questions, make notes about the test questions
- Discuss the content of the assessment at any time
- Write notes or calculations in a test booklet
- Rephrase, clarify or interpret any test content
- Provide any unauthorized verbal or nonverbal assistance to students
ON TESTING DAY

• Test Administrators should practice good inventory control at all levels. Test materials will be counted before and after each test administration.

• Start times for STAAR should be noted on the seating chart. It is important that the time limits be strictly followed.

• District Monitors will verify “ACTIVE” Monitoring. A District Monitor will spend as much time as necessary in the testing room. **District Monitors may not serve in capacity of Test Administrator.**

• A trained Test Administrator **MUST** be present in the testing room at all times. A testing room **MUST** be supervised at all times.

• If a Relief Administrator is scheduled to enter a testing room, the Relief Administrator must have Any staff member, who enters a testing room, must have been trained and signed an oath. These staff members will sign in and out of the classroom using the Room Traffic Form

• **Active Monitoring is critical on live testing days!**
ON TESTING DAY

Attendance
School Districts are required to provide all eligible students who are in attendance during the administration of an assessment an opportunity to participate in the test.

Students who are in attendance on the day of testing and choose not to participate or refuse to mark their answers on the answer document or in the online form, and who are in grades 3-8 or are taking an EOC for the first time, will have their tests submitted for scoring as is.
ON TESTING DAY

Posters, Charts, and/or Instructional Aids
If area content specific, these must be taken down or covered. This includes anywhere a student might walk during the testing day. Motivational posters, cafeteria menus, etc. are okay. If something is questionable, please see the CTC or Campus Principal.

“Do Not Disturb” Signs
- Posted on each testing classroom door when testing begins.
- Test Administrators may remove signs once testing in their rooms has been completed.

Seating Charts
Each classroom must have a seating chart which will include student name, student PEIM’s ID number and test booklet number. Campuses must use a NEISD seating chart. Elementary and Middle School Test Administrators will record the amount of time each student took to test on their answer document for each test session. Directions will be available in the Test Administrator manual. STAAR Test Administrators will note the STAAR test “start time” and “end time” on the seating chart. Nurse visits and “other” breaks will involve recording the stop/start time.

Room Traffic Form
Only personnel who enter and exit the testing room should sign the Room Traffic Form. Students do not need to sign in and out on this form. Only personnel who have signed an oath may enter the testing room and will sign in and out on the Room Traffic Form.
ON TESTING DAY

Classroom Doors

• If there is a door window, CTC’s have instructed Test Administrators to uncover the window.
• All Doors should be UNLOCKED.
• NEISD Time Tracker logs and Testing Do Not Disturb Signs should be visible on classroom doors.

Computers

• All testing room computers must be turned off during testing. After attendance is taken (if campus is requiring on computer), the computers should be turned off. Electronic devices should not be in use until testing is completed.
• Digital computer timers for STAAR will not be allowed as for this would require computers to be turned on.
• District monitors may not have their IPads or laptop computers on in the testing room during “live” testing.
• Please know your campus plan for communicating various campus needs during live testing days.
ON TESTING DAY

Unauthorized Devices

- Please follow your campus cell phone policy!
  - **NO CELL PHONES!** All cell phones must be turned off. NEISD does not allow the use of cell phones by students, Test Administrators, and other personnel during testing.
  - Please speak to your principal if you have a special situation that requires your cell phone be monitored for calls for example regarding a sick family member
  - No calculator watches, PDAs, or phones with cameras.
  - District Monitors & Test Administrators will be on the lookout for unauthorized devices and if found, should contact the CTC and/or campus principal ASAP.

Backpacks

Students should be asked to put backpacks, bags, and purses in a secure place in the classroom away from desks.

A Proper Testing Environment Means Success for All NEISD Campuses!
ON TESTING DAY - TIME

STAAR:

• Grades 3 through 8 STAAR will have a **four hour time limit**.
• English I and II EOC exams are a one day test administration with a **5 hour time limit**. Algebra I, Biology, and U.S. History are one day tests with a **4 hour time limit**.
• If students qualify for extended day testing, extended day is defined by TEA as end of the official NEISD school day. The time limit begins after the Test Administrator reads the directions and tells the students to begin working on their tests.

STAAR Alternate 2:
Test Administrators will have until the end of each school day to complete the assessments.

TELPAS (Gr. 2-12):
Students have until the end of the published school day.
**ON TESTING DAY**

**Room Traffic Form**
District monitors and Relief Test Administrators will sign in and out each time upon entering and leaving a testing room.

**Test Instructions**
All Test Administrators should have a manual for **ALL** grade level assessments. Test Administrators must read directions prior to administering the test to know where to start in the Test Administrator manual. **Instructions must be read verbatim!**

**Answering Questions**
Test Administrators are not allowed to answer any questions related to the content or test itself. Test Administrators may say, “I can’t answer that for you; just do the best you can.”
ON TESTING DAY

Emergencies

- Ex. Fire alarm or sick child. No test materials may be taken from the room. Campuses have a plan if emergencies occur. Please know your campus plan especially if you are administering the STAAR assessment.

Student Breaks

- Brief breaks in the testing room are allowed. Test booklets must be closed and students must not discuss the test. **For STAAR, if a break is given, the clock does not stop, this is included in the four or five hour time limits.**
- Breaks included in the four or five hour time limits (not allowed to stop the clock): water breaks, snack breaks, bathroom breaks, and short physical or mental breaks.
- Breaks NOT included in the four or five hour time limits (required to stop and restart the time clock): lunch, consolidation and movement of students to another testing area, emergency situations that significantly interrupt testing, and medical breaks.
- *TELPAS testers: Student breaks are allowed and they have the entire school day to test.*

Lunch: Students may stop testing to take a supervised lunch.

- The testing time must be stopped for a lunch break and will restart when students resume taking the test.
- Stop and restart times must be recorded on the seating chart.
- Students must place their answer documents inside their test booklets so that all secure materials must be collected and placed in locked storage. If students are testing online, they must exit the test.
- Students must be monitored by trained testing personnel and are not allowed to discuss any test content during lunch.
ON TESTING DAY

Restroom Breaks

Test Administrators will collect testing materials prior to the student leaving the classroom. Students must be monitored in the halls at all times. Students are not allowed to discuss the test with anyone. **Group restroom breaks are not encouraged for STAAR.**

Checking Answer Documents

As each student completes their test, the Test Administrator should visually scan the completed answer document to be sure the student has recorded answers as instructed. If a student has not done so, the Test Administrator will return the answer document so the student may record his/her answers.

If a student failed to transfer answers to the answer document and turns in the test, and leaves the testing room, the student may not go back and bubble the test.

Test Administrators should look to verify that answers are marked; they cannot look or comment on individual answers. Test Administrators will bubble in the score code on the answer document as each student completes the test.

For STAAR: Students must have all answers documented on the answer document prior to the time limit ending. Students may not bubble their answers once time is completed. It is scored as it is. TEA will not approve bubbling upon completion of the time limit. It is important that the Test Administrators monitor!
ON TESTING DAY

Condensing Room

FOR STAAR: It is campus discretion if CONDENSING OCCURS. If condensing does occur, the Test Administrator will complete the condensing room form with book number and test stop time.

**If students are moving to condensing room, they do not carry their test materials or personal belongings including back packs and purses/cell phones.

When a student has completed testing

Students may only read a library book or rest. No “other” instructional activities should occur that might disrupt the testing environment for those students still testing. Test Administrators will make sure that student library books are not placed under their desks, but held at a central location in the testing room.

Return of Testing Materials

Test Administrators will return all testing materials back to the Campus Test Coordinator upon completion of testing. All testing materials at check in and check out will be documented on a material control form provided by TEA. Test Administrators should separate the answer document from the test booklet. All test booklets and answer documents should be counted when returning materials to ensure that all test booklets and answer documents are accounted for!

Secure Processing of Testing Materials District Wide

Once all testing is completed, Campus Test Coordinators will deliver all testing materials back to the Testing Warehouse to be shipped back to the vendor.
ON TESTING DAY

If you have questions or concerns, **DO NOT** start the test until all questions or concerns have been addressed by the Campus Test Coordinator.

*Be on the lookout for the following and contact the CTC if:*  
• Students come to school with their writing arm or hand in a cast or sling  
• Students who do not look well; send them to the nurse before testing begins  
• Students who tell school staff they are in the wrong room or don’t need to take the test at all  
• Students you don’t recognize or who are not on your testing roster  
• You see anything suspicious

Department of Testing Services
EXPECTATIONS FOR TEST ADMINISTRATORS, HALL & RESTROOM MONITORS

- Follow the attendance procedures for state testing dates.
- You are not allowed to use computer or electronic devices after attendance is completed.
- You are not allowed to have any reading material in the testing rooms or in the hallways.
- You are not allowed to carry on small off-task conversations throughout the testing period.
- Your task is to actively monitor state testing and follow the procedures your CTC has given you pertaining to your duties during state testing.
This concludes the NEISD online training requirement for Test Security/Confidentiality for STAAR Alternate 2, STAAR & TELPAS. Your electronically signed oath serves as the completion and requirement for training. Please remember, Test Administrators will also electronically sign a separate oath for each test administration if serving as a Test Administrator.

The next slide contains the link to the TEA oath for Test Security and Confidentiality. By electronically signing this oath, this signifies that you have successfully viewed and completed NEISD’s requirement for Test Security.

Thank you and have a GREAT testing season!
TEST SECURITY OATH 2019-2020

• You have completed the Certified Personnel/Test Administrator Test Security training for 2019-2020.

• You will **click on the link below to complete the Test Security Oath.**

• Once you complete your oath, your will get a confirmation statement and an email to follow. There is nothing else you need to do with the oath.

• If you have questions, please contact your CTC.

CERTIFIED PERSONNEL & TEST ADMINISTRATOR TEST SECURITY OATH:
[https://northeastisd.az1.qualtrics.com/jfe/form/SV_aY5KLekkmBYacm1](https://northeastisd.az1.qualtrics.com/jfe/form/SV_aY5KLekkmBYacm1)