

Test Security Chart

The Test Security Chart shows the test security incident levels and examples of types of issues.

Level of Severity/ Potential Effect on Test Security	Types of Issues
LOW Impropriety	Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption in the testing session for other students.
	Student(s) leave the test room without authorization.
	Administrators or coordinators leaving related instructional materials on the walls in the testing room.
MEDIUM Irregularity	Student cheating or providing answers to each other, including passing notes, giving help to other students during testing, or using hand-held electronic devices to exchange information.
	Student(s) accessing the Internet or any unauthorized software or applications during a testing event.
	Student(s) accessing or using unauthorized electronic equipment (e.g., cell phones, PDAs, iPods, or electronic translators) during testing.
	Disruptions to a testing session such as a fire drill, school-wide power outage, earthquake, or other acts.
	Administrator or Coordinators failing to ensure administration and supervision of the ELPA21 assessment by qualified, trained personnel.
	Administrator gives incorrect instructions that are not corrected prior to testing.
	Administrator or Coordinator giving out his/her username/password (via email or otherwise), including to other authorized users.
	Administrator allowing students to continue testing beyond the close of the testing window.
	Administrator or teacher coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work.
	Administrator providing students with nonallowable materials or devices during test administration or allowing inappropriate designated supports and/or accommodations during test administration.
	Administrator allowing anyone other than a student to log into the test unless prescribed as an allowable accommodation in the student's IEP. This includes TAs or other staff using student information to log in or allowing a student to log in using another student's information.
Administrator providing a student access to another student's work/ responses.	

Level of Severity/ Potential Effect on Test Security	Types of Issues
HIGH BREACH	Administrator or Coordinator modifying student responses or records at any time.
	The live Student Interface or TA Interface being used for practice instead of the Training or Practice Tests.
	Administrator or student posting items or test materials on social media (Twitter, Facebook, etc.).
	Administrator allowing students to take home test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials.
	Administrator or student copying, discussing, or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes.
	Secure test materials being shared with the media (such as the writing prompts, test items, or reading passages) or media is allowed to observe a secure test administration.
	Administrator, Coordinator, or student improperly removing secure testing materials such as test items, stimuli, reading passages, writing prompts, or scratch paper from the testing environment.