

## *Security of Testing Materials*

### **Security of Testing Materials**

Unless otherwise designated, **all** tests and testing materials are secured before, during, and after test administration and must be handled accordingly.

**No secured test, written response exemplar, or other secured testing material may be kept at a school or school authority office following test administration.** Copying of any secured test material in whole or in part is prohibited. To do so is a breach of security.

After each achievement test administration session, a principal must sign a declaration that is part of the *Principal's Statement* attesting that these security requirements have been met.

### **Access to Testing Materials Before and During Test Administration**

Students may only access secured achievement test materials while writing those tests.

Under the principal's direct supervision, a teacher of students writing an achievement test may view a secured achievement test:

- Within the 24 hour period immediately preceding the scheduled date of administration
- After administration to mark or score a student's responses before the return of that material to Alberta Education.

Any other access to secured achievement test materials, by students or teachers, is a breach of security.

### **Security Status of January Testing Materials**

**All** Grade 9 achievement tests and testing materials administered in **January** are **secure** before and after administration. **All** tests and other materials must be returned after administration, as scheduled (see the *Schedules & Significant Dates* section).

### **Security Status of May Testing Materials**

**All** English and French language arts exemplars are **secure** before and after administration in **May** and **all** copies must be returned as scheduled (see the *Schedules & Significant Dates* section). The K&E English Language Arts Part A test booklet is **secure** and **all** test booklets must be returned after administration, as scheduled.

The grades 3, 6, and 9 English language arts and grades 3, 6, 9 Français/French language arts Part(ie) A test booklets are **unsecured** after test administration. **Unused** copies of these test booklets may be kept at the school after their May administration.

### **Security Status of June Testing Materials**

**All** achievement test materials administered in **June** are **secure** and must be returned after administration, as scheduled (see the *Schedules & Significant Dates* section).

**Return of Secured Tests and Testing Materials** All test materials that require **marking** (written response answers in test booklets) or **scoring** (answer sheets) must be returned to the **Financial Building**.

All other secured tests and testing materials must be returned to the **Learning Resources Centre**.

For further information about where and how to return test materials to Alberta Education, see *Packaging and Returning Test Materials* in the *Administration Directives, Guidelines, & Procedures* section.

**Photocopying of Students' Written Responses** Following test administration, teachers may make a photocopy of a student's writing from any English, Français, or French language arts Part(ie) A achievement test for inclusion in a portfolio of the year's work. Copies may also be made for parents who request them.

**Note:** The Grade 9 English, K&E English, Français, and French language arts Part(ie) A achievement tests remain secured after the January administration. Consequently, photocopies of student writing from the January administration must remain secured and may not be provided to students or parents until the completion of the May test administration session. The Grade 9 K&E English language arts Part A achievement test remains secured after the January and June administrations. Consequently, photocopies of student writing from these administrations must remain secured and may not be provided to students or parents.

**Previously Secured Test Forms That Are Now Released** Released items from specific achievement tests that may be used by schools, for educational purposes only, are available on the Alberta Education website at:  
<http://education.alberta.ca/admin/testing/achievement/answerkeys.aspx>.

All other previously administered tests and testing materials that have not been released **remain secured**.

### ***Achievement Test Rules***

The achievement test rules listed below apply to the administration of **all** achievement tests.

**Test Administration Supervision**

1. All achievement tests must be administered according to the directions specified for each test. This is the key responsibility of supervising teachers.
2. Supervising teachers may not provide any assistance to students writing an achievement test or otherwise interfere in any way that would undermine the validity or reliability of their responses, unless that

assistance has been pre-approved by the superintendent and will be documented as a test accommodation.

3. Notwithstanding Point 2, above, supervising teachers may assist Grade 3 students writing their Part(ie) A language arts tests who want to use a specific word that they don't know how to spell by giving them the first few letters of the word so that they may use their dictionary more appropriately.
4. No answer keys or scoring guides are permitted in the test room, and no achievement tests may be marked, while students are writing an achievement test.
5. Students who have turned in their test materials may not be asked to complete unanswered questions or revise portions of a test unless they have misunderstood test administration directions.
6. Any request for a student to complete unanswered questions or revise portions of a test must be **pre-authorized** by the principal and must be **documented** and **reported** as a test administration anomaly on the Principal's Statement.
7. No changes or alterations of any kind may be made to the test responses made by students on their test booklets and answer sheets.
8. No marks or notations of any kind may be added to a test booklet or answer sheet when marking or scoring those materials after a test administration.

**Alberta Student Number \*NEW**

1. All students must have and use a valid Alberta Student Number when writing achievement tests.

**Entrance Into and Exit From the Test Room**

1. Students may not enter or leave the test room without the consent of the supervising teacher.
2. Students who must leave the test room while the test administration is underway must be accompanied by a test supervisor or other teacher.

**Materials Allowed in the Test Room**

1. The only student materials that are allowed to be used while writing a particular test are those specified in the subject bulletin for that achievement test.

**Materials Not Allowed in the Test Room \*NEW**

1. All classroom materials in a testing room that could provide **assistance** to a student writing an achievement test, other than those items specifically noted in the subject bulletins, must be removed or covered (e.g., word lists, templates, maps, timelines, wall charts, multiplication tables, formulas).

2. No notes in any form, papers, informal dictionaries, electronic dictionaries, or books relating to a test may be brought into the test room, or used by a student, unless expressly permitted to do so by the test administration instructions.
3. No electronic or paper templates and/or graphic organizers are allowed for the writing of written response achievement tests.
4. Students may not bring into the test room or use any headsets, digital audio players, cell phones, or other electronic devices.

**Discussion and Sharing**

1. Students may not talk, whisper, or communicate in other ways with one another while a test is being written, unless specifically permitted to do so as part of the testing activity.
2. Students may not share or exchange any test writing tools or materials while in the test room, unless specifically permitted to do so as part of the testing activity.
3. Once a test administration session has officially started, students may not discuss the achievement test with the supervising teacher unless the test booklet is incomplete or illegible.

***Breaches of Security and Violations of Achievement Test Rules***

**Managing Breaches of Security and Violations of Achievement Test Rules**

Immediately following the administration and scoring or marking of an achievement test, the principal must report any circumstances that occurred that may affect the validity of the results of any student or group of students.

If a breach of security or violation of test rules occurs or is suspected, the school principal must immediately report the incident to the superintendent and to the Director, Examination Administration (see the *Contacts* section). Where a breach of security or violation of test rules occurs, the **superintendent shall make recommendations to Alberta Education regarding the validity of the students' results** (see the *Protocol* in this section).

**Consequences of Inappropriate Student Behavior**

Students who interfere with the security of test materials, violate Achievement Test Rules, falsify test responses or results, disrupt other students, or commit any other act that may enable them to fraudulently represent their or another student's achievement test performance may have their tests invalidated.



---

**COLLEGE OF ALBERTA SCHOOL SUPERINTENDENTS  
and  
LEARNER ASSESSMENT, ALBERTA EDUCATION**

**Protocol for Superintendents Investigating  
Allegations of Inappropriate Examination/Test Administration  
And/Or  
Alleged Contravention of the Examination/Test Rules**

**Introduction**

The following guidelines for investigating examination/test administration or student behaviour during testing are provided to assist Superintendents of Schools and the staff of Learner Assessment in ensuring

- security of the diploma examinations and achievement tests,
- consistency and fairness in the examination/test administration processes, and
- validity of the results.

Time is of the essence in any investigation, especially concerning diploma examinations, as students' entrance to post-secondary studies or the workforce depends on resolution.

**The *Student Evaluation Regulation 177/2003* is the basis of authority for directives about examination/test administration.**

**Identifying a Problem**

In the event of any inappropriate circumstance or inappropriate student behaviour during the administration of a diploma examination or achievement test

- the school principal submits written notification to the Superintendent of Schools and to the Director, Examination Administration;
- the Director ensures that the results for the school, or the individual student(s), are withheld until the Superintendent of Schools determines the results validity and conveys this in writing to the Director, Examination Administration.

### **Investigating Inappropriate Examination/Test Administration or Allegations of a Contravention of the Examination/Test Rules**

The superintendent will use the following procedures for an investigation requested by the Director, Examination Administration:

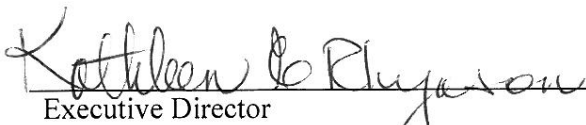
- Start the investigation as quickly as possible because the validity of results may be in question.
- Contact the Learner Assessment Executive Director or the Director, Examination Administration, at any time throughout an investigation for advice or clarification.
- Conduct an investigation independent of the school.
- Ask the College of Alberta School Superintendents (CASS) to appoint a superintendent from a neighbouring school authority to investigate on your behalf in any awkward and/or conflict of interest cases.
- Consider the *Freedom of Information and Protection of Privacy Act (FOIP Act)* when discussing the situation with others.
- Collect facts from as many sources as possible and keep a written record of all pertinent details and dates.
- Obtain corroboration from as many sources as possible.
- Collect any physical evidence that might support the case—for example, study notes that include secured material.
- If a charge of unprofessional conduct appears to be appropriate, contact the Alberta Teachers' Association (ATA) and provide the relevant information.
- After the investigation is complete, make a recommendation about the validity of the results.
- As soon as the validity of examination/test results is determined, send a written summary and recommendation to the Director, Examination Administration, Learner Assessment. Include documentary evidence and any confiscated student materials.


**Learner Assessment Follow-up**

On the basis of the superintendent’s recommendation, the Executive Director of Learner Assessment will use the following procedures to conclude the investigation:

- If the school results, or an individual student’s results, are determined to be valid, the Executive Director of Learner Assessment ensures that the results are released and the outcome of the investigation communicated to the superintendent, the principal, and the student where necessary. If the data files for the school and school authority reports have not yet been closed, the student’s results are included in the reports. If a student’s achievement test is involved, a revised *Individual Student Profile* is included with the principal’s letter. In the case of an individual student’s diploma examination, a revised results statement is sent to the student.
- If the school results are found to be invalid, the school report and the school authority report are prepared accordingly if the data files for the reports have not been closed yet. Invalid student scores are not included in the calculations of school and school authority results. However, the students may be included in the participation rates calculations.
- If a student’s results on a diploma examination are determined to be invalid, the Executive Director of Learner Assessment sends a letter notifying the student that the results of the examination have been declared invalid and informing him or her about any penalty. The letter also informs the student about the right to appeal to the Assistant Deputy Minister.

The penalty for the student will vary. A maximum penalty would have the student wait one calendar year before rewriting the examination. There is also a provision for the student’s record to be annotated to state that a contravention of the *Examination Rules* has occurred.

  
 Executive Director  
 College of Alberta School Superintendents  
 May 11, 2011  
 Date

  
 Executive Director  
 Learner Assessment  
 May 11, 2011  
 Date

