



District Policies and Procedures for Shakopee Public Schools for school year 2024-2025

The District Policies and Procedures for Statewide Assessments Requirements *includes references to Procedures Manual chapters for more information on the procedures included here.*

Assessment Staff

The following staff member(s) is the District Assessment Coordinator for the school district for the current testing year:

Ford Rolfsrud

(List all contacts designated as District Assessment Coordinators, if applicable.)

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator(s)	School(s)
Jeff Cole	Eagle Creek Elementary
Peter Orchard	Jackson Elementary
Jenny Post	Red Oak Elementary
Tammy Doyle	Sun Path Elementary
Ashley Bakke	Sweeney Elementary
Tanya Sturm	East Middle School
Jackson Dejong	West Middle School
Sarah Jordan	Shakopee High School
Eric Serbus	Tokata Learning center

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

District Monitoring of Test Administration

The plan for monitoring testing within the district by the District Assessment Coordinator (or other designated staff) is as follows:

District and School Assessment Coordinators (or any of their designated, trained staff) will conduct random, unannounced visits to testing rooms to observe adherence to state and district policies and procedures by Test Monitors and other staff. Similar visits will be conducted for other aspects of test administration, like inventorying and organizing secure test materials, distributing test materials on the day of testing, and preparing technology for online testing. Feedback is given immediately following the visit.

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information following the monitoring:

District and School Assessment Coordinators

Testing Calendar

The following staff members are responsible for determining the annual district testing calendar and updating all required information:

District Assessment Coordinator

The following staff members ensure that the testing calendar is posted to the district website:

District Assessment Coordinator and Assistant

The following staff members are responsible for verifying and updating test administration dates on the website:

The School Assessment Coordinators provide building specific dates to the District Assessment Coordinator and Assistant to post

Training and Communication

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Member	Method(s) for Verifying Training Completed
School Assessment Coordinators	Reports in LMS, Group Training Sign-ins (including Assurance of Test Security and Non-Disclosure), Test Security Training Checklists
District Assessment Coordinator and Assistant	LMS, Group Training Sign-ins (including Assurance of Test Security and Non-Disclosure)
EL\Federal Programs Coordinator	LMS, WIDA.us, Group Training Sign-ins (including Assurance of Test Security and Non-Disclosure)
Special Education Coordinator	LMS, Group Training Sign-ins (including Assurance of Test Security and Non-Disclosure)

(This may include using reports in service provider systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
Test Monitor	Required: Test Security Training (Assurance of Test Security Included), Active Monitoring for Statewide Assessments, Administering the MCA, Optional: Managing MCA Test Sessions in PearsonAccessNext
MTAS Test Administrator	Test Security Training (Assurance of Test Security Included), MTAS Administration Overview (for teachers with less than three years administering MTAS), MTAS Administration and Scoring Practice
MTAS Score Entry	Test Security Training (Assurance of Test Security Included), Entering MTAS Data in PearsonAccessNext
Data Entry	Test Security Training (Assurance of Test Security Included), Handling Secure Paper Test Materials
Test Monitor for Paper Administrations	Test Security Training (Assurance of Test Security Included), Active Monitoring for Statewide Assessments, Understanding MCA Linguistic Supports and Accommodations, Handling Secure Paper Test Materials
ACCESS Test Monitors	Test Security Training (Assurance of Test Security Included), Active Monitoring for Statewide Assessments, ACCESS test training as outlined on WIDA.us

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

Method(s) for Providing District Policies and Procedures	Staff Member
District Security Training PowerPoint District	District and School Assessment Coordinators
Security Procedures – posted on district website	District Assessment Coordinator and Assistant

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
District Assessment Coordinator	Test Security Checklist and Assurance of Test Security and Non-Disclosure
School Assessment Coordinators	Test Security Training in the Learning Management System

District Policies and Procedures for Statewide Assessments – Preparation

The following student resources will be used to prepare students for testing:

Student Resources	Grade
Student Readiness Tools	All grades
Minnesota Questions Tool	All grades

(Expand as needed to address differences by grade, subject, and student.)

The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

Staff Member	Method(s) for Communicating
Classroom teacher	District website, during SRT review in class, script for student directions
Test Monitor	

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district's processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

Process for Documentation	Method(s) for Communicating
School Assessment Coordinator obtains written reason, then communicates official refusal or excuse to Data & Testing Team.	Email, email attachment

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

The district's process for ensuring that students take the correct assessment and receive the universal supports and/or accommodations required is explained below:

Data and Testing team creates accommodations file in October. Data and Testing meets with School Assessment Coordinators, Special Education Directors/Supervisors, and EL Coordinator to review accommodations file. Everyone above meets with Case Managers, Counselors and other relevant staff to edit and confirm correct tests and individual accommodations (general supports such as small group are included) within the file.

(Include how information on which test – MCA or MTAS/Alt MCA; ACCESS or WIDA Alternate ACCESS – and universal supports and accommodations is communicated with the applicable school staff.)

The district's plan for ensuring student to Test Administrator/Test Monitor ratio requirements is explained below:

We conduct annual training for our School Assessment Coordinators and case managers. School Assessment Coordinators work in partnership with case managers to make sure required ratios are maintained. Any changes to schedules/rosters are submitted to School Assessment Coordinators to maintain our fidelity with these requirements.

(Include how specific requirements for ACCESS Writing (15 students per Test Administrator) and Speaking (five students per Test Administrator), as well as ensuring other requirements (30 students per Test Monitor/Test Administrator for the MCAs) for all other tests will be planned for.)

The district's procedure for preparing testing rooms is explained below:

Remove or cover any instructional posters or graphics, including strategy techniques or methods, in the testing room or on student desks. Post signs on the doors which state "Testing—Do Not Disturb." Workstations (computer monitors, laptop screens, or student desks) must be adequately spaced apart. Dividers should be used where appropriate. Security cameras must not have the capability to view testing materials.

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

The district's procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Procedure	Staff Member
Prior to testing ensure that no content from any screen is visible on the video, and the ability to control remotely (and therefore zoom in or focus on test content) should be turned off or disabled	School Assessment Coordinator

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

Materials	Staff Members	Collection and Distribution Plan
Pencil or pen (student supplied) Scratch paper (school supplied) Calculators (when allowed - student or school supplied) Headphones (student or school supplied) Hard copy mathematics formula sheets (school supplied) Hard copy translated word lists (school supplied)	Test Monitor School Assessment Coordinator	Materials will be distributed at the beginning of each test session and secure test materials collected at the end of each test session. The Test Monitor and Test Administrator will return all secure test materials (including any materials used as scratch paper and student authorizations for online tests) to the School Assessment Coordinator or have the items shredded as appropriate immediately after testing. Test materials will be inventoried at the time they are returned to School Assessment Coordinators to ensure that all materials have been returned. Test materials will be placed in a secure locked location, immediately after each testing session. Student login information and any other online test materials will be securely

Materials	Staff Members	Collection and Distribution Plan
		destroyed at the end of test administration.

(Note if materials will be supplied by the school or students.)

The district's plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

Plan	Staff Member
Elementary	Homeroom Teacher or Case Manager
Middle	Classroom Teacher or Case Manager
High School	Published Building Room Assignment, Teachers, Administration

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room:

Primarily by test session name (naming convention will include teacher/proctor name) Paper rosters that include a place to list all monitors and dates

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed:

Students will be asked to turn off and store all devices out of reach and, at times devices may be collected by the test monitor prior to testing.

If a student accesses a device The Test Monitor, along with the School Assessment Coordinator and the District Assessment Coordinator will investigate to determine what action needs to be taken (including the possibility of invalidating the students test).

District Policies and Procedures for Statewide Assessments – Test Administration

The following procedure will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

Procedure for Student Breaks	Plan for Securing Test Content
<p>If a student must leave the room (bathroom break) only one student will be allowed to leave at a time or students will be monitored by a trained staff member in rare occasions when multiple students must leave at the same time.</p> <p>If the entire group takes a break the test monitor must monitor that students do not discuss the test</p>	<p>Students should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device, cover with paper) unless an emergency prevents them from doing so. For paper accommodated test materials, students should close their test books.</p>

The district’s procedure for breaks for use of the restroom or other interruptions during testing is as follows:

See above

The following staff members will monitor students if they leave the testing room (for example, in the hallway):

Any available trained staff

The staff members listed will answer questions or provide assistance during test administration. Test Monitors and Test Administrators will use the following method to contact others for assistance:

Staff Member to Contact	Communication Method
School Assessment Coordinator	Phone
District Assessment Coordinator Assistant	Phone
District Assessment Coordinator	Phone
Building Administrator	Phone

The procedure for an unexpected situation arising with students during testing (for example, illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members listed for assistance or in case of emergency:

Procedure	Staff Member to Contact
Assist student in the case of illness or emergency. Maintain test security. Contact staff for assistance.	School Assessment Coordinator District Assessment Coordinator Assistant District Assessment Coordinator Building Administrator

The procedure for an entire group of students unexpectedly leaving during test administration (for example, emergency situation, fire drill) is detailed below:

If the entire group must leave because of an emergency (e.g., fire alarm), the Test Monitor should close the door and secure the room when leaving, if possible. Test Monitors and staff must be available to monitor that students do not discuss the test during their time away from the testing location.

If the Test Monitor or Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

The Test Monitor will contact the School Assessment Coordinator or Building Administrator for assistance.

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

Procedure	Allowable Activities (if applicable)
The Test Monitor collects the testing ticket, scratch paper and formula sheet.	<p>Read a paper book (textbooks for the subject being tested are not allowed)</p> <p>Complete activities on paper – not related to the subject being tested</p> <p>Sit quietly</p>

If students need extra time to test, the procedure below will be followed:

<p>The School Assessment Coordinator will be contacted to line up a test monitor to come take over in the testing room.</p> <p>Additional sessions to complete testing will be scheduled.</p>

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

Students who have finished will be provided an alternative space where they will be supervised on subsequent testing days/times.
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If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

Procedure	Staff Member to Contact
<p>If a student points out a test item that appears to have an error, or receives an error message the Test Monitor should instruct the student to continue the test and note the test, grade, subject, section number, item number, and the student's MARSS/SSID number.</p> <p>If the technical issue prevents the student from responding to the item, have the student exit the test.</p>	School Assessment Coordinator Building Administrator

Procedure	Staff Member to Contact
The Test Monitor should notify the School Assessment Coordinator or District Assessment Coordinator Assistant during or after the testing session, who will notify the District Assessment Coordinator, for any test items that appear to have an error. The District Assessment Coordinator will contact MDE or Pearson and give the information collected by the Test Monitor	

Staff report misadministrations and security violations to the staff members listed below, using the process outlined:

Procedure	Staff Member to Contact
If there is a concern that test security may have been breached, the District Assessment Coordinator will notify MDE within 24 hours of the time of the alleged breach. If MDE advises a report should be submitted, then the Test Security Notification in Test WES will be submitted within 48 hours of the breach.	District Assessment Coordinator

(If not reported directly to the District Assessment Coordinator, also include how the information will be communicated to them.)

District Policies and Procedures for Statewide Assessments – After Testing

The following is the district’s policy for discussing the test administration experience with students after test administration:

Discussing items even after testing is complete is prohibited and a violation of Test security. District staff should not ask students about specific items. If students ask about a specific item following testing, remind them that items are secure and not to be discussed. District staff may, however, provide instruction on the general concept but must not address or solve the specific test item.

(Indicate what may or may not be discussed with students following testing.)

The staff members listed below are responsible for entering student responses from MCA paper test materials:

District Assessment Coordinator Assistant

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering MTAS/Alt MCA data and student responses from the applicable Data Collection Forms into PearsonAccess Next (MTAS) or TestNav (Alt MCA)

District Assessment Coordinator Assistant

(For Alt MCA, data entry is required only for paper administrations; during hybrid or online administrations, responses are entered directly into TestNav during administration. As needed, include any procedures or timelines for data entry that have been established.)

District Policies and Procedures for Statewide Assessments – Secure Test Materials

Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

School	Secure Location(s)
All buildings	School Assessment Coordinator office Note: During testing it is possible the testing tickets and scratch paper may be locked in classrooms.

Listed below are staff members who have access to these locations where secure test materials are stored:

School Assessment Coordinators

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

Staff Member	Procedure
District Assessment Coordinator and Assistant	Materials will be delivered directly to School Assessment Coordinators, inventoried and placed in a secure locked location.

(This may not be applicable for charter schools or districts where all schools are located in one building.)

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

School Assessment Coordinators, Building Administrator

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

Staff Member Inventorying Materials	Procedure for Discrepancies
School Assessment Coordinators	Any discrepancies will be reported immediately to the District Assessment Coordinator or Assistant.

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

Staff Member Organizing Materials	Procedure
School Assessment Coordinators	Receive, inventory, distribute

Distribution of Materials to Test Monitors and/or Test Administrators

The procedure for distributing test materials to the Test Monitors and Test Administrators is listed below:

Test Monitors and Test Administrators will inventory their materials immediately upon receipt. Discrepancies in materials will be reported immediately to either the School Assessment Coordinator or District Assessment Coordinator for the MCA tests, or the Federal Programs Coordinator for the ACCESS test. Test Monitors will sign the Test Monitor Test Materials Security Checklist for the test materials they take to their classroom.

(Separate information by test, mode, and/or role as needed.)

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

School Assessment Coordinator or District Assessment Coordinator for the MCA tests, or the Federal Programs Coordinator for the ACCESS test.

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

Test materials will be kept in a secure locked location between testing sessions.

(Separate procedures by test, mode, and/or role as needed.)

Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklists used in the district) to the staff members listed below:

School Assessment Coordinator

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the service provider.

Staff Member	Secured Location
School Assessment Coordinator	Secure locked location in their office

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

District Assessment Coordinator and Assistant and/or Federal Programs Coordinator will pick up and deliver secure testing materials to the district. The District Assessment Coordinator Assistant will prepare materials and schedule pick-up for shipment to the service provider.

The following staff members will securely destroy student testing tickets and any other paper materials provided to students during test at the end of test administration:

School Assessment Coordinators

District Policies and Procedures for Statewide Assessments – Test Results

The district’s policy about providing preliminary test results is detailed below:

Decisions on release of preliminary results is building-based.

The following information is communicated if preliminary results are provided:

Buildings sending the preliminary test results provide email or phone communication to the household emphasizing that these are preliminary results and that the official score reports will be sent home in the fall.

(Indicate what information is provided about the appropriate use of preliminary results.)

Final embargoed results will be provided to the following staff members through the following methods:

Staff Members	Methods
Building Administration District Administration/Cabinet	1-1 Cabinet meeting School Improvement planning meeting *All include emphasis of embargoed status or results

(Methods may include student information systems, data warehouses, or service provider systems.)

The following information is communicated to staff about abiding by the embargo:

During the embargo, districts can use the final assessment results for data retreats and to prepare for questions from the media and local stakeholders. This means that districts may share the results with district teachers and staff but final assessment results cannot be shared publicly. Final assessment summary results will not be discussed in public forums, posted online, or reflected in public meeting minutes (e.g., school board meetings) until the embargo has ended. This includes any summarization, growth, or accountability calculations determined by the district.

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

Individual Student Reports (ISRs) will be provided to families as described below:

All schools will distribute to parents at conferences. Reports for students whose parents do not attend conferences will be sent home with students in red folders or mailed home

(Paper or electronic versions of the ISRs may be provided. Please specify if the method varies within the district (for example, one school provides ISRs at conferences while another mails ISRs to families). Ensure the method for providing ISRs takes student data privacy into account.)