



District Policies and Procedures for Statewide Assessments Template

District Policies and Procedures for Lester Prairie Public School for school year 2024-2025

This template may be modified or adjusted as needed, including separating procedures by school, test, adding rows or columns as needed, and/or replacing the MDE logo with your logo. However, all requirements specified in the District Policies and Procedures for Statewide Assessments Requirements in the current year’s version of the Procedures Manual must be included. If other district policies and procedures are referenced, they should be included with this procedure. Roles (for example, DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.

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:

Christine Mattson

(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)
Christine Mattson	Lester Prairie Elementary School
Christine Mattson	Lester Prairie High School

(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:

Meetings will be held at both the elementary and the high school levels to cover test monitoring and the test security. All staff involved in any part of testing will be required to attend the group training covering all the online trainings in Pearson Access Next. If a staff member does not attend they will be required to set up a meeting with the DAC to complete these trainings. Also, the staff will be required to sign a Non-Disclosure/Test Assurance agreement and turn it into the DAC.

(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:

Individual Classroom Teachers will monitor the testing for their class.
Christine Mattson-School Counselor/DAC and Marc Wawrzyniak-Technology Coordinator/Math Teacher will also assist in monitoring the overall test administration.

Testing Calendar

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

Christine Mattson-School Counselor/DAC

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

Christine Mattson-School Counselor/DAC

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

Christine Mattson-School Counselor/DAC

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
Christine Mattson	Training is completed together in a group setting or individually with the DAC. Non Disclosure Agreements will be completed by paper during the meetings.

(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 Monitors	Test Monitor for online Administration
District Assessment Coordinator	DAC Training Modules
MTAS Test Administrators	MTAS Training Modules

(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
Pearson Access Next Online Test Monitor Training and instructions during scheduled mandatory staff testing meetings.	Christine Mattson

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
Christine Mattson	Email or phone

District Policies and Procedures for Statewide Assessments – Preparation

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

Student Resources	Grade
SRT's , online student directions	Grades 3-8 in reading and math Grade 10 in Reading Grade 11 in Math Grades 5, 8, 10 in Science

(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 teachers, Christine Mattson (DAC), K-12 School Principal	Communication in classrooms and school website

(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
MDE: Statewide Assessment: Parent/Guardian Decision Not to Participate Medical Exemption	Christine Mattson-School Counselor/DAC Communicates information to the staff that are responsible for testing that student.

(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:

MCA, MTAS, Alt MCA are all assigned based on information collected about the students and working with special education teachers and other pertinent staff to assign the correct test for each student.

ACCESS and Alternate tests are assigned based on information collected from special education teachers as well as the EL Teacher to assign the correct test for each student.

(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:

Access test ratios: Writing no more that 15 to 1, Speaking no more that 5 to 1, Reading and Listening no more that 30 to 1

Kindergarten Access testing ratios: 1 to 1

MCA Ratios: no more than 30 to 1

MTAS Ratios: 1 to 1

(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:

Students are required to all be sitting face the same direction in front of their computers/chromebooks. All materials on the wall are removed or covered with paper during test administration.

(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
Not applicable- We have no classrooms with security cameras.	

(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
Authorization testing tickets and additional scratch paper will be supplied by the school/test administrator/proctor	All test monitors/administrators	Authorization tickets/scratch paper will be given out at the beginning of the test and collected at the end of the test session

(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
Students in the elementary school will be tested with their classroom with their teacher. Students in grades 7, 8, 10, 11 will be split into sections based on their last names and assigned testing rooms.	Christine Mattson

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:

Sign in sheets will be given to each classroom teacher. The sheets will be used for each staff person that is present in the testing room during testing to sign in.

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 instructed to leave cell phones and other electronic devices in their lockers. An announcement will be given at the start of the session to turn in to the teacher any electronic devices in which they may have forgotten. If a student fails to comply, administration will be contacted and they will remove the student from the room and take the device and return the student back to the room when the situation has been mediated.

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
Students will not have scheduled breaks during the test session time.	If a situation arises where a student needs to take a break during a test session, a piece of paper will be placed over his or her screen to cover content and they will quietly take the break needed.

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

Students will be allowed to use the bathroom one at a time. Students will be instructed to quickly and quietly use the restroom and return. A paper will be placed over the student’s screen to cover any content. There will be a sign in and out sheet in each room to record times in and out of the testing room.

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

N/A

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
Christine Mattson Marc Wawrzyniak	Communication will be done through email, text, or 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
	Christine Mattson Administration if a Behavior Issue Office for illness

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

Students will be instructed to cover their screens with paper provided and be escorted out of the room. The classroom teacher/test monitor will lock the classroom door as they leave.

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 staff member will contact the office and another trained test monitor will step in and monitor the remaining part of the session.

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)
<p>Students who have exited their tests may read a book, work on Activities on paper that are not related to the domain or subject(s) being tested, or sit quietly. Students may read a paper book, even if reading is being tested, but textbooks for subject(s) being tested are not allowed. Cell phones and wearable technology cannot be used at any time, even if a student has completed testing or is working on something unrelated.</p>	<p>Additional work/reading a book</p>

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

<p>Students on the elementary side needing more time to complete their test after the test session is complete, the classroom teacher works with another teacher to have their student(s) complete the testing with them or contact Christine Mattson DAC.</p> <p>Students on the high school side needing more time after the test session is over will remain in the room and finish testing.</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:

<p>If students have finished testing they will be placed in another classroom.</p>
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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>Test Monitor/Test Administrator will contact/email the DAC and/or Technology Coordinator with the issue.</p>	<p>Christine Mattson (DAC)/Marc Wawrzyniak (Tech)</p>

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

Procedure	Staff Member to Contact
Any and all misadministrations and security breaches will be reported to DAC and administration.	Christine Mattson (DAC) School Administration

(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:

Generalized feedback from the students about experience can be discussed, but NOT specific content questions and answers

(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:

Special Education Staff- Brian Malady, Wes Kapping, or Mary Weinsch

(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)

Special Education Staff- Brian Malady, Wes Kapping, or Mary Weinsch

(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)
Lester Prairie Elementary School/Lester Prairie High School	Testing closet by the Main Office and/or locking file cabinet in Counselor/DAC Office

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

Office Staff-Kathy Fiecke, Cheryl Bayerl, Kim Dye, Dr. Melissa Radeke, Mike Lee, Ross Scheevel, Christine Mattson

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
Christine Mattson	We are a K-12 School building. There is no need to separate the materials upon delivery.

(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:

Christine Mattson

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
Christine Mattson	Documenting discrepancies and contacting MDE/Pearson

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
Christine Mattson	All materials will be inventoried, marked or separated by teacher or section and subject of test

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:

MCA tests: Authorization tickets will be delivered by the DAC or picked up from the DAC on the day of the test

MTAS tests: Test Materials will be picked up by the MTAS test administrator from the DAC the day of the test

Access tests: the test administrator will receive the authorization sheets for each student for online testing. Other ACCESS test materials will be picked up from the DAC

(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:

Christine Mattson

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

Online MCA: At the end of each session the test monitor/test administrator will collect all authorization tickets and scratch paper and return it to Christine Mattson. Materials will then be locked in filing cabinet/closet.

Paper testing materials will be returned to the DAC to be placed in the locked testing closet.

(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:

Christine Mattson

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
Christine Mattson	Locked filing cabinet or the locked testing closet by the 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:

Christine Mattson

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:

Christine Mattson

District Policies and Procedures for Statewide Assessments – Test Results

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

Preliminary results will be shared with the teachers with the understanding that these are preliminary results not final. Teachers can share proficiency levels with students/families if desired, but not detailed scores, but must emphasize that the scores are preliminary in nature not final.

The following information is communicated if preliminary results are provided:

Final results will be available end of the summer

(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
Administration and teachers that have the students specific to those results	The information will provided through Pearson Access Next accounts, Paper copy of Student Results, and Data Mine discussion with staff at the beginning of the year.

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

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

Staff cannot discuss or share results with others or the general public before the public release of the results.

(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:

The ISR's will be shared with families at fall conferences. The parents/students that do not attend will receive their assessment results through the mail, which will be mailed by the DAC/classroom teacher.

(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.)