OPSB Test Security Protocols

The Orleans Parish School Board test security protocols meet and exceed state regulations. The testing security and accountability protocols have been in place since Hurricane Katrina. They detail the standards that must be met, and we are constantly evaluating ways in which we can improve them.

Members of the OPSB central administration staff have been trained as test monitors, and a central office staff member is in attendance during spring testing to audit compliance with the OPSB's ongoing procedures.

Test security protocols for the Orleans Parish School System were last re-authorized by the state in September 2015. A summary of the adopted protocols for all sites in the OPSB'S LEA is as follows:

- Test Security & Administration Training
  - District Test Coordinator (DTC) provides Test Security Training along with Test Administration Training for each assessment.
  - School Test Coordinator (STC) redelivers Test Security & Test Administration to the staff for each assessment administered at the school's campus
  - STC provides a copy of the Agenda and Sign-In Sheet for the training to DTC

- **Distribution of Secure Materials to Schools (NEW FOR 15-16SY)**
  - **Schools will be scheduled to report to the central office to prepare test materials**
  - **STC and team will hand code test materials in a secured facility**
  - **Upon completion, materials will be inventoried, repackaged and sealed for storage in the central office's locked secured storage area**
  - **Materials will be distributed on the third workday prior to test administration**

- Locked Secure Storage Area
  - Each school is required to have a locked, secure storage area with limited access to secure all secured testing materials
  - The principal annually submits documentation of the location, and the list of authorized personnel who has access

- Chain of Custody for Test Materials
  - STC signs for boxes received from DTC
  - STC uses TA Distribution/Return form to track distribution of materials to site test administrator (TA)
  - TA uses Student Distribution/Return form to track distribution and collection of test materials from students
  - STC uses TA Distribution/Return form to track collection of materials to test administrator (TA)

- Procedure for Assigning Test Administrators

    - To the extent possible, schools are to schedule student in grades 9 – 12 to a test administrator who is not the teacher of record.
    - Additionally, a test proctor should be present during online test administration

- Monitoring School Sites
    - Central office personnel are trained and assigned to monitor testing at school sites.
    - Monitors are provided with a monitoring form to report their findings.
    - Monitors will report any violations to DTC.

- Electronic Devices
    - CDs are available for the standardized administration of Test Read Aloud accommodations.
    - Electronic devices with imaging or text-messaging capacity are prohibited within the testing environment.