

# Maine Educational Assessments 2023 - 2024 Assessment Security Training



Maine Department of Education  
Assessment Team  
September 2023



# Why Does Assessment Security Matter?

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Assessment results are used to make educational decisions, including allocation of resources, at the local, state and federal levels.

An accurate and fair administration of the assessment provides results that are valid and reliable.



# Assessment Security Resources

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- *Maine Assessment Security Handbook*
- Assessment-Specific Administration Manuals
  - Required training as applicable
- Training materials on the Maine DOE assessment website
  - 2 assessment security webisodes to share during local trainings with proctors and assessment coordinators
  - Through Year Assessment Proctor Video



# Prevention of Assessment Irregularities



# What Is an Irregularity?

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An irregularity is anything that happens during assessment that is not consistent with established protocol, whether intentional or not.

Examples of irregularities:

- Fire drill or school closure
- Power outage
- Incorrect accommodation
- Student given wrong session or grade level
- Technology failure
- Presence of posters with relevant content on walls
- Cheating



# Assessment Environment

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- Distraction free
- No accessible instructional materials
- Appropriate student seating/seating charts
- Prohibited electronic devices



# Scheduling

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- Adhere to designated assessment window
- Create a coordinated school assessment schedule
- Limit the exposure of a particular session to other students



# Preparing Students

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- Provide opportunity to learn the content
- Familiarize with assessment-taking strategies and formats  
*Practice Items, item type samplers, etc.*
- Inform about assessment security and ethical considerations
- Encourage one's best work





# Secure Assessment Materials

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Limit access to assessment materials to trained school personnel directly involved with administration

Prohibit duplication or retainment of assessment materials

*Paper-Based Assessments:*

- Monitor distribution and use of materials
- Secure materials in locked area



# Security & Data Privacy Agreement

[https://www.maine.gov/doe/Testing\\_Accountability/MECAS/materials/security](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/security)



## Maine Assessment Security Handbook

### APPENDIX E: MEA Assessment Security and Data Privacy Agreement

#### Administrators and Proctors

*Note: This document applies to general assessments only. Maine's alternate and ELP assessments include mandatory security agreements as a part of initial login to the assessment platforms on an annual basis.*

Please check all roles that apply:

Assessment Administrator (AA)  Proctor

Please check applicable assessment/s:

Math & Reading (Maine Through Year)  Science (Maine Science)

As a School Assessment Coordinator/Assessment Administrator/Proctor for the MEA Mathematics and ELA/Literacy assessment, I agree that:

1. I have participated in training for my SAU/school's Assessment Administrators/Proctors including related administration manuals and training webinars (SAC)
2. I am familiar with all related administration manuals and participated in required training webinars
3. I will accordingly provide a secure assessment environment and securely handle printed materials
4. I will report any potential assessment security incidents to the District Assessment Coordinator/SAC as appropriate
5. I will comply with the Maine DOE Assessment Security Handbook and/or Security webinar guidance and understand technical assistance may occur to ensure that assessments are administered in accordance with established policies, and there is no indication of assessment fraud or inappropriate exposure of secure materials.
6. I understand that failure to address the above requirements may result in one or more of the following:
  - delay in reporting of student, school, or SAU results,
  - invalidation of student, school, or SAU results, and/or
  - additional review by the Department of Education for possible certification action.

Student Data Privacy Agreement



# Retention of Documentation

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Training materials and personnel training sign-in sheets

Assessment Security and Data Privacy Agreements

Assessment schedules and seating charts if used

Packing lists and shipping records of any paper-based materials



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# Detection of Irregularities



# Communicating a Potential Irregularity

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Assessment administrators and proctors report irregularities to the School Assessment Coordinator.

Irregularities may:

- Involve a breach of item security
- Lead to assessment invalidation
- Involve student misconduct
- Involve educator misconduct



# Reporting Assessment Irregularities

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District Assessment Coordinators to the respective State Coordinators:

Krista Averill, Maine Through Year and Maine Science

- 207-215-6528 OR [krista.averill@maine.gov](mailto:krista.averill@maine.gov)

Jodi Bossio-Smith, MSAA & ACCESS for ELLs

- 207-530-1462 OR [jodi.bossio-smith@maine.gov](mailto:jodi.bossio-smith@maine.gov)

Dr. Regina Lewis, NAEP & International Assessments

- \* 207 530-1355 OR [regina.lewis@maine.gov](mailto:regina.lewis@maine.gov)



# MEA Anonymous Tip Link

[https://www.maine.gov/doe/Testing\\_Accountability/MECAS/materials/security](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/security)



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## Assessment Security

Assessment security is essential to obtain reliable and valid assessment data to inform decision making and to support Maine schools. Accordingly, the Maine Department of Education takes necessary steps to assure the security and confidentiality of the state assessment materials. District Assessment Coordinators (DACs) and School Assessment Coordinators should provide appropriate training for all personnel involved in assessment to ensure a common understanding of security and appropriate assessment practices.

### TIP LINE

Anonymous tip line to report irregularities

[Submit a Tip](#)





# **Investigation and Resolution of Irregularities**





# Investigation of Irregularities

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When investigating irregularities, there are three overarching questions:

Did the irregularity lead to a breach of item security?

Did a misadministration affect the validity of any student performance and resulting scores?

Was the irregularity deliberate; is there evidence of academic fraud?

[Assessment Irregularity Reporting Form](#)



# Resolution of Irregularities

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Determination

Corrective Action

The School Decision

Independent Panel Review

Documentation



## **Potential Outcomes of a Breach in Assessment Security**

Failure to comply with security requirements may result in one or more of the following:

- Delay in reporting student, school, or SAU results
- Invalidation of student, school, or SAU results
- Investigation by Maine DOE for possible staff certification action



# Support Available

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## Jodi Bossio-Smith

Director of Assessment

MSAA Math & ELA/Literacy, MSAA Science

ACCESS for ELLs & Alternate ACCESS for ELLs

Jodi.bossio-smith@maine.gov

## Dr. Regina Lewis

Assessment Coordinator

NAEP & International Assessments

Regina.lewis@maine.gov

## Krista Averill

Assessment Coordinator

Maine Through Year Assessment: Math & Reading

Maine Science

Krista.averill@maine.gov

## Leah Jarvis

Business Analyst for the Assessment Team

Leah.Jarvis@maine.gov