Kansas State Department of Education

Test Security Guidelines 2026-2027

Table of Contents

1. Test Security Plan
2. Test Security: Agreement to Abide By Guidelines
3. Reporting Testing Discrepancies and Potential Security Violations to KSDE
4. District Test Coordinator's Responsibilities
5. Building Level Person's Responsibilities
6. Educator and Test Proctor Responsibilities
7. Quality Assurance Monitoring Checklist

Introduction

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Kansas State Department of Education (KSDE) must ensure the security and confidentiality of state assessment materials. Everyone who is involved in student testing, communicating results, and receiving testing information is responsible for test security.

Test Security Plan

- All District Test Coordinators (DTCs) will be trained **in person** by KSDE in test security procedures annually. Using a train-the-trainer model, these individuals will in turn train district and building staff on the essential components of test security.
- DTCs verify completion of training by signing a *Test Security and Ethics Agreement* after training has been completed.
- DTCs will train district- and building-level personnel involved in the administration of state assessments before local testing. Materials are provided for training district personnel and may be customized to meet district protocols.
- Local personnel will sign an agreement to abide by state ethical testing practices. The *Test Security and Ethics Agreement* in the *Test Coordinator's Manual* may be used for this purpose.
- DTCs must be able to provide an accurate testing schedule upon request from a member/representative of KSDE.
- DTCs must keep all documentation related to test security on file. Specific documentation is listed under District Test Coordinator's Responsibilities.
- To monitor test security, KSDE staff and members of the Kansas Assessment Advisory Council will annually visit 5%–10% of Kansas schools during test administration.
- Two methods will be used to conduct monitor visits:
    - Schools and districts **may volunteer** to receive a monitor visit. A monitor team will be assigned to that district. The team will select the date they will conduct the visit based on the testing schedule provided by the school. The district will **not** be informed of the specific date selected.
    - **Unannounced** visits for a random sample of schools: Schools will be chosen from the list of districts and schools that did **not** volunteer. The DTC will be alerted to potential visits and will share test schedules for the purpose of facilitating monitor visits.
        - NOTE: A random sample includes consideration of board member districts, district size, rural or urban, previous violations, and previous monitor visits.
- KSDE will use a monitoring checklist to evaluate testing sessions. Refer to page 7 of this document.

Test Security: Agreement to Abide By Guidelines

Local personnel will sign an agreement to abide by state ethical testing practices. District- and building-level personnel include any staff member who administers or proctors a state assessment, including administrators, educators, paraeducators, or other appointed staff members.

No volunteers, parents, paraeducators, or non-staff members may administer a state assessment.

The *Test Security and Ethics Agreement* in the *Test Coordinator's Manual* may be used for this purpose, or a district may customize a form to meet its own needs. If a district chooses to collect electronic signatures from staff, this documentation must be readily available upon request.

Content that must be discussed and agreed upon in the training includes the following:

- "Staff" means individuals employed by the district. Parents or volunteers may **not** administer a state assessment.
- All staff involved with state testing have read and understand the contents of the *Test Coordinator's Manual.*
- Staff have read and received training on the best practices and ethics of testing.
- Staff have read and received training on test security.
- Staff have read and received training on reporting and documenting test types and accommodations.
- Staff have been trained in test security and will **not** violate any practices outlined by KSDE.

Reporting Testing Discrepancies and Potential Security Violations to KSDE

- It is the responsibility of the superintendent or their designee, on behalf of all school principals, to report, in writing, all discrepancies in assessment material delivery, administration, and collection, as well as issues and concerns regarding potential violations of KSDE's test security procedures to Chelsea Pelfrey, KSDE Assessment Coordinator, 785-296-0040.
- In consultation with staff from KSDE, appropriate consequences will be put in place at the district level upon breach of security.
- Because each case is unique, a variety of steps could take place but are not limited to the following:
  - No action taken - discussion with KSDE indicated the breach was not severe enough to warrant any action
  - KSDE action - written letter or phone call to superintendent and DTC stating concerns and processing of action steps
  - Retesting of students
  - Removal of test proctors from testing rooms
  - KSDE will perform a follow-up visit the next testing year to verify that changes to inappropriate practices have been made.
- Upon completion of the monitor visit, all checklists are analyzed for discrepancies and potential security violations.
- The assessment vendor will provide data to KSDE that facilitates examining potential areas of assessment irregularities throughout testing. The following data will be reported on the dashboard upon completion of testing:
  - Reactivations - shows frequency of reactivations
  - Short Duration Testing - reports occurrences that indicate an irregularity in testing
  - Testing Outside Hours
- KSDE expects administrators and teachers to abide by the test security and administration guidelines in the *Test Coordinator's Manual*. Therefore, if a student questions the accuracy of an item, follow the procedure outlined below.
  - First, to the student, repeat the information from the directions, teacher-print directions, or Kite directions: "Choose the answer that you think is best," "There is one correct or best answer to each question," "Carefully read the question," or "Work the problem."
  - Second, following the guidelines below, collect and submit the information to the DTC, who will then forward the information to Chelsea Pelfrey at KSDE.
    - Give the student ID only; do **not** include the name, building, district or any other personally identifiable information.

- Provide subject of the test, for example, ELA, mathematics, or science.
- Provide the session number and the item number.
- Report the issue, **not** the content of the item (e.g., report "no correct answer," "multiple correct answers," "both A and C are correct," "a word is misspelled," "sentence is grammatically incorrect," etc.).
- Do **not** forward the item, item stem, any response choices, or narrative descriptions of the item via email (these are live, secure test items).
- Do **not** send pictures of the item.

District Test Coordinator's Responsibilities

- Attend a scheduled yearly training provided by KSDE regarding test security and ethics. Training occurs **in person** and requires an accountability component to verify that training has been completed.
- Oversee test security for the entire district.
- Establish and implement test security and ethics procedures for the district.
- Train building-level personnel **in person** before local testing begins; include training regarding test security procedures, ethics of testing, and reporting and documentation of accommodations. Building-level personnel includes any staff member who administers a state assessment, such as administrators, educators, and paraeducators. Parents and school volunteers may **not** administer a state assessment.
- Document which individuals have received training, when the training was provided, and how the training was provided; documentation must be kept at the district and the building level.
- Have staff sign the *Test Security and Ethics Agreement* in the *Test Coordinator's Manual*; alternately, a district may customize a form to meet its own needs.
- Keep records of documentation for text-to-speech accommodation and any other accommodation used on the assessment that has been a regular part of instruction; documentation must be kept at the district and the building level.
- Establish procedures that determine who has access to information on the testing platform.
- Establish and describe processes that confirm that login information in the testing platform is exclusive to the user and rights permitted for that user. Login information should **not** be shared or exchanged.
- Establish and describe the system used for sharing KAP Daily Access Codes (DACs) or Through-Year Curriculum-Directed (TYCD) Assessment login information with staff. This plan should include the secure transmission of information each day.
- Inform staff that personally identifiable information (PII) must **not** be conveyed when reporting testing issues. Allowable identifiers in an email specify that **only** the Student State ID number and no other identifying details should be provided in an email.
- Establish procedures for entering student accommodation information through the appropriate assessment vendor.
- Inform staff that electronic materials used during assessment administration may **not** be printed, except where explicitly allowed (as described in the *Test Coordinator's Manual*).
- Establish procedures for obtaining and distributing necessary test materials for each building in the district.
- Establish procedures for returning and destroying KAP assessment materials upon completion of testing, including braille forms and student scratch paper. Through-Year Curriculum-Directed Assessment (TYCD) materials do not need to be destroyed but must be collected upon completion of testing.

- Establish the process used by the district for reactivating students for the assessment. Teachers and test proctors may **not** reactivate students.
- Ensure that reactivation on tests is limited. Students should **not** exit the Review/End Screen until the test proctor or educator has verified that the Review/End Screen was checked, and all items had been answered.
- Documentation of reactivation logs must include: the student's name, identification number, grade, test content area being assessed, date, time of reactivation, test session, and reason for reactivation. Documentation should be retained for one year or until the completion of next year's testing season.
    - After a student has completed all test sessions, only the DTC can reactivate a test. Instructions on reactivating tests can be found in the *Test Coordinator's Manual.*
    - Best practice is to have two people present when reactivating a test.

Report any breach of test security, loss of materials, or any other deviation to Chelsea Pelfrey, Assessment Coordinator, Kansas State Department of Education, 785-296-0040.

Building Test Coordinator's Responsibilities

- Ensure test security within the individual building site.
- Follow procedures established by the District Test Coordinator (DTC) for **all aspects of testing**. If the Building Test Coordinator (BTC) and the DTC are the same person, please refer to DTC responsibilities.
- Assist the DTC with training or train building-level personnel **in person** before local testing begins. Training should include test security, ethics of testing, and reporting and documenting accommodations.
- Establish and describe processes to confirm that login information in the testing platform is exclusive to the user and rights permitted for that user. Login information should **not** be shared or exchanged.
- Store test materials (e.g., braille forms, Daily Access Codes (KAP), or login information (TYCD)) in a secure, locked area before and between each test session, as well as after testing.
- Follow DTC guidelines on returning and destroying materials at the conclusion of testing.

Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to your DTC, who will report to KSDE.

Educator/Test Proctor Responsibilities

Prior to testing, educators should

- Provide students with the opportunity to learn content and vocabulary before testing by basing instruction on state standards and an aligned local curriculum.
- Integrate teaching of test-taking skills with regular classroom instruction and assessment.
- Ensure that students have prior experience with the testing format. Kite® Technology Practice tests should be used. The purpose of these tests is to practice technology, not to learn content.
- Ensure students have practiced using the online calculator in the testing platform. Students may **not** use handheld calculators on the KAP summative or TYCD assessments.
- Use formative assessments to inform instruction before testing. Instructional mini tests are available to use throughout the year in the Kite Educator Portal.
- Ensure accommodations used on classroom assignments and assessments are also used on district and standardized assessments.
- Complete **in person** training and sign an agreement to abide by KSDE test security, ethics of testing, and regulations before local testing begins.

- Follow procedures outlined by the District or Building Test Coordinator.
- Follow test procedures outlined in the *Test Administrator's Manual* and in the training received regarding security and ethical practices for testing.
- Follow district procedures for returning and destroying KAP assessment materials upon completion of testing, including braille forms and student scratch paper. TYCD materials do not need to be destroyed but must be collected upon completion of testing.
- Remove or cover (with opaque material) bulletin board displays, charts and diagrams, and other **instructional materials** that could give assistance or advantage during testing.

During testing, educators must follow all appropriate testing procedures set forth by KSDE.

- Actively monitor the testing environment by moving around the room, which encourages students to focus on their own work.
- It is best practice to have two proctors actively monitoring each test session when possible.
- All testing environments should be quiet **without** background noise or music.
- Students should **not** have cell phones, smart watches, wireless (Bluetooth) headphones, or any technology devices other than device in which they are testing, unless required for a documented medical condition.
- Students may **not** use handheld calculators unless documented in an IEP or 504 plan.
- Do **not** review tests or analyze items before, during, or after the assessment has been administered.
- Do **not** discuss any specific items on the test with students or colleagues before, during, or after the administration of the assessment.
- Do **not** construct answer keys so that an assessment can be scored locally.
- Do **not** use actual or altered items (e.g., clone, parallel) for practice or instruction.
- Do **not** conduct comprehensive reviews or drills the day of the assessment or between testing sessions. Once testing has begun, all reviewing should stop. Curriculum may be taught but not for review for the specific purposes of the assessment.
- Do **not** require students to show work or use scratch paper; scratch paper may not be graded and must be destroyed (KAP) or collected (TYCD) at the end of the test session.
- Do **not** respond to questions during testing that would help the students understand an item, aid them respond to an item, or advise or encourage them to change a response.
- Do **not** use your phone for personal use while proctoring the test. This includes taking pictures.
- **Verify the Review/End Screen** upon completion of the assessment to ensure all items have been answered before a student exits the test. Direct students to answer items that do not have a blue dot to indicate that the item was answered.

Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to the BTC.

This form is to be completed by the monitor team.

Kansas State Department of Education

2026-2027 Quality Assurance Monitoring Checklist for Test Security and Ethics

District:	**Date of Visit:**
School:	**School Administrator/ Contact:**
Assessment:	**Grade Level & Content Area:**
Monitor Team Member(s):	

Monitor team: Report to the **district/building** 10–15 minutes before test administration begins. Submit identification letters to the district/building. Letters indicate proof of confidentiality agreement and visitor status. Quickly review process before visiting rooms.

Before the Assessment

Quality control (QC) check of required documentation occurs at the district and building level.

District/Building Test Coordinator:	**Yes**	**No**
Provides documentation of staff training on test security, ethical testing practices, *Test Coordinator's Manual*; information includes date(s) and method of training.		
Provides documentation indicating staff have confirmed in writing that they have received the training, agree to abide by ethical practices for testing and test security, and will adhere to instructions set forth in the *Test Coordinator's Manual.*		
Defines who has access to Kite® Educator Portal and the processes used by active members.		
Describes processes implemented to confirm that staff who have left the district and/or changed roles within the district have been changed to inactive in Educator Portal by the DTC.		
Describes processes used that confirm: • Usernames and passwords in Educator Portal are exclusive to the user and rights permitted for that user. • Usernames and passwords are not shared or exchanged.		
Describes system used for sharing Daily Access Code or login information with staff.		
Explains reactivation processes outlined for the district.		
Provides documentation of Reactivation Logs (District/Building).		
Explains reporting processes for breach of security.		
Provides documentation for accommodations entered in the Personal Needs Profile (PNP). This may be kept at the building or district level.		

During the Assessment

Monitor team always exhibits professional and unobtrusive behavior while observing.

	Yes	**No**	**N/A**
Test Proctor is up and moving around the room monitoring students.			
Testing environment: bulletin board displays, fact tables, charts, diagrams, and other instructional materials that may give assistance or advantage have been removed or covered.			
Beginning test sessions: Directions read to students from the *Test Administration Manual.* (Audio features are available for use in Kite.)			
Ending test sessions: Test Proctor does not touch computer mouse. Verifies Review/End Screen			
Materials were collected before dismissing students (such as student scratch paper). Materials were either destroyed (shredded) or placed in a secure locked location.			
Text-to-speech accommodation: Used Kite audio (headsets)–not human reader			

A = Appropriate, I = Inappropriate O = Other (please comment)	A	I	N/A
Test Proctor:			
Followed procedures outlined in the *Test Administrator's Manual*.			
Did not direct or prompt students to use certain strategies at the beginning of the test session or during the test.			
Did not respond to questions during testing that would help the student to understand the question, aid the student in responding to an item, or advise/encourage the student to edit or change a response.			
Did not coach or cue students on test items during test administration.			
Did ***not read anything from the reading passages*** to students.			
Did not give the meaning of words in the text or in questions.			
Did not require students to use scratch paper to show their work or to use online tools (for example, the highlighter tool).			
Did not ask students to explain how they got an answer.			
Did not tell students to redo or review any part of the test (especially after verifying the End/Review Screen). The proctor may only direct students to answer questions that did not have a check mark to indicate the question was answered.			
Did not have students write down the questions and answers and did not construct answer keys and/or score the assessment.			
Did not reactivate student tests.			
Did not store or save on computers or other personal storage devices any test items; test items may not be shared via email or other file sharing systems or reproduced by any means.			

Please provide additional comments on activities observed:

After the Assessment	☐
Debrief School/District Coordinator and provide them with a copy of the report.	
Submit a copy of the *Monitor Quality Assurance Checklist* to Chelsea Pelfrey, chelsea.pelfrey@ksde.gov; Kansas State Department of Education (form may be submitted by email).	
Report any breach of security to Chelsea Pelfrey, KSDE 785-296-0040.	
Upon completion of the visit please sign and date the form to indicate completion.	

Monitor Team Member Signature **Test Coordinator Signature**