

SYSTEMATIC TEST SECURITY MANAGEMENT

Texas Assessment Conference 2024-25

FOR DISTRICTS OF ANY SIZE



Evaluation & Assessment

2909 N. Buckner Blvd.
Dallas, TX 75228
972-925-8940

[Assessment.dallasisd.org](https://assessment.dallasisd.org)
TestSecurity@dallasisd.org

TRAINING AGENDA

2024-25



Session Objective

District Overview

Irregularity Spotlights

Initiatives & Resources to Promote Test Security

Questions, Answers, & Sharing

Contact Information

SESSION OBJECTIVE

Sharing Initiatives & Resources



Attendees will be exposed to systematic best practices developed in Dallas ISD to proactively lessen the occurrence of testing irregularities, to mitigate and document incidents when they do occur, and to further evolve district-level initiatives aimed at promoting the success of any assessment program.

DISTRICT OVERVIEW

Dallas Independent School District



Assessment Department Team

The following team members provide direct support to campuses:

- 1 Executive Director
- 1 Director
- 1 Manager
- 4 Districtwide Testing Coordinators
- 1 Digital Learning Coordinator
- 1 Test Security Officer
- 1 Data Systems Administrator

DISTRICT OVERVIEW

Dallas Independent School District



Campuses & Campus Personnel

- 240 Total Schools
- 38 High Schools
- 34 Middle Schools
- 6 Middle/High Schools
- 141 Elementary Schools
- 21 Elementary/Middle Schools
- 235 Lead CTCs

DISTRICT OVERVIEW

Dallas Independent School District



Student Programs

Total Enrollment	140,178	
Economically Disadvantaged	124,901	89.1%
Talented & Gifted	27,942	19.9%
Special Education	16,962	12.1%
Emergent Bilingual (EB)	70,614	50.3%
SPED/EB	7674	5.5%
Bilingual	34,764	24.7%
ESL	30,829	22%

*Last updated October 31, 2024

DISTRICT OVERVIEW

Dallas Independent School District



Student Ethnicities

Total Enrollment	140,178	
Hispanic	100,938	72%
African American	26,396	18.8%
White	7,811	5.6%
Multi-Race	2,544	1.8%
Asian	1,872	1.3%
American Indian	527	.4%
Pacific Islander	48	<.1%
Unreported	42	<.1%

*Last updated October 31, 2024

IRREGULARITY SPOTLIGHTS

2023–2024 Irregularity Spotlight

Points of Emphasis for 2024-2025

The following irregularity types were spotlighted in relevant Assessment Department training materials, test manuals, and presentations, including during our annual test security training for CTCs, Principals, and Executive Directors.

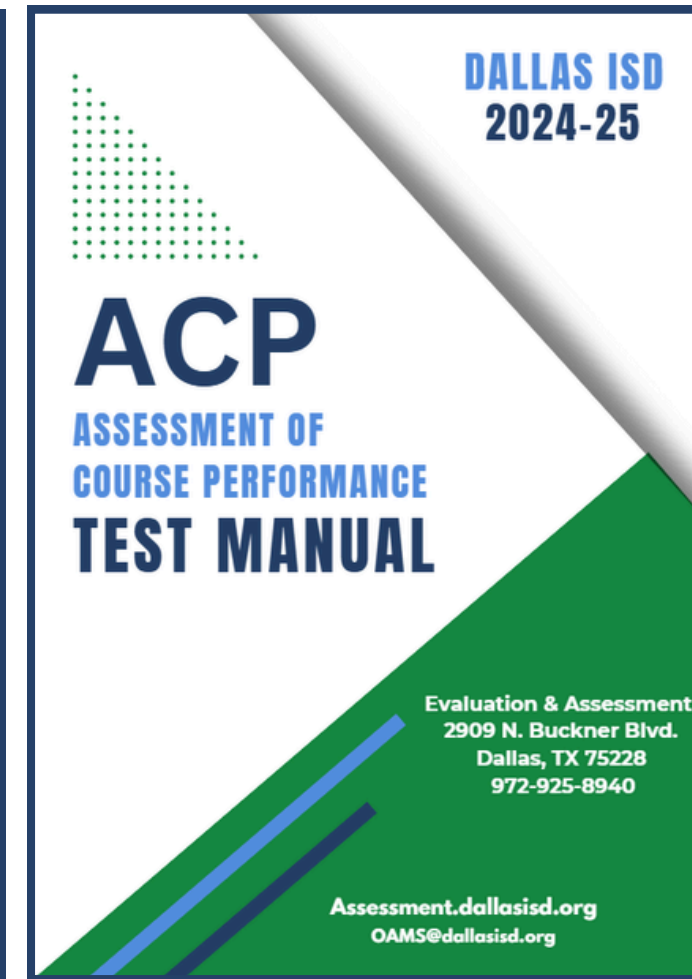
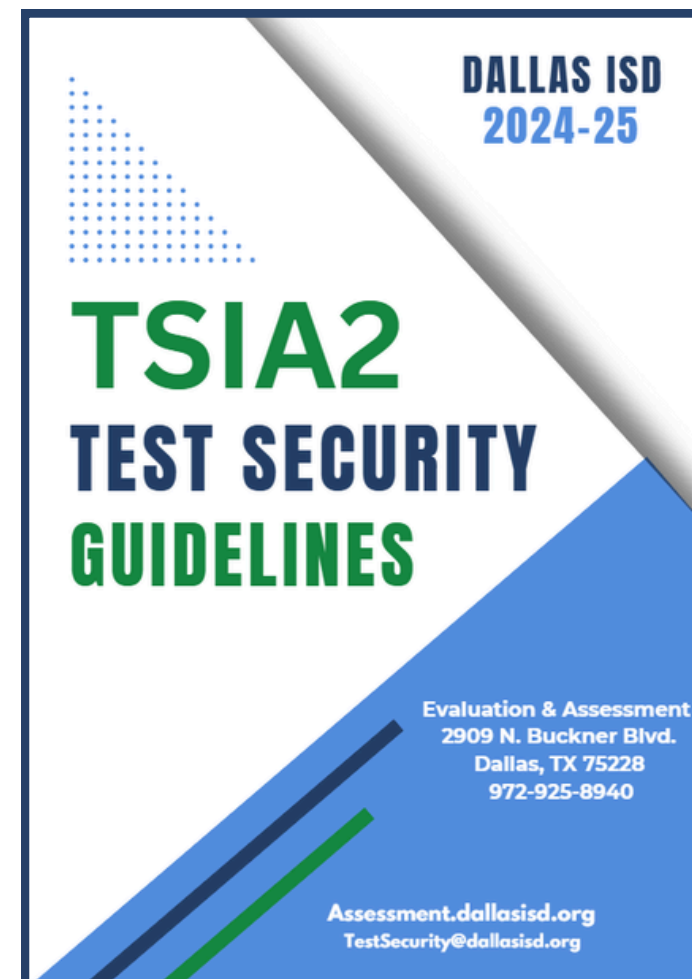
Type of Irregularity	2024-2025 Response
Accommodation Errors	Campuses must check and recheck lists and student data platforms to ensure accurate representation of accommodations in testing platforms. Campus must implement plans for redundancy checks.
Active Monitoring	Campuses must make all personnel aware of the significant uptick in students attempting to use “cheat sheets” during testing. We are committed to ensuring our simulations reflect allowable procedures that can be implemented during STAAR assessment windows.
Motivational Messages & Snack Bags	Personnel are no longer allowed to provide motivational messages to students during a testing window. Personnel are no longer allowed to distribute snack bags to testing students on testing days. Snacks are no longer allowed to be consumed in testing rooms.
Score Code Entry & Record Keeping	For State of Texas tests, campuses must enter a score code for each test not taken by any student eligible to test. These score codes must be entered by published TEA deadlines and justification for each score code must be part of campus retention documents.

RESOURCES SPOTLIGHTS

Purpose: Promote Test Security

Test Manuals

The purpose of our manuals is to serve as a district resource for understanding and adhering to the rules, regulations, and procedures for testing. These manuals are designed to ensure consistency and clarity in our practices, promoting a secure testing environment, in addition to maintaining integrity and equity for all. Campus training presentations are provided to CTCs to keep messaging consistent across all campuses.



RESOURCES SPOTLIGHTS

Purpose: Maximize Test Security

Training

Test security training is an annual requirement for all district personnel responsible for coordinating secure testing cycles at their campus. This training ensures that everyone involved is well-versed in the essential protocols and best practices necessary to maintain the integrity and security of the testing process. Campus Testing Coordinators (CTCs), must participate in training sessions prior to each secure assessment and train their staff on test security protocols specific to each assessment within that training.

TELPAS

Texas English Language Proficiency Assessment

Campus Test Coord Training

SPRING - 2025

DALLAS ISD | EVALUATION AND ASSESSMENT

ACCOMMODATIONS

CTC TRAINING

SEPTEMBER 2024

DALLAS
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TEST SECURITY TRAINING

2024-25

CTC Boot Camp Training Version

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RESOURCES SPOTLIGHTS

Purpose: Organizational Efficiency

Tools to Streamline Processes

We use a variety of tools to streamline processes across campuses. By utilizing these tools, we can systematically verify that assigned tasks are executed as planned which enhances accountability and ensures that everyone is on track with their responsibilities.

Tool	Purpose	Examples
Qualtrics	We use Qualtrics as a tool to help gather, store, and organize documents, acknowledgements, and oaths.	Receipt & Acknowledgement of Compliance with DISD Test Security Manual District Test Security Monitoring: Survey
Scribes	Scribes are step-by-step illustrated guides for tasks CTCs need to complete.	Staff Instructions for Accessing TEA Learning Management System -- TEA Test Security Module Checking Completion and Scores of Personnel -- TEA Test Security Module
Checklists	District and campus leaders are provided with checklists of campus responsibilities to assist in developing a campus testing plan, including considerations for test security.	Principal Assessment Checklist Executive Director Assessment Checklist
DISD App	Dallas ISD uses a locally-developed App CTCs use to submit an irregularity form and statements. Once submitted, the Test Security Officer reviews it and responds to the campus with a detailed resolution.	Testing Irregularity/Security Violation (TISV) Form

RESOURCES SPOTLIGHTS

Purpose: Efficiently Manage Irregularities

CTCs must submit an online TISV (Testing Irregularity/Security Violation) form within 48 hours of any irregularity, attaching statements and supporting documents. Each submitted form receives a detailed resolution outlining actions taken by the Assessment Department and specifying campus action items. For potentially serious irregularities, DISD's Office of Test Security conducts a thorough investigation, including campus visits and interviews. The Test Security Officer submits State testing irregularity forms to TEA.

Irregularity Reporting

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential student and/or employee information. Unauthorized use and/or disclosure is prohibited under the federal Family Education Rights and Privacy Act (20 U.S.C. §1232g, 34 CFR Part 99.19 TAC 247.2, Texas Government Code 562.022, Texas Education Code 21.355, 29.

DISD Initiatives & Resources to Promote Test Security

Before Testing

ACTIVITY TO PROMOTE TEST SECURITY	ACTIVITY COMPONENT	TOOL USED FOR ACTIVITY	ACTIVITY DESCRIPTION OR OBJECTIVE	LINK TO DISD RESOURCE
Manuals				
Manual	DISD Test Security Manual	simplebooklet.com	In addition to DISD Board Policy and the DCCR, this is our governing rules and regulations	https://tinyurl.com/33chp8fr
Manual	Locally-Developed or Administered Exams	simplebooklet.com	ACPs, TSIA2, iReady: as necessary and/or helpful, we develop manuals	https://tinyurl.com/2zpw199d
Trainings				
Training	CTC Boot Camp	Canva (In-Person)	CTCs spend a full day of training on test security, accommodations, rostering, and other secure test coordination training.	https://tinyurl.com/4swtxxwn
Training	District Test Security Training	Canva (In-Person)	This training, conducted by the DISD Test Security Officer, is required for all District personnel who will coordinate one or more secure testing cycles at their campus.	https://tinyurl.com/yjmbhc46
Training	District Accommodations Training	Canva (In-Person)	This training is required for all campus CTCs.	https://tinyurl.com/yc86ckyn
Training	Campus Test Security Training	District provided Canva for campus editing and use during their campus training	CTCs must train all of their campus staff on Test Security by October 18.	NA
Training	Campus Accommodations Training	District provided Canva for campus editing and use during their campus training	CTCs must train their campus staff on accommodations by October 4.	NA
Training	TEA Test Security Module	TEA Learning Management System (LMS)	CTCs must assure that each member of their campus staff completes this module and scores at least an 80% on the module quiz. This must be completed by November 8.	TEA Learning Management System (LMS)
Training	District Training for each Specific Test	Canva (Virtual/In-Person)	Prior to each secure test cycle throughout the year, CTCs (or the designee responsible for coordinating that specific exam cycle) must attend a test-specific training for that test.	NA

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This document is not all-inclusive, but it is a good representation of what we do to promote test security!

Training	Campus Training for each Specific Test	District provided Canva for campus editing	Prior to each secure test cycle throughout the year, CTCs (or the designee responsible for coordinating that specific exam cycle) must train their campus staff by the date specified on the DISD TC block calendar.	NA
Training	Digital Content, such as how-to videos	Camtasia Video Editing Software	The DISD Digital Learning Coordinator produces videos and other digital resources to assist District stakeholders with learning, sharing, and teaching testing technologies and tasks.	https://tinyurl.com/3sw7uyru
Scribes	Note: this is just a sampling of the many scribes produced and distributed by DISD Assessment & Evaluation			
Scribe	Uploading Users to Tide	scribehow.com	Step-by-Step Illustrated Guide	https://tinyurl.com/yr9pan5n
Scribe	Enrolling Users in the LMS Test Security Module	scribehow.com	Step-by-Step Illustrated Guide	https://tinyurl.com/y7nw2sch
Scribe	Staff Instructions for Accessing TEA Learning Management System -- TEA Test Security Module	scribehow.com	Step-by-Step Illustrated Guide	https://tinyurl.com/3uej4hmk
Scribe	How to Re-Attempt if Quiz Score is Below 80% -- TEA Test Security Module	scribehow.com	Step-by-Step Illustrated Guide	https://tinyurl.com/2s2yvxx4
Scribe	Checking Completion and Scores of Personnel -- TEA Test Security Module	scribehow.com	Step-by-Step Illustrated Guide	https://tinyurl.com/ys65wakw
Checklists				
Checklist	CTC Assessment Checklist	Excel	CTCs are provided with a checklist of key general tasks associated with their responsibilities. They also receive a similar checklist specific to each test cycle.	https://tinyurl.com/yz3muzfc
Checklist	Principal Assessment Checklist	Excel	Principals are provided with a checklist of Principal and CTC responsibilities associated with assuring a quality campus testing plan.	https://tinyurl.com/yc5vcy4c
Checklist	Executive Director Assessment Checklist	Excel	Executive Directors are provided with a checklist of campus responsibilities associated with assuring a quality campus testing plan so they can use this in supervisory discussions with Principals.	https://tinyurl.com/452mvemc
DWTC Support				
DWTC Support	Individual Support	text, email, phone, & Zoom/TEAMS	Our District-Wide Testing Coordinators (DWTCs) each support 60 campuses. They are on-call throughout the year and make every effort to develop a personal relationship with the CTC and personnel at each campus they support.	NA

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DWTC Support	Small Group	Zoom/TEAMS/In-Person	Our DWTCs meet in small groups with each CTC they support to step them through unfamiliar and complex tasks.	NA
Oaths & Acknowledgements				
Oath	District Test Security Oath for CTCs & Principal	Qualtrics	CTCs and Principals each sign a District-developed Oath of Test Security at the beginning of each school year.	https://tinyurl.com/mrfpzsrw (Note: this is a PDF that shows the survey as it appears in Qualtrics. This PDF document is not editable.)
Oath	State or District Oath -- All Testing Personnel prior to each Test Administration	paper	Before each testing cycle, all personnel involved in any way with that particular secure test administration sign the appropriate Oath of Test Security. For STAAR and TELPAS, this is the State Oath. For all other exams, this is the District Oath.	DISD District Oath: https://tinyurl.com/2subnhs8
Acknowledgement	Receipt & Acknowledgement of Compliance with DISD Test Security Manual	Qualtrics	As a testament to receipt and commitment to comply, CTCs (and any other designee who will coordinate a secure exam) must sign and submit this electronic form.	https://tinyurl.com/2ks6n5sz (Note: this is a PDF that shows the survey as it appears in Qualtrics. This PDF document is not editable.)
Attendance Verified	District Training on Test Security for CTCs	Qualtrics	The Office of Test Security verifies that all CTCs (and any other designee who will coordinate a secure exam) has attended this required District training.	Personnel sign-in on a Qualtrics form that is not linked here.
Acknowledgement	Campus Training on Test Security for All Staff	Qualtrics	Once a year, CTCs are responsible for conducting a full Test Security Training for all personnel on their campus. They will also include a test security component in each campus training conducted for secure tests throughout the year.	https://tinyurl.com/5rj3642 (Note: this is a PDF that shows the survey as it appears in Qualtrics. This PDF document is not editable.)
Attendance Verified	District Training onon DISD Designated Supports for CTCs	Qualtrics	All CTCs must attend this required District training.	Personnel sign-in on a Qualtrics form that is not linked here.
Acknowledgement	Campus Training on DISD Designated Supports for Applicable Staff	Qualtrics	Once a year, CTCs are responsible for conducting a full Accommodations Training for all personnel on their campus. They will also include an accommodations component in each campus training conducted for secure tests throughout the year.	https://tinyurl.com/4uxxdfc7 (Note: this is a PDF that shows the survey as it appears in Qualtrics. This PDF document is not editable.)

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Acknowledgement	Campus Completion (by All Staff) of TEA Test Security Module	Qualtrics	To certify that their campus personnel have completed the required TEA Test Security Module with at least a score of 80%, CTCs must submit this electronic form.	https://tinyurl.com/55h57tb5 (Note: this is a PDF that shows the survey as it appears in Qualtrics. This PDF document is not editable.)
Acknowledgement & Information Gathering	Secure Storage Location Form	Qualtrics	Campus Principals and CTCs must each submit a form specifying information about where on campus secure test materials are stored, identifying who has access to this secure storage area, and acknowledging compliance with DISD regulations in regard to these secure storage areas and processes.	https://tinyurl.com/bdhd3xnc

During Testing

ACTIVITY TO PROMOTE TEST SECURITY	ACTIVITY COMPONENT	TOOL USED FOR ACTIVITY	ACTIVITY DESCRIPTION OR OBJECTIVE	LINK TO DISD RESOURCE
Support				
	Test-Day Zoom Support	Zoom	For each secure test, DWTCs and other relevant testing personnel are available in an open Zoom session to provide immediate assistance to CTCs and other testing personnel. Assistance is provided in the general Zoom room and in break-out rooms within the Zoom platform.	NA
Irregularities				
	Irregularity Reporting	DISD App - TISV (Testing Irregularity/Security Violation)	CTCs are required to immediately report all procedural irregularities to their DWTC and Principal. CTCs must immediately report all serious irregularities to the Test Security Officer. Within 48 hours CTCs must submit an online form (TISV) within the District online-application designed to manage irregularity reporting, including supporting documentation.	https://tinyurl.com/3k59sazb (Note: This is a PDF view-only of the DISD TISV submission form. This is a District developed software application.)

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Seating Charts				
	Seating Chart - District Standardized	Google Sheets	DISD requires all 240 campuses to use the same standardized seating chart for all secure tests (excepting College Board and PSAT/SAT exams that have their own prescribed format). All fields on the seating chart must be completed by proctors and CTCs are required to develop processes to ensure compliance.	https://tinyurl.com/575myduh
	Seating Chart Submissions	Google Classroom	CTCs are required to submit seating chart sets for designated secure tests, including all STAAR administrations. For all secure tests, all seating charts must be kept with retention documents for 5 years.	https://tinyurl.com/5d6svhsx
	Seating Chart Feedback	Google Form	To promote quality standards and compliance, all campuses receive detailed feedback from the Test Security Officer on submitted seating chart sets.	https://tinyurl.com/ycxu4jn6
Test Security Monitoring				
	District Test Security Monitoring: Training	Canva (Virtual)	DISD requires that central staff personnel will participate in campus test monitoring to ensure that each of our 240 campuses have a monitor present for a full day of testing at least twice each school year. The Test Security Officer recruits, organizes, and trains central staff personnel for this initiative.	https://tinyurl.com/2sd336j5
	District Test Security Monitoring: Oath	Qualtrics	All participating central office staff sign a Test Security Oath specific to the monitoring process.	https://tinyurl.com/39d5bpkp
	District Test Security Monitoring: Survey	Qualtrics	All participating central office staff complete a detailed online survey, each day they monitor, to record their experience and observations. They observe the overall testing plan, plus conduct observations of each testing room. The survey includes components for before testing, during testing before lunch, during lunch, during testing after lunch, and testing wrap-up.	https://tinyurl.com/3k3p7ez3
	District Test Security Monitoring: Feedback	Qualtrics	Campuses are provided detailed feedback from these observation surveys.	NA

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TEA Alerts				
	Response Alerts	Cambium - TIDE	The Test Security Officer carefully reviews all "Response Alerts" received from TEA in order to promote the health and well-being of DISD students. Campus Principals are made aware of cases that merit deeper investigation by campus personnel.	NA
After Testing				
ACTIVITY TO PROMOTE TEST SECURITY	ACTIVITY COMPONENT	TOOL USED FOR ACTIVITY	ACTIVITY DESCRIPTION OR OBJECTIVE	LINK TO DISD RESOURCE
Irregularities				
	Irregularity Submissions: Campus to DISD (TISV)	DISD App - TISV (Testing Irregularity/Security Violation)	CTCs are required to submit an online TISV (Testing Irregularity/Security Violation) form within 48 hours of an irregularity. Statements and supporting documents must be attached.	https://tinyurl.com/3k59sazb (Note: This is a PDF view-only of the DISD TISV submission form. This is a District developed software application.)
	Irregularity Submissions: DISD to TEA	Cambium/TIDE for STAAR & TELPAS	The DISD Test Security Officer submits all testing irregularities on State tests to TEA	NA
	Irregularity Submissions: TISV Resolutions	DISD App - TISV (Testing Irregularity/Security Violation)	For all submitted TISV irregularity forms, campuses receive a detailed resolution that detail actions taken by the Assessment Department and specifies what the campus action items are.	https://tinyurl.com/bdh8t8k8 (Note: This is a PDF view-only of the DISD TISV edit resolution form. This is a District developed software application.) https://tinyurl.com/mr35tu53 (Note: This is a PDF view-only of the DISD TISV resolution form that is emailed to stakeholders. This resolution feedback is auto emailed to the respective Executive Director, Principal, CTC, and Assessment personnel. This is a District developed software application.)
	Investigations	NA	For all potentially serious irregularities, DISD's Office of Test Security conducts a thorough investigation, including campus visits and interviews.	NA
Documentation				
	Retention of Documents	NA	For all secure tests, DISD requires campuses to retain documents consistent with the TEA 5-year regulation for State testing.	https://tinyurl.com/muehyhjs
Data Analysis				
	Anomaly Analysis	NA	Data specialists analyze test scores to identify statistically significant anomalies that warrant further study.	NA

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Ongoing: DISD Assessment Website (assessment.dallasisd.org)	
WEBSITE TAB	WHAT IS THERE
Assessments	
	The pulldown for this tab allows users to access a dedicated page of information and resources for each secure exam DISD administrators.
Test Security	
	This tab allows users to access all key Test Security resources relevant to DISD.
Calendars	
	The pulldown for this tab allows users to access: 1) the DISD Assessment Calendar and 2) the TC Block Calendar (that includes dates particularly important to TCs, including task deadlines).
Ongoing: TC Weekly Newsletters	
WEBSITE TAB	WHAT IS THERE
Coordinator Resources	
	Each Friday DISD Assessment emails a detailed "TC Weekly" newsletter designed to communicate timely information and reminders to TCs. Editions from prior weeks are posted online at assessment.dallasisd.org , on the "Coordinator Resources" tab. This link is an example from Friday, October 11, 2024. NOTE: This example edition is a PDF screen capture, thus the links are not active. The TC Weekly is published in SWAY, with live hyperlinks. You can access live hyperlinks on our assessment.dallasisd.org website, as previously described.

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ASSESSMENT CONTACTS

Dallas Independent School District



Proud Members of:



Our Team!

Dr. Charlenta Govan, Director
Phone: (972) 925-6492
Email: ChGovan@dallasisd.org

Lauren Shofner, Manager
Phone: (972) 925-6483
Email: LShofner@dallasisd.org

Kiesha Pearson
Digital Learning Coordinator
Phone: (972) 925-6485
Email: KiPearson@dallasisd.org

Dan Martin
Test Security Officer
Phone: (972) 979-9036
Email: danmartin@dallasisd.org

Felicia Gibbons, DWTC
Phone: (972) 925-6406
Email: FGibbons@dallasisd.org

Angela Warner, DWTC
Phone: (972) 925-6412
Email: AWarner@dallasisd.org

Shanna Burton, DWTC
Phone: (972) 925-6447
Email: SBurton@dallasisd.org

Emily Gaines, DWTC
Phone: (972) 925-6767
Email: EmGaines@dallasisd.org

Dallas ISD Assessment Website
TCSupport@dallasisd.org
(972) 925-8940