



2017-18 Social Media and/or Unallowable Devices Concern Report Form

Complete and submit this form if any of the following situations occurred:

- A staff member or student has used a device such as a cell phone, computer, iPad, Tablet, etc. to take a picture of test materials and/or to access unallowable resources during testing; or
- Test materials or information about test content have been posted on social media or shared via email, text or instant messaging.

Document locally but DO NOT submit this form if the following situation occurred:

- A staff member or student had a cell phone (or other unallowable device) in the testing room when test materials were present but school staff have confirmed (see below) the device was not used to take pictures of test information or as an unallowable resource during testing.
 - School administrators must consult with the staff member or student (parents may need to be contacted for assistance) to review email, text messages, or any other social media outlets to which the staff member or student had access to ensure testing information was not referenced, obtained, or shared on social media or sent to others.
 - School administrators must confirm the student did not use the device as a resource during testing.
 - The school must locally document the review steps it implemented to complete the actions in the two bullet points above and also locally maintain documentation confirming no test security violation occurred.

NOTE: The school corporation/charter school/nonpublic school may be contacted if additional information is needed. Also, a copy of this report will be provided to the school corporation/nonpublic school if an investigation is necessary.

Select ONE testing window:

- | | | | | |
|--|---------------------------------------|-------------------------------------|---|-------------------------------|
| <input type="checkbox"/> ISTEP+ Part 1 | <input type="checkbox"/> ISTAR Part 1 | <input type="checkbox"/> ECA-Winter | <input type="checkbox"/> IREAD-3 Spring | <input type="checkbox"/> WIDA |
| <input type="checkbox"/> ISTEP+ Part 2 | <input type="checkbox"/> ISTAR Part 2 | <input type="checkbox"/> ECA-Spring | <input type="checkbox"/> IREAD-3 Summer | |
| | | <input type="checkbox"/> ECA-Summer | | |

1) Date: _____

Corporation Name and Number: _____

School Name(s) and Number(s): _____

Person Submitting Request and Title: _____

Telephone Number: (_____) _____ Email Address: _____

CTC's Printed Name: _____ CTC's Signature: _____

2) Please complete 2A, 2B, or 2C depending on which option matches the concern being reported.

2A. PICTURE OF TEST MATERIAL TAKEN BY CELL PHONE OR OTHER MEDIA DEVICE:

Please initial next to each action step to confirm school administrators have completed these required steps:

_____ A Test Security Concern report has been completed and will be submitted with this form.

_____ School administrators have consulted with the staff member or student (parents may need to be contacted for assistance) to review email, text messages, or any other social media outlets to which the staff member or student had access to ensure testing information was not shared on social media or sent to others. *The school attached interview summaries and other details confirming this to the Test Security Concern report.*

_____ School administrators have confirmed the staff member or student's picture(s) of test materials has been deleted and is no longer accessible. *The school provided written confirmation of this in the Test Security Concern report.*

_____ School administrators are aware it is a local decision to determine staff/student level consequences when a staff member/student has violated testing requirements. However, the Indiana Department of Education's Office of Student Assessment will provide guidance to the school corporation regarding any additional actions required at the corporation or school level.

2B. UNALLOWABLE RESOURCES FROM A CELL PHONE OR OTHER MEDIA DEVICE WERE USED DURING TESTING:

Please initial next to each action step to confirm school administrators have completed these required steps:

_____ A Test Security Concern report has been completed and will be submitted with this form. The specific grade level, content area, and test session in which the unallowable resource was used has been documented in the report. *The school attached interview summaries and other details to the Test Security Concern report.*

_____ School administrators have consulted with the staff member or student (parents may need to be contacted for assistance) to review email, text messages, or any other social media outlets to which the staff member or student had access to ensure testing information was not referenced, obtained, or shared on social media or sent to others. *The school provided written confirmation of this in the Test Security Concern report.*

_____ School administrators are aware it is a local decision to determine student level consequences when a staff member/student has violated testing requirements. However, the Indiana Department of Education's Office of Student Assessment will provide guidance to the school corporation regarding any additional actions required at the corporation or school level.

2C. TEST MATERIALS OR INFORMATION ABOUT TEST CONTENT HAS BEEN POSTED ON SOCIAL MEDIA OR SHARED VIA EMAIL, TEXT, OR INSTANT MESSAGING:

Please initial next to each action step to confirm school administrators have completed these required steps:

_____ A Test Security Concern report has been completed and will be submitted with this form.

_____ A copy of the posting or email has been attached to the Test Security Concern report form that will be faxed (please do not email) to the Office of Student Assessment.

_____ School administrators have interviewed the staff member or student (parents may need to be contacted for assistance) to determine the magnitude of the social media breach. *The school attached interview summaries and other details to the Test Security Concern report.*

Please provide responses to the following questions (please attach responses if more space is needed):

- Where was the posting displayed (please list all applicable Social Media sites)?
- When was the information posted? How long was it available?
- How many other individuals accessed the posting?
- Did the other individuals that received or accessed the posting use it or share it?
- What grade level, content area, item number(s), and test section were posted?
- When did the student who posted the information complete the test section with the item that was posted?
- When do other students in the school in the grade level of the item(s) that was posted complete the identified test section?

_____ School administrators have confirmed the staff member or student's picture(s) text, email, instant message or social media posting of test materials has been deleted and is no longer accessible. *The school provided written confirmation of this in the Test Security Concern report.*

_____ School administrators are aware it is a local decision to determine staff/student level consequences when a staff member/student has violated testing requirements. However, the Indiana Department of Education's Office of Student Assessment will provide guidance to the school corporation regarding any additional actions required at the corporation or school level.

3) Explain the action steps that will be taken by the corporation to ensure this concern does not occur again in any school. This description should include *but not be limited to* a review of Section 6, Part A (1) "Communication with Students Regarding Test Protocols" from Chapter 13 in the Indiana Assessment Program Manual with staff and students:

4) Submit this form via fax (317-233-2196) to: Indiana Department of Education
Office of Student Assessment