



WebXam® Ohio Career- Technical Education Testing System Test Security Rule Book

 **THE OHIO STATE UNIVERSITY**
COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

 **Ohio** | Department
of Education

CETE
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About Ohio CTE Test Security

Ohio CTE Test Security Overview.....	2
Applicability of Test Security Policies.....	2
Standards for the Ethical Use of Tests within Ohio Secondary Educational Institutions	3
Test Security Violations and Incident Reporting.....	3
Stakeholder Requirements	4
Administrators	4
Test Proctors	5
Teachers	5
Student Test Takers	6
Assessors.....	6
Test Administration Security.....	7
Security Policies for Test Administration	7
Contact Information.....	8
Revision History	8

Ohio CTE Test Security Overview

WebXam is the online test delivery system for the Ohio Career-Technical Education Testing System. The WebXam system is the platform used to administer Ohio's Career-Technical Education (CTE) statewide tests to students in qualifying career-technical programs. The tests are based on Ohio's CTE content standards WebXam is owned and operated by CETE at The Ohio State University (CETE/OSU). The maintenance of the delivery system is funded by the Ohio Department of Education (ODE).

Ensuring that the CTE tests remain secure is of great importance in score credibility. This term refers to perceptions of the scores generated by the testing system as being reliable, valid, and fair to test takers. Everything that WebXam staff does is directed toward the goal of user friendliness and score credibility.

Reasons for test security include maintaining the fairness and validity of the tests. Test security is one of the major problems facing test developers and test users (for example, federal government, states, school districts, and teachers). Gregory Cizek, an educational psychometrician from the University of North Carolina, refers to cheating as the major problem facing testing as an institution. The term test security refers to actions that all stakeholders undertake to keep items "safe" so test takers can encounter them without narrow preparation and receive a fair test of their knowledge and skill. Narrow preparation means providing only the answer without teaching the broader competency units. The importance of test security in the CTE testing system stems from several reasons. First, compromised items cheapen the interpretations of scores because some individual test takers have a built-in advantage over others who have broad knowledge of the competency but lack the specific keyed answer. Second, a lack of test security decreases the chances that program improvement will succeed if used to pinpoint areas of the content standards that require additional instruction or an alternative method of instruction. Third, a lack of test security adds expense in the form of more frequent test revisions, costing taxpayers unnecessarily.

Applicability of Test Security Policies

This document covers the use of all Ohio CTE tests delivered in WebXam. This includes

- Posttests are used for the measurement of Technical Skill Attainment to fulfill the requirements of the Carl D. Perkins Career and Technical Education Act of 2006.
- Pretests are used along with posttests for the measurement of student gain used in teacher evaluation.
- Field tests are used to collect psychometric data on newly written tests. The data are used to select a final posttest and pretest form for each course.
- Practice tests are used to simulate the test environment and allows students to experience items sampled across pathway courses.

Standards for the Ethical Use of Tests within Ohio Secondary Educational Institutions

The State Board of Education in Ohio has adopted rules of ethical practice for the use of tests. These rules are found in the Ohio Administrative Code (OAC). District and school personnel may reference [OAC 3301-7-01](#) and [OAC 3301-13-05](#) for current standards concerning unethical or inappropriate practices that involve preparing students for tests, administering and scoring tests, and interpreting or using results. Additional revisions to the code may occur following the publication of this document.

For example:

No person shall reveal, cause to be revealed, release, cause to be released, reproduce, or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

WebXam staff tries always to be clear about secure assessment material when working with different stakeholder groups but can always answer clarification questions through phone or email.

Except for the practice test materials, the diagnostic assessments, and released tests, all other statewide tests (including any and all test passages, test questions, and any other secure material developed for use with any operational test) are secure until they are publically released. It is not permissible to reproduce any of this secure material or cause it to be reproduced in any format. It is illegal to reveal any test question that is known to be on a statewide test in any manner whatsoever to any student who will be taking a test.

Examples of actions considered a security breach include but are not limited to the following:

- Creating study guides for students based upon questions known to be on current state tests
- Releasing secure material to any student, the media, or the general public
- Altering any student response or assisting a student to cheat in any way
- Having unauthorized persons present during test administration
- Trying to obtain or using the log-in credentials of another user (teacher or student)

WebXam test data should all be considered secure unless specifically marked as publically released.

Test Security Violations and Incident Reporting

Any alleged test security violation, any unethical testing practice, or any violation of the school's security procedures is to be reported to ODE's Office of Career Technical Education as soon as the alleged violation becomes known to the district or participating school. WebXam staff would appreciate being informed as well.

The school district or participating school shall file a written report with ODE-CTE delineating the cause and results of the investigation within 10 days after the investigation is completed. If the investigation determines that a violation did in fact occur, any of several consequences may follow:

- Student test scores may be invalidated for the testing cycle.
- A district board of education, after appropriate procedures are followed, may suspend or terminate employees found guilty of cheating or helping a student to cheat.
- The State Board of Education, following appropriate procedures, may suspend a certificate or license.
- A law enforcement agency, following an appropriate investigation, may prosecute under the state criminal code.

Stakeholder Requirements

A number of stakeholders (those with an interest in the system) exist within WebXam and the CTE testing system, including state education agency administrators, test proctors, teachers, student test takers, and assessors. Each of these stakeholder categories is defined in the following material.

Administrators

Administrators are defined as WebXam system users or school district employees involved in the coordination and delivery of Ohio CTE tests to students. While administrators may not always be directly involved in the delivery of tests, they are responsible for ensuring that a school district's tests are delivered in a secure manner. An administrator must

- grant access to tests only to students enrolled in approved career-technical programs or secondary programs.
- grant access to the tests only for the purpose of assessing students' performance in the corresponding career-technical or secondary program.
- coordinate the scheduling of test times and appropriate proctors with a preference for proctors who are not the students' teachers.
- assume responsibility for the actions of the proctors, teachers, and students in the district.

District Test Policy/Procedures - To protect the security of the tests, each school district, community school, and nonpublic school must establish procedures that address the following components specified by the rules adopted by the State Board of Education:

- Identification of personnel authorized to have access to the test
- Procedures for investigating any alleged violation of test security provisions
- Procedures for annually communicating the test security provisions and discussing them with all district employees and students

Test Proctors

A proctor is defined as the school district employee who directs and monitors the delivery of Ohio CTE tests to students. Proctors are responsible for preventing cheating and maintaining test data security.

An individual who proctors a test for a student must

- be a paid employee of the school district.
- not be a student, student teacher, or unpaid volunteer.

A proctor

- ensures testing is done in an approved district location
- implements all policies in the Test Administration Security section of this document.
- ensures that testing locations are secure (no posters or materials with answers visible).
- moves about the testing room to ensure all students are monitored.
- will not answer any questions regarding test content. If a student asks for assistance, the proctor will instruct the student to answer the item to the best of the student's ability with the information provided.

If more than 20 students are being tested, an assistant should be used. During testing, other employees aside from the proctor may be in the room and may assist with technology setup and managing students. If assistants are not proctors, then they must position themselves so as not to see the test items on the computer screen.

If a student has an IEP with an accommodation for a reader, the proctor may read the content of the test item exactly as written to the student. The proctor may not explain any part of the test item or otherwise provide additional assistance beyond specifications in the student's IEP.

The identities of proctors are not recorded in WebXam. There is no requirement or benefit for creating a user account in WebXam for a proctor.

Teachers

A teacher is defined as any teacher who has taught a student assessed by the WebXam system. Teachers play an important role in preparing students for standardized testing, but teachers also have a responsibility to keep test content secure and not divulge information that may unethically give students an advantage. A teacher may not

- discuss any specific test items on the tests with students before, during, or after the administration of the tests.
- use actual or altered test questions for practice or instruction.
- look at or take tests with the exception of practice tests.
- log on to student's accounts.

Although it is not appropriate to teach students how to answer specific questions that students will take on statewide tests, it is appropriate to ensure that students are prepared for the different types of content measured by the tests. Several tools are provided by the state, including practice tests and other resources on the WebXam website.

During testing, teachers may activate Ohio CTE tests, assist with technology issues, and manage student movement and behavior. At no time should the teacher observe the test items being taken, discuss the content of test items with students, or answer questions from students pertinent to the subject matter being tested.

Student Test Takers

A student test taker is defined as any student who has taken an Ohio CTE test or who is a candidate for taking an Ohio CTE test. A student test taker may not

- discuss any specific test items on the tests with fellow students before, during, or after the administration of the tests.
- take tests in an environment that is not proctored or an approved district location.
- use any material* during the test other than what is allowed by a student's Individualized Education Plan (IEP).

* Exception: Students taking an End-of-Course Test in the Construction Technologies Career Field may use a National Electrical Code (NEC) book for courses that include content on electrical wiring.

Assessors

Three stakeholders are involved in the assessment of constructed responses: student, teacher, and assessor. An assessor is the individual who reviews a constructed response—for example, the student portfolios produced in the Teaching Professions pathway. Assessors are assigned by the teacher and apply a scoring rubric to the constructed responses they are assigned. Assessors are assigned log-in credentials so they can select students and enter scores based on the rubric or scoring tool.

It is a violation of test security for WebXam if assessors share their log-in credentials with anyone else, including teachers or students.

Test Administration Security

Security Policies for Test Administration

- WebXam accounts cannot be shared for any reason. If an account is no longer being used, district staff should submit a request for access to be removed.
- Always access WebXam from a secured computer, and log out when finished.
- Devices accessing WebXam must be managed by district IT staff using best security practices to prevent viruses, spyware, key-logging software, screen-capture software, or any other software that could be used to compromise the security of test items.
- School districts are required to select district and building test coordinators. Test coordinators are responsible for ensuring that all test administrators and monitors are thoroughly trained and that all policies, procedures, and schedules are followed. It is strongly suggested that a single test coordinator oversee testing for a Career-Technical Planning District (CTPD) to facilitate communications with WebXam staff.
- Test administrators must be school employees who hold a license/certificate/permit issued by the Ohio Department of Education.
- Testing must be done in district approved proctored locations and may not have material available that would provide assistance to students, such as wall posters with subject matter.
- In general, during the administration of a test, students are not permitted to use reference materials, resources, or devices of any kind. Four exceptions to this rule are the use of
 - a four-function calculator.
 - scratch paper for calculations or working out problems.
 - Students taking an End-of-Course Test in the Construction Technologies may use a National Electrical Code (NEC) book for courses that include content on electrical wiring.
 - tools or devices by a student whose IEP or 504 Plan specifies in writing such allowable accommodations.
- BYOD Policy: While WebXam staff understands that local school districts and CTPD may allow students to bring their own devices for instruction and other educational activities, it is NOT permitted to use personal devices (tablets, netbooks, smartphones, etc.) to take Ohio CTE tests. If the district owns the device, and if students do not have administrative rights on the machine, then a tablet may be used for testing.
- Cell phones and smartphones are not permitted for Ohio CTE testing. The size of the screen and device produces difficulty for proctoring. Also, graphics and supporting material will not display effectively on a small screen, impairing the score.
- If a student attends a virtual school and takes classes online, the student must come to a school-approved testing center to take Ohio CTE tests. The student must be observed by a qualified proctor as described earlier in this document.
- Assistive screen reader technology is allowed for students with the appropriate IEP. The following restrictions apply:
 - Headphones must be used.
 - The proctor must ensure that test items cannot be heard by anyone besides the test taker.
 - Only students with the appropriate IEP can have items read aloud.
- If a school chooses not to make use of this technology, students can still be read to by a qualified reader as described elsewhere in this document.

Interruption of a Test Session

The procedures to follow in the event of an interruption depend on the nature of the interruption. For example, in the case of a fire alarm or bomb threat, the safety of students and test administrators is of utmost importance. Under no circumstances, however, should students be permitted to leave the room with test materials. If possible, the test administrator should collect all test materials and keep them secure for the duration of the interruption. The testing session should be resumed as soon as possible. Students will be allowed whatever time remains of the testing session through the Saved Test feature of WebXam.

Contact Information

If you have questions regarding test administration for the Ohio Career-Technical Education Testing System, please contact one of the following:

<p>WebXam Support CETE/OSU webxam@osu.edu 614-292-4988</p> <p>James T. Austin, CETE Director of Assessment Services austin.38@osu.edu 614-292-9897</p>	<p>All decisions related to the policy of assessments are resolved by the Ohio Department of Education. For all policy related questions, please contact:</p> <p>Leah Amstutz, Associate Director, Office of Career-Technical Education Ohio Department of Education leah.amstutz@education.ohio.gov (614) 644-5924</p>
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For further information, readers may consult selected chapters in the *Handbook of Test Security* (Wollack & Fremer, 2013) and *Cheating* (Cizek, 1999).

Revision History

August 10, 2017

- Updated document for 2017-18 school year.