Maintaining Security of Printed Test Materials
Updated 3/1/19

The Rule: *Section 2.4 Secure Handling of Printed Test Materials and Note Paper* of the Test Administration Manual states that printed test items/stimuli and scratch paper must be collected at the end of each testing event and shredded immediately. The only exception is when notes are used during the ELA and Mathematics Performance Tasks, the ELPA, or Science.

Promising Practices: Districts have reported using the following methods to ensure the security of printed test materials:

- When setting up the test environment, the TA should ensure that the TA's computer is set to print in the computer lab where the students are testing. The TA should check this setting by sending a "test" page to the printer at the start of each test session before approving any student's request to print.

- If nothing prints after the TA approves a print request, the TA should NOT continue processing print requests until resolving the issue; this will avoid print requests being inadvertently sent to the wrong printer.

- The TA uses the class roster to mark which students received printed materials and then matches the class roster to the printed materials collected at the end of the testing event to account for all printed materials. This method can also be used to ensure collection of other secure testing materials, such as scratch paper or draft student responses to ELA and Mathematics performance tasks, the ELPA extended response items, and Science.

- The TA uses a "secure box" to collect all printed materials as students finish using them so they can be stored securely during the testing event and then shredded at the end of each event.

- As students finish with one printed item/stimulus, the student raises the print-out and the TA comes around to collect them before students are dismissed. If a student needs to print more than one printed item/stimulus during a test session, the student must turn in the first print-out before receiving the next one.

- As the TA distributes printed materials to students, the TA saves the cover sheets. When collecting printed materials back from students, the TA uses the cover sheets to keep track of which students received a print-out and how many. As the TA collects printed materials back from students, the TA matches the print-outs against the cover sheets to ensure that all printed materials are accounted for.