

Module 4: Test Security Facilitation Guide

This optional facilitation guide was designed to assist test coordinators in providing the required test security training module to test administrators and provide an opportunity to orient users to supplemental resources.

Required Module Topics	Supplemental Resource Suggestions
<ul style="list-style-type: none">• Training Overview• Topics• Objectives	
Secure Testing Environment Requirements <ul style="list-style-type: none">• The “Why”• What security refers to	<ul style="list-style-type: none">• Test Administration Manual
Handling Secure Printed Test Materials <ul style="list-style-type: none">• Requirements	<ul style="list-style-type: none">• TCs may supplement with local policies/protocols for maintaining security of test materials at this point in the training.
Identifying and Preventing Test Improprieties <ul style="list-style-type: none">• Requirements• Avoiding Test Improprieties	<ul style="list-style-type: none">• Encourage discussion of considerations and challenges• Encourage peer input on effective approaches
<i>Optional Question & Answer:</i> This is an optional point in the required training to pause and discuss the questions provided or locally developed set of relevant questions.	
Reporting Improprieties <ul style="list-style-type: none">• Requirements• Potential Consequences	<ul style="list-style-type: none">• TCs may supplement with local policies/protocols for responding to potential improprieties or irregularities in your district
<i>Optional Question & Answer:</i> This is an optional point in the required training to pause and discuss the questions provided or locally developed set of relevant questions.	
Resources	<ul style="list-style-type: none">• Oregon Accessibility Manual• Promising Practices to Avoid Improprieties• Test Security Assurance Forms• Test Impropriety Report Form