



Electronic Assessment Administrative Guidelines

Students

Students are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session. These electronic devices include but are not limited to smartphones, cell phones, smartwatches, Bluetooth headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes. Administration staff are to practice due diligence in actively monitoring students in the testing room and on breaks to ensure that electronic devices are not accessed.

If a student brings an additional electronic device into the testing room, the test administrator must follow the district/building level electronic device guideline in ensuring the electronic device is stored appropriately and is not accessible to the student during testing. The testing environment is not to be disturbed by any electronic devices not used for testing or test administration. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, or the test must be administered to the student in a one test administrator-to-one student setting, and the student must be actively monitored at all times while testing.

Additionally

- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
- A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room.
- Staff is to ensure that all testing devices are configured properly and that all background applications are disabled before testing begins.
- No pictures or videos may be taken during testing.

Prohibited Practices

- If a student has a cell phone or other non-test electronic device out at any point during a test session, that student's test has been compromised and is to be invalidated due to prohibited behavior, even if the student did not use the cell phone or device.
- Students are not allowed to wear or access "wearable" technology (such as smartwatches, fitness trackers, Bluetooth headphones) during testing. If a student is wearing such a device during testing, that student's test must be invalidated because the student has access to the device regardless of whether it was used or not.

- Even if a student has exited or submitted their test, they cannot use cell phones or other electronic devices in the testing room. If the student has exited/submitted the test and then accesses a cell phone/electronic device (including wearable technology), this constitutes prohibited behavior and the student's test will be invalidated.

Student Consequences for Violating Guideline

Students violating this guideline may be subject to discipline as outlined in the student handbook, Administrative Regulations and/or Board Policy.

Test Administrators/Test Monitors & Staff

Test Administrators and Test Monitors must be focused on active monitoring throughout test administration. During testing, staff may only use an appropriately configured device (for example, an iPad or Chromebook) for monitoring the WIDA, MI-Access, SAT, P-SAT, or M-STEP assessments, and these devices should be used for no other purpose, during testing.

A Test Administrator shall not disturb the testing environment through texting, speaking, or other cell phone/wearable technology/electronic device use, except in the event of an emergency (for example, sick student(s) in the room, technical issues).

Test content can never be photographed or communicated; this includes when a Test Administrator or Test Monitor needs to alert others of an issue or incident.

Test Administrators and Test Monitors are not to use their cell phones, wearable technology, or other devices to check email or perform other work during testing. All such electronic devices are to be silenced to reduce disruptions.

The test administrator and/or test monitor will remain in the testing site for the duration of the testing and will monitor student use of electronic devices in accordance with this guideline.

Staff who go between rooms or help troubleshoot technical issues during testing, may also use their cell phones to contact the service provider's help desk; however, if possible, they should step out of the testing room to make calls, to minimize disruptions, without leaving students unsupervised.

Prohibited Practices

- If a test administrator or other staff in the testing room accesses an additional electronic device, this will result in a misadministration for the entire testing session and invalidation of the students' tests, in addition to any other actions the Michigan Department of Education (MDE) deems necessary.
- Photography/communication of test content will result in a misadministration for the entire testing session and invalidation of the students' tests, in addition to any other actions MDE deems necessary.

- If a test administrator or other staff in the testing room accesses an additional electronic device, this will result in a misadministration for the entire testing session and invalidation of the students' tests in addition to any other actions MDE deems necessary.

Staff Consequences for Violating Guideline

All staff who are responsible for testing will complete required training. All staff administering testing will sign an OEE security compliance form, in advance of the testing. If this is not done, disciplinary action will be taken within the parameters of their collective bargaining agreement.

Incident Reporting

If there is an incident reported by students or staff, the test administrator/test coordinator will immediately notify the building principal who will notify the Supervisor Of Elementary or Secondary Education. An incident report will be submitted to OEAA through their secure website.

Required Staff Training

District and Building Testing Coordinators will complete the required MDE Assessment Security Training on Michigan Virtual, as well as read the Test Administration Manual and Assessment Security Guide. All staff who are responsible for test administration, will complete required MDE Assessment Security training either through Michigan Virtual or reading Appendix N of the Test Administration Manual

Communication Plan

The school/district will share this guideline with its staff, students and families through the use of our mass communication system in advance of assessments. In addition, this policy will be reviewed at building staff meetings and placed on the district website.

Resources

- May 18, 2022 memo from Andrew Middlestead, OEAA/MDE
- August 25, 2022 memo from Andrew Middlestead, OEAA/MDE
- 2022-23 [OEAA Electronic Device Use](#) for statewide testing