



# NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

## **Guidance on ACCESS for ELLs Test Security**

English Learners in North Dakota  
Office of Indian/Multicultural Education  
(701) 328-1876

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## Test Security

ACCESS for ELLs is a secure test. Districts must assure:

- All personal information and test material is secure at ALL times.
  - “ALL times” refers to the time from when the test material shipments are received by the district to the time they are released to a courier to be returned to the test vendor.
- All test material is kept confidential.
- Test materials will not be left unattended before, during, or after testing.
- Online test content will not remain on screen unattended before, during, or after testing.
- Test materials will be collected at the end of each testing session and keep it in locked storage.
- No secure test material will be destroyed.
  - The only exception is soiled materials that cannot be returned. Document the security barcode of the soiled booklet and contact your test coordinator. Securely destroy all soiled test materials.
  - All scratch paper used by students must be destroyed and not returned.
- All test materials are stored where only the appropriate staff can access them.
- Test materials are kept under supervision during testing.
- Test materials will not be photocopied at any time
- Staff who have access to test materials will not share any specific information about the content of the test with students or their families, even after testing.
- All login information for test related accounts is kept secure at all times
- If anyone suspects the test security has been compromised in any way, they will immediately contact the district test coordinator

Any breaches of test security can invalidate student scores.

## Material Management

Initial test material orders are delivered to each school before the start of the testing window. Additional materials orders are delivered to the district office. All materials are shipped securely and must be signed for upon delivery. A calculated amount of overage material is included in each school's shipment. Additional overage is shipped to a district site for distribution as necessary throughout the testing window. The following procedures must be completed upon receiving materials:

1. Use the School Box Range Sheet (described below) to confirm that you received the correct number of boxes.
2. Use the following documents to inventory test materials when you receive and return them. Photocopy these forms as needed and keep them for your records.
  - a. School Packing List: A summary of the shipped materials, including a range of security barcodes for each type of material.
  - b. School Security Checklist: A list of every security barcode associated with a piece of test material assigned to the district or school. Use these checklists to track the individual test administrator or student associated with each piece of test material.

Material Return Instructions - This packet includes the return shipping labels you'll use to return materials as well as information about arranging return shipping.

The following procedures are to be executed in the event of a suspected security breach in ACCESS testing.

**Breach suspected by WIDA or DRC**

1. WIDA and/or DRC will send a notification to the NDDPI Office of Assessment (OA) of a suspected breach in ACCESS test security,
2. The Office of Assessment will document the information on a Test Security Incident Report and notify the district/school officials (Principal, District Test Coordinator, others as applicable) via email of a suspected breach and the school and grade level in which it occurred.
3. The district will assign an investigator to the incident and inform the OA of the investigator assigned.
4. The OA will provide the investigator with incident-specific information (via secure transfer if student PII is included).
5. The investigator will conduct a thorough investigation of the incident including interviews with the test administrator (TA), test coordinator, and the student/students involved, as applicable.
6. The district will submit a full report of investigative findings and response/consequences for the alleged breach to the OA using the NDDPI's Levels of Security Breach and Consequences matrix and district testing policies.

**Breach suspected by district staff**

1. District staff witness(es) documents the suspected breach of test security information on a Test Security Incident Report and securely submits the report to the NDDPI Office of Assessment (OA),
  - a. Information can be securely submitted to the Office of Assessment through the [ND Secure File Transfer System](#).
2. The OA will maintain documentation of the incident,
3. The district will assign an investigator to the incident and inform the OA of the investigator assigned.
4. The investigator will conduct a thorough investigation of the incident including interviewing the test administrator (TA), test coordinator, and the student/students involved, as applicable.
5. The district will submit a full report of investigative findings and response/consequences for the alleged breach to the OA using the NDDPI's Levels of Security Breach and Consequences matrix and district testing policies.

**Critical Contact Information**

When issues arise, first contact your district test coordinator. Refer to the testing manuals for guidance or use the following guidelines for additional assistance.

For all state-specific policies and procedures, scheduling and material logistics, test irregularities or potential security breaches, state-specific accommodations procedures, or test invalidations please contact:

Gwyn Marback – NDDPI ACCESS Coordinator  
[gkmarback@nd.gov](mailto:gkmarback@nd.gov)  
701-328-4518



For assistance with the WIDA Secure Portal and ACCESS for ELLs training, test administration procedures, accommodations and accessibility procedures, and understanding score reports please contact:

WIDA Client Services

[help@wida.us](mailto:help@wida.us)

866-276-7735

For assistance with WIDA AMS and DRC INSIGHT, data validation and accessing score reports, material ordering/management/return, test booklet labels, and damaged test booklets, please contact:

DRC Customer Service

[WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com)

855-787-9615

TTY: 763-268-2889

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## North Dakota ACCESS for ELLs Test Security Incident Report

**Please complete all requested information and submit to:**

ND Office of Assessment  
North Dakota Department of Public Instruction Office of  
Assessment  
600 East Boulevard Ave Bismarck, ND 58505-  
0440

Date of  
Submission:

Date of Incident:

Name of contact:

Title:

Phone:

District Name:

District ID:

School Name:

School ID:

Contact Phone  
No.:

District Assessment Coordinator:

Test Security Investigator:

Assessment: ☐ WIDA  
Screener ☐ ACCESS for  
ELLs ☐ ALT ACCESS for ELLs

Domain(s)  
Affected: ☐ Reading ☐ Writing ☐ Speaking ☐ Listening

Grades Affected: ☐ K ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ 4<sup>th</sup> ☐ 5<sup>th</sup> ☐ 6<sup>th</sup> ☐ 7<sup>th</sup> ☐ 8<sup>th</sup> ☐ 9<sup>th</sup> ☐ 10<sup>th</sup> ☐ 11<sup>th</sup> ☐ 12<sup>th</sup>

Was the incident initiated due to adult or student behavior? ☐ Adult ☐ Student



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Description of the alleged test security incident:

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How was the issue addressed locally?

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*(For NDDPI use only)*

**State Action Taken:**

**Date Incident Closed:**

# Levels of Security Breach and Consequences

Level of Severity & Potential Effect on Test Security	Types of issues:	Response/Consequence:
<b>LOW Impropriety</b> Test Administrator handles response and/or consequences	Student(s) making distracting gestures/sounds or talking during the test session, creating a disruption in the test session for other students	<ul style="list-style-type: none"> <li>• Test administrator addresses situation using classroom management strategies and district procedures.</li> </ul>
	Student(s) leaving the test room without authorization	<ul style="list-style-type: none"> <li>• Test administrator addresses situation using classroom management strategies and district procedures.</li> </ul>
<b>MEDIUM Irregularity</b> All incidents must be reported to the NDDPI via the incident response form.	Student(s) cheating or providing answers to one another, including passing notes, giving help to other students during testing, or using handheld electronic devices to exchange information	<ul style="list-style-type: none"> <li>• If the specific item can be linked to the incident, the test administrator shall consider the item invalid and it will be scored a zero.</li> <li>• If the specific item cannot be identified, the test administrator shall consider the entire test session invalid and will insert a Do Not Score Code in WIDA AMS and on a test booklet (as applicable).</li> </ul>
	Student(s) accessing the internet or any unauthorized software or applications during a testing event	
	Student(s) accessing or using unauthorized electronic equipment (e.g. cell phones, PDAs, iPods, electronic translators) during testing	<ul style="list-style-type: none"> <li>• If safely possible, have the student either pause or exit the test. Upon returning, the student will login and resume where they left off.</li> </ul>
	Disruptions to a test session such as fire drill, school-wide power outage, earthquake, or another act	
	Administrator or Coordinator leaving related instructional materials on the walls in the testing room	<ul style="list-style-type: none"> <li>• Consider the impact of the issue when analyzing test results of impacted students, such as if the information aided a student to be reclassified when (s)he is not ready.</li> </ul>
	Administrator giving incorrect instructions that are not corrected prior to testing	<ul style="list-style-type: none"> <li>• The incident will be added to the district's monitoring risk assessment which determines how often and the extent to which the district is monitored; and</li> <li>• The district and NDDPI Assessment Office will jointly determine the additional course of action:               <ul style="list-style-type: none"> <li>○ If a specific test item can be linked to the incident, the test item may be invalidated and scored a zero; or</li> <li>○ If the specific test item cannot be identified, entire test session may be invalidated and a Do Not Score Code entered in WIDA AMS and on a test booklet (as applicable).</li> <li>○ The test administrator may no longer be eligible to administer the assessments.</li> <li>○ Other consequences as determined by the district and the NDDPI Assessment Office.</li> </ul> </li> </ul>
	Administrator or teacher coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work	
	Administrator providing students with non-allowable materials or devices during test administration or allowing inappropriate designates supports and/or accommodations during test administration.	
	Administrator allowing anyone other than a student to log in to the test unless prescribed as an allowable accommodation in the student's Individualized Education Program (IEP). This includes test administrators (Tas) or other staff using student information to log in or allowing a	



	student to log in using another student's information	
	Administrator providing a student access to another student's work/Responses	
	Administrator or Coordinator giving out his or her username/password (via email or otherwise), including to other authorized users	
	Administrators allowing students to continue testing beyond the close of the testing window	
	Administrator or Coordinator failing to ensure administration and supervision of the WIDA assessments by qualified, trained personnel	
<b>HIGH BREACH</b> All incidents must be reported to the NDDPI via the incident response form.	Administrator or Coordinator modifying student responses or records at any time	<ul style="list-style-type: none"> <li>• The Administrator or Coordinator will be reported to WIDA and DRC.</li> <li>• The Administrator or Coordinator's access to test materials will be removed and the WIDA and DRC accounts inactivated.</li> <li>• The incident will be added to the district's monitoring risk assessment which determines how often and the extent to which the district is monitored; and</li> <li>• The district and NDDPI Assessment Office will jointly determine the additional course of action: <ul style="list-style-type: none"> <li>○ If a specific test item(s) can be linked to the incident, the test item(s) may be invalidated and scored a zero; or</li> <li>○ If the specific test item cannot be identified, entire test sessions may be invalidated.</li> <li>○ The Administrator or Coordinator may be subject to employment disciplinary action.</li> <li>○ Other consequences as determined by the district and the NDDPI Assessment Office.</li> </ul> </li> </ul>
	Adult or student posting items or test materials on social media (Twitter, Facebook, Instagram, etc.)	
	Administrator allowing students to take home printed test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials	
	Adult or student copying, discussing, or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes	
	Secure test materials being shared with the media (such as the writing prompts, test items, or reading passages). Or allowing media to observe a secure test administration	
	Adult or student improperly removing secure testing materials such as test items, stimuli, reading passages, writing prompts, or scratch paper from their testing environment	

## Contact Information

For clarification or more information about the ELD Program in North Dakota, please contact the [EL Program Office](#) 701-328-2254.