

To: District Test Coordinators
From: Em Cooper, Director of Assessment and Accountability Administration
Date: December 20, 2016
Re: 2015-2016 Test Security Summary

The Louisiana Department of Education (LDOE), in accordance with Bulletin 118, annually produces a test security report for the Board of Elementary and Secondary Education (BESE) outlining all testing irregularities from the previous school year. Prior to the release of the BESE report, the LDOE produces reports for all Local Educational Agencies (LEAs) having at least one test security violation, that includes information on:

- Caveon’s test security audit and an outline of recommended best practices; and
- the LDOE’s partnership with the Office of the Inspector General (OIG).

LEA Test Security Report

Annually, the LDOE implements rigorous test security protocols as a means of protecting the integrity of statewide assessment results—prior to, during, and after testing. Per Bulletin 118, the LDOE provides an annual summary of all testing irregularities for BESE. The LDOE will present this report to BESE in January 2017.

A summary of LEA-specific testing irregularities is attached. The report is a summary of all voids reported during the 2015-2016 school year and does not represent any new test security violations.

Caveon Test Security Audit

In Spring 2016, the LDOE partnered with Caveon, the nation’s leading test security experts, to conduct a test security audit. The purpose of the test security audit was to:

- Identify any operational risks associated with the development, publication, storage, transfer and administration of the state assessments as measured by Caveon Security Standards; and
- Propose recommendations and actions to address identified security risks and to manage future security incidents.

Overall, Caveon commended the LDOE for its “approach in running a very solid state assessment program, including a commitment to continual improvement of test security.” Specifically Caveon highlighted strong practices regarding:

- periodic meetings are scheduled with districts to collaborate on test security policies and procedures;
- regular monitoring of test administrations for irregularities;
- provides extensive test security training and effective training resources; and
- a publicized hotline and email address to receive test security tips and to respond to inquiries related to test security.

In addition to identifying best practices, Caveon recommended the LDOE make the following adjustments for the 2016-2017 school year:

- Consider policy updates to Bulletin 118 including removal of outdated language, updating the cell phone policy, auditing of test security plans, etc. Such policies were approved by BESE in [December 2016](#).
- Prohibit schools with a history of test security violations from participating in stand-alone field tests.
- Continue the transition to online assessments.

Caveon also made the following recommendations regarding LEA best practices:

- to the extent practicable, LEAs should have two test administrators in each testing room or utilize roaming proctors; and
- maintain all test security related documentation in line with local record retention policies.

Office of the Inspector General

In addition to partnering with Caveon for the test security audit, the LDOE partnered with the OIG to investigate schools with multiple violations of test security. Initial results are described below:

- Two schools received a letter detailing the testing irregularities and recommended actions by the OIG.
- One school received 96 voids due to the test administrator coaching students.
- The OIG in consultation with a local district attorney is pursuing possible prosecution against individuals from one school.

Please contact Bryan Gendron at (225) 342-7685 or assessment@la.gov with any questions or concerns.