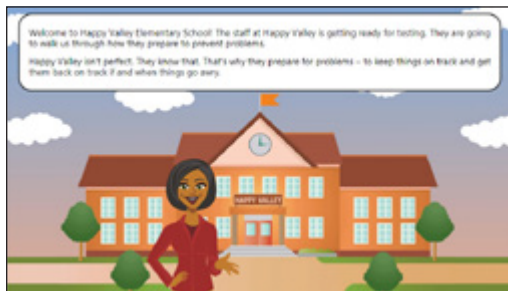




This four-module training series can be used to train building staff on the importance of test security. By participating in this training staff will:

- review the importance of test security during all phases of test administration,
- know how to properly prepare for test administration, and
- understand what to do if something doesn't go as planned.

Each module is designed to be completed in 10-15 minutes. Learners who complete all four modules and demonstrate their knowledge on a short test will be able to print a Certificate of Completion at the end of the training. After successful completion of this training, the refresher course is available for training in subsequent years. See the module descriptions below.



**Module 1: An Introduction to Test Security and Planning**

This module covers why test security is important and discusses how staff can plan for testing.



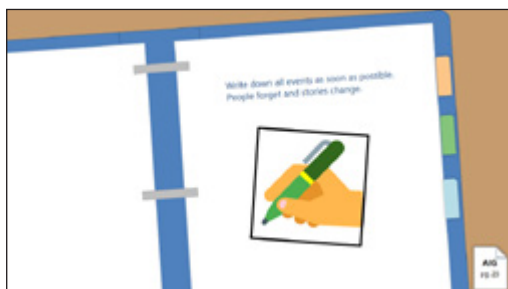
**Module 2: Getting Ready for Testing**

This module covers steps to take before testing, such as staff training and preparing the testing environment. These steps will help you avoid common security problems.



**Module 3: Test Administration**

This module covers security concerns and considerations during testing. Certain practices used during testing can help to avoid or minimize problems.



**Module 4: Incident Response**

This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring and most can be mitigated with a quick and careful response.

This course is available free of charge through Michigan Virtual's Professional Learning Portal. Select the link below to register.

[Registration Link](http://bit.ly/MDEAssessmentSecurity) (<http://bit.ly/MDEAssessmentSecurity>)