

## Security Options for Schoolnet Tests


Use this document to learn about security options for Schoolnet assessments. It includes:

- Controlling teacher access to content and scoring
- Considerations for teacher permissions
- Options for restricted tests
- Auditing changes to student responses
- Understand the implications of test categories

**See also:** *Item Sharing and Organization, Strategies to Curb Cheating on Online Assessments, Considerations for Secure Tester and User Permissions Concerning Assessments Quick Reference Cards.*

## Test Security Options for Students Testing Online

In addition to the settings covered in the *Strategies to Curb Cheating on Online Assessments Quick Reference Card*, site administrators can also set up approved IP addresses. This provides the option to use the 'Limit student test access to approved internet addresses' selection on the Schedule page. Be careful not to confuse this option with the 'Allow test content access...' which controls educator access.

Approved IP addresses must be set up by a system operator in advance of using either option in  > System > Assessment Admin Settings > Online Testing > IP Filtering.

## Considerations for Teacher Permissions

If teachers have no assessment-related operations, they will have the My Classroom category available when creating tests. This means they can only share tests through co-authoring. If the Teacher role is granted the operation, “Create and edit tests for an institution,” teachers can create both common classroom and school benchmark tests. Teachers can administer these at the school level. The difference is that only the School Benchmark category is available for aggregate reporting across classes. Additionally, teachers with this operation can see the content of any district test once it has been scheduled to a course at their school, even before the start date. To hide this content, consider using the ‘restrict test before start date’ feature restricted test.


As an alternative to granting teachers rights to create school-level tests, consider test co-authoring. Any user can be part of a co-authoring group that includes a member with higher permissions who can set the category of any test before moving it from the co-authoring area to Test Central. See also: *Co-Authoring Assessments Quick Reference Card*.


## Test Security Options for Educators

A wide variety of security options are available to safeguard test content and scoring.

To prevent educators from:	Consider these options:	Caveats:
Copying a test	When creating the test, under Test Restrictions, select ‘Prevent copying test or test items.’	Only users with the ‘View content and manage restricted tests’ operation can create these tests.

To prevent educators from:	Consider these options:	Caveats:
Seeing content on a school or district benchmark before the test date	If the Teacher role <b>does not</b> have the 'Create and edit tests for an institution' operation, no action is required as content is not visible until the start date.	None
	If the Teacher role <b>does</b> have the 'Create and edit tests for an institution' operation, they can see the content of any district test once it has been scheduled to any course at their school, even before the start date. To hide this content, consider using a restricted test.	Must set up some users to create restricted tests.
Seeing content during or after the test window	When creating the test, under Test Restrictions, select Prevent viewing item content and choose one of the following: <ul style="list-style-type: none"> <li>• Always</li> <li>• Before start &amp; after end date</li> <li>• Before start date</li> <li>• Except from [x to y date]</li> </ul>	Only users with the 'View content and manage restricted tests' operation can create these tests.  If you restrict viewing item content, the Prevent Copying Test or Test Items restriction is automatically applied.
Seeing the test in the Item Analysis reports	When creating the test, under Test Restrictions, select 'Prevent test from appearing in Item Analysis, Data Collection....'	Only users with the 'View content and manage restricted tests' operation can create these tests.

To prevent educators from:	Consider these options:	Caveats:
Changing student responses online	When creating the test, under Test Restrictions, select 'Prevent editing or deleting student responses' and specify when.	User must have the Add or update student responses on restricted tests operation.
Scoring open response items online	When creating the test, under Test Restrictions, select 'Prevent scoring open response questions' and specify when.	User must have the Add or update student responses on restricted tests operation.
Deleting student results	When creating the test, under Test Restrictions, select 'Prevent editing or deleting student responses' and specify when.	User must have the Add or update student responses on restricted tests operation to delete results.
Accessing test content from non-district locations	Select 'Allow test content access from approved internet addresses only' to restrict teachers to seeing content only with a validated IP address.	Approved IP addresses must be set up by a system operator in advance of using. Be sure this includes all potential test administration sites.  > System > Assessment Admin Settings > Online Testing > IP Filtering.
Scanning of answer sheets after the Score Due Date	Select 'Prevent scanning of answer sheets after the Score Due Date (ScanIt Only)'.	None

To prevent educators from:	Consider these options:	Caveats:
If permissioned to create Common Classroom tests, also creating School Benchmarks	Communicating to teachers which category they should use.	There is currently no way to permission teachers to prevent this. You can disable the School Benchmark test category if it will not be used  > System > Assessment Admin > Test Properties.

## About Restricted Tests

All test categories have a section that allows test creators to add parent and student restrictions. Additional educator restrictions are available only for users with the View content and manage restricted tests operation on district, region and state tests.

For state, district, and region tests, use test restrictions to prevent unauthorized users from:

- Viewing item content (always, before start & after end date, before start date, except during a custom date range)
- Copying test or test items
- Seeing or exporting content in the Item Analysis report, student profile and test results file in the Data Collection report
- Editing or deleting student responses (always, after score due date)
- Scoring open response questions (always, after score due date)

## Test Restriction User Permissions

Only users in the System Operator role will have these operations, create one or more custom roles to apply one or both of the following operations.

- 'View content and manage restricted tests' operation:
  - Exempts users from restrictions on:
    - Viewing item content
    - Copying test or test items
    - Seeing the Item Analysis report
  - Is required to:
    - Apply, delete, or edit restrictions on a test
    - Create or edit content on a restricted test (any test that has one or more restrictions set on it)
- 'Add or update student responses on restricted tests' operation:
  - Exempts users from restrictions on:
    - Editing or deleting student responses
    - Scoring open response questions

Users with the View content and manage restricted tests' operation see these options when they create a test. \* Users with this operation can override the selected restrictions. Parent and student options are progressively more restrictive; each option includes previous options.

**Note for State-wide installations:** For state-level tests, district (or lower) level users are subject to all selected test restrictions regardless of their user operations to protect the content of state-level tests. In addition, they cannot change the test restrictions on a state-level test.

### Test Restrictions

**For Educators:**

- Prevent viewing item content Always ⓘ
- Prevent copying test or test items
- Prevent editing or deleting student responses Always
- Prevent scoring open response questions Always
- Restrict Item Analysis, Data Collection Report, and Export Test Results for this assessment

**For Parents and Students:**

- No restrictions
- Hide correct answers Always
- Restrict access to item content and answer choices Always
- Restrict access to test details, correctness, standards analysis, item content and answer choices ⓘ
- Hide test from Student Profile ⓘ

View content and manage restricted tests\*

Add or update student responses on restricted tests\*

## Setting Up Test Restrictions Defaults

Site administrators can set default values for restricted tests in System > Assessment Admin Settings > Test Properties.

The screenshot shows the 'Test Restrictions' configuration page. It features a list of six options, each with a checkbox and a dropdown menu for selection:

- Prevent viewing item content (Dropdown: Always)
- Prevent copying test or test items
- Restrict Item Analysis, Data Collection Report, and Export Test Results for this assessment
- Prevent editing or deleting student responses (Dropdown: Always)
- Prevent scoring open response questions (Dropdown: Always)
- Hide this test and test results from parents

## View a List of Any Changes to Student Scores

There is an audit function to track any changes to a student answer on a benchmark category assessment. To use this feature, the audit functionality must be enabled by the Schoolnet Hosting team.

The screenshot shows the 'System: Audit' interface. It includes a navigation bar with 'Event Log', 'Scoring', and 'Configuration' tabs. Below the navigation bar, there is a search and filter section with the following fields:

- Tenant: -- All --
- Event Category: Audit Information
- Event Type: -- All --
- Severity: -- All --
- Keyword: (empty text box)
- Target: (empty text box)
- Start Date: Date 11/26/2015, Time (empty)
- End Date: Date (empty), Time (empty)
- Go button

To request, contact your account manager or open a support ticket and request that on the Schoolnet.Applications.Auditing setting, 'Enabled' be set to true.


Once set up, system operators can go to > System > Audit > Event Log to run a query.

## Understanding Test Categories

The category of a test impacts what functionality the users have related to the test. Use this table to learn about default test categories, including who can create tests in each category and where to find student test results. Your district may use additional categories to support reporting. Each of those custom categories will have the properties of one of the default categories described here.

Test Category	Who Can Create/Edit*	Where to Find Results*	Notes
My Classroom	Teachers—no assessment-related operations are needed to create My Classroom tests	<ul style="list-style-type: none"> <li>In classroom level reports</li> <li>In the student profile for anyone who can view the profile</li> </ul>	When a co-authored My Classroom test gets moved to Test Central, it is no longer available in co-authoring and only the teacher who moved it can use it. Other teachers in the co-authoring group should make their own copy of the test before the original gets moved to Test Central.
Common/ Shared Classroom	Only users in a role with the “Create and edit tests for an institution” operation	<ul style="list-style-type: none"> <li>In classroom level reports</li> <li>In the student profile for anyone who can view the profile</li> </ul>	If teachers are granted the “Create and edit tests for an institution” operation, they can also create and edit school benchmark category tests. A common classroom test can be created at the district or school level. However, the results do not appear in reports across multiple teacher classrooms. If teachers have rights to create common/shared classroom tests at their institution, only other teachers at that institution and district users will see the test.

Test Category	Who Can Create/Edit*	Where to Find Results*	Notes
School Benchmark	Only users in a role with the “Create and edit tests for an institution” operation	<ul style="list-style-type: none"> <li>• In classroom and school level reports</li> <li>• In the student profile for anyone who can view the profile</li> </ul>	Teachers with standard default permissions will only see these tests if they are assigned or recommended to their section(s). Content is not visible to teachers until the start date unless teachers are permissioned as school level test creators. If so, they will see content as soon as the test is scheduled to any course at their school.
District Benchmark	Only a user in a district-level role with the “Create and edit tests for an institution” operation	<ul style="list-style-type: none"> <li>• In classroom, school and district level reports</li> <li>• In the student profile for anyone who can view the profile</li> <li>• In KPIs—data is available for the most recent test (based on the start date) for each grade and subject</li> </ul>	<p>District benchmark tests can be assigned or recommended to schools and courses.</p> <p>Teachers with standard default permissions will only see these tests if they are assigned or recommended to their section(s).</p> <p>Content is not visible to teachers until the start date unless teachers are permissioned as school level test creators. If so, they will see content as soon as the test is scheduled to any course at their school. They can also be recommended to schools so that a school-level test administrator determines which courses to assign.</p>

\* Note that this table reflects the default configurations. Your site may behave differently if system operators change which test type appears under which test category in  > System > Assessment Admin Settings > Test Properties.