

Assessment Security Monitoring Survey Guidance Document

June 2026

Background

The Assessment Security Monitoring Survey (ASMS) is administered annually to school districts to ensure the integrity, consistency, and security of statewide accountability assessments conducted during the spring testing window. This survey provides the Illinois State Board of Education (ISBE) with critical insight into how districts prepare for, administer, and monitor assessments in accordance with established testing protocols.

Assessment Security Monitoring Survey Sections

Section 1: Purpose and District information

1. Review the stated purpose of the survey carefully to understand reporting expectations
2. Enter accurate district-level information, including district name and identification details
3. Confirm that all contact information (name, title, email, phone) is current and correct
4. Ensure the individual completing the survey is authorized to submit responses on behalf of the district
5. Double-check entries for accuracy before proceeding to the next section

Assessment Security Monitoring Survey 2025-26

Match Code: 608500000001
Last Saved: 05/29/2026 11:25:18 AM

< 1 Section 1: Purpose and District Information 2 Section 2: Staff Training and Readiness 3 Section 3: Secure Materials and Technology Readiness 4 Section 4: Local Monitoring Practices 5 >

Illinois State Board of Education Assessment Security, Monitoring, and Irregularity Assurance Survey 2025 - 26

Survey Purpose and Use:

This survey documents district practices related to assessment security, monitoring, and incident reporting during this school year's testing administration. It supports federal peer review requirements, serves as a formal district attestation, and informs ISBE efforts to strengthen training, guidance, communication, and vendor coordination.

Documentation Retention and Access Expectations:

Districts are required to retain assessment security documentation for a minimum of three (3) years. Documentation is not submitted with this survey but must be available to ISBE upon request, particularly when an incident is reported.

Purpose: Confirms district contact information and identifies individuals responsible for assessment administration and security.

Directions: Review the prepopulated information.

RCDT Code 070161090020000	District Name Indian Springs SD 109
------------------------------	--

Superintendent Details:

First name John	Last name Smith
--------------------	--------------------

Telephone Number (217)555-1234	Email jsmith@k12.org
-----------------------------------	-------------------------

(Please provide in the following format: (123)456-7890)

District Coordinator Details:

First name John	Last name Smith
--------------------	--------------------

Telephone Number (217)555-1234	Email jsmith@k12.org
-----------------------------------	-------------------------

(Please provide in the following format: (123)456-7890)

My district/special education cooperative/or non-public special education program did assess students for the 25-26 school year.

- Yes
- No
-

If you answer "No", you may skip to Section 7.

NEXT >

Section 2: Staff Training and Readiness

1. Indicate whether all staff involved in testing have completed required training
2. Confirm that staff understand testing policies, procedures, and security expectations
3. Document methods used for training (e.g., in-person sessions, online modules)
4. Verify that records of training completion are maintained at the district level
5. Review responses to ensure alignment with district policies and ISBE requirements
6. This is a required section even though the section is labeled “optional” due to the limitation of the survey platform.
7. If a section is not completed, the survey will turn red until a selection is made.

Assessment Security Monitoring Survey 2025-26 Match Code: 6D850000001
Last Saved: 05/29/2026 11:25:18 AM

< 1 Section 1: Purpose and District Information 2 **Section 2: Staff Training and Readiness** 3 Section 3: Secure Materials and Technology Readiness 4 Section 4: Local Monitoring Practices 5 >

Section 2: Staff Training and Readiness

Purpose: Documents how districts prepared staff to administer assessments securely and consistently.

Directions: Indicate the methods used to deliver assessment training during the current school year's testing administration. Check all that apply.

All questions require a response. Any "optional" designation is a system-generated label resulting from a survey platform limitation and should be disregarded.

A. Training Delivery Methods - Optional

- Staff reviewed administration manuals
- In-person district-led training
- Virtual training
- Hybrid training
- Vendor or assessment program modules

B. Training Verification and Documentation - Optional

- Signed test security agreements collected and completed, as applicable
- Online training verifications completed, as applicable
- District test security plan reviewed and updated, as applicable
- Testing schedules communicated and maintained

< PREV NEXT >

Section 3: Secure Materials and Technology Readiness

1. Confirm procedures for secure storage and handling of testing materials
2. Indicate readiness of testing devices and technology systems
3. Verify that all platforms and software required for testing are installed and functioning
4. Ensure backup plans are in place for technical issues
5. Review responses to ensure that all security and technology measures meet guidelines
6. This is a required section even though the section is labeled “optional” due to the limitation of the survey platform.
7. If a section is not completed, the survey will turn red until a selection is made.

Assessment Security Monitoring Survey 2025-26 Match Code: 6D850000001
Last Saved: 05/29/2026 11:25:18 AM

< 1 Section 1: Purpose and District Information 2 Section 2: Staff Training and Readiness 3 **Section 3: Secure Materials and Technology Readiness** 4 Section 4: Local Monitoring Practices 5 Section 5: Incident Ider >

Section 3: Secure Materials and Technology Readiness

Purpose: Captures district practices used to protect secure test materials and ensure technology readiness.

Directions: Select the practices implemented during this current testing administration.

All questions require a response. Any "optional" designation is a system-generated label resulting from a survey platform limitation and should be disregarded.

A. Secure Materials Handling and Tracking - Optional

- Locked secure storage for paper materials
- Access to secure materials limited to authorized staff
- Chain-of-custody logs used for distribution and return
- Inventory and return of secure materials completed
- Secure destruction of scratch paper or notes, as required

B. Test Environment and Active Monitoring - Optional

- Active monitoring by trained staff during testing
- Seating arranged to reduce opportunities for student collaboration
- Prohibited materials/devices removed from testing rooms

C. Technology Readiness and Support - Optional

- Technology infrastructure trial completed
- Secure browser or device lockdown verified prior to testing
- Technology support available for real-time troubleshooting
- Technology incident logs maintained, as applicable
- Device checks conducted to ensure no locally saved secure content

< PREV NEXT >

Section 4: Local Monitoring Practices

1. Describe how the district monitors testing environments during administration
2. Identify staff responsible for oversight and monitoring activities
3. Indicate frequency and type of monitoring (e.g., in-person observations, audits)
4. Confirm that monitoring procedures are consistent across all schools
5. Ensure responses reflect established district protocols
6. This is a required section even though the section is labeled “optional” due to the limitation of the survey platform.
7. If a section is not completed, the survey will turn red until a selection is made.

Assessment Security Monitoring Survey 2025-26

Match Code: 6D850000001
Last Saved: 05/29/2026 11:25:18 AM

< **1** Learning and Readiness **3** Section 3: Secure Materials and Technology Readiness **4** Section 4: Local Monitoring Practices **5** Section 5: Incident Identification and Reporting **6** Section 6: Areas for A >

Section 4: Local Monitoring Practices

Purpose: Documents how districts monitor assessment administration locally.

Directions: Districts are expected to implement at least one local monitoring strategy. Select all that apply.

All questions require a response. Any “optional” designation is a system-generated label resulting from a survey platform limitation and should be disregarded.

A. District-Level Monitoring - Optional

- District conducted internal monitoring visits
- Central review of testing schedules or procedures
- Other (please describe)

If Other, please describe

B. Building-Level Monitoring - Optional

- Building-level observations or walkthroughs conducted
- Use of a standardized observation or monitoring checklist
- Other (please describe)

If Other, please describe

C. Documentation and Follow-Up - Optional

- Monitoring or observation records retained locally
- Corrective actions documented when issues were identified

< PREV

NEXT >

Section 5: Incident Identification and Reporting

1. Indicate whether procedures are in place to identify testing irregularities
2. Confirm that staff are trained on recognizing and reporting incidents
3. Describe the process used to document and report incidents to ISBE
4. Verify timelines for reporting are understood and followed
5. Review all responses to ensure compliance with required reporting protocols
6. This is a required section even though the section is labeled “optional” due to the limitation of the survey platform.
7. If a section is not completed, the survey will turn red until a selection is made.

Assessment Security Monitoring Survey 2025-26

Match Code: 60850000001
Last Saved: 05/29/2026 11:25:18 AM

< **3** **4** **5** **6** **7** >

Section 5: Incident Identification and Reporting

Purpose: Confirms district processes for identifying, reporting, and addressing testing irregularities.

Directions: Select the statements that reflect district practice during this current administration.

All questions require a response. Any “optional” designation is a system-generated label resulting from a survey platform limitation and should be disregarded.

A. Staff Awareness and Reporting Processes - Optional

- Staff trained to identify testing irregularities
- Clear reporting procedures communicated to staff

B. Incident Documentation and Resolution - Optional

- ISBE irregularity reporting form or vendor-embedded reporting form used, as applicable, when incidents occurred
- All incidents logged and investigated
- Corrective actions or retraining implemented, as appropriate
- No testing irregularities occurred during this administration

< PREV

NEXT >

Section 6: Areas for Additional Support

1. Identify any areas where additional guidance or support is needed
2. Select applicable topics such as training, technology, or security procedures
3. Provide details or comments to clarify support needs if applicable
4. Ensure responses accurately reflect district challenges or gaps
5. Submit thoughtful input to help ISBE provide targeted assistance
6. This is a required section even though the section is labeled “optional” due to the limitation of the survey platform.
7. If a section is not completed, the survey will turn red until a selection is made.

Assessment Security Monitoring Survey 2025-26 Match Code: 6D850000001
Last Saved: 05/29/2026 11:25:18 AM

[Readiness](#) **4 Section 4: Local Monitoring Practices** **5 Section 5: Incident Identification and Reporting** **6 Section 6: Areas for Additional Support** **7 Section 7: District Assurance and Attestation**

Section 6: Areas for Additional Support

Purpose: Identifies areas where additional support/guidance would assist in training staff and preventing irregularities.

Directions: Please select all applicable assessments and support areas.

All questions require a response. Any "optional" designation is a system-generated label resulting from a survey platform limitation and should be disregarded.

Is additional support or training needed for your district? Yes No

If answer is No, please move to Section 7.

For which assessment programs would additional training support be helpful? - Optional

- IAR/ISA
- DLM-AA
- ACCESS/ALT ACCESS
- PreACT 9 Secure/PreACT Secure
- ACT + Writing + Science

In what areas would additional training support be helpful? - Optional

- Training & Administration Guidance (including procedures, timing, monitoring, and irregularity reporting)
- Accessibility & Accommodations Guidance
- Operational Planning & Staffing Supports (including scheduling strategies and streamlined tools)
- Technology Readiness & Troubleshooting Guidance
- Other support needed

If Other, Please explain

[PREV](#) [NEXT](#)

Section 7: District Assurance and Attestation

1. Review all survey responses for completeness and accuracy
2. Read the assurance statement carefully
3. Confirm that the district complies with all assessment security requirements
4. Provide the required attestation by the authorized district representative
5. Submit the completed survey

Assessment Security Monitoring Survey 2025-26 Match Code: 6D850000001
Last Saved: 05/29/2026 11:25:18 AM

< Readiness **4** Section 4: Local Monitoring Practices **5** Section 5: Incident Identification and Reporting **6** Section 6: Areas for Additional Support **7** Section 7: District Assurance and Attestation >

Section 7: District Assurance and Attestation

Purpose: Serves as the district's formal assurance regarding assessment security practices.

Directions: The superintendent or authorized designee should review and certify the statements below.

By submitting this survey, the district attests that responses reflect actual practices during this testing administration; staff involved in testing were trained according to district and state expectations to the extent possible; assessment security procedures were implemented in good faith; any deviations from expected practices were reported, investigated, and addressed; and required documentation is retained for at least three (3) years and available to ISBE upon request.

Certify

I agree and certify the above statements

Superintendent or Authorized Designee

First Name John	Last Name Smith	Title Superintendent
--------------------	--------------------	-------------------------

< PREV **SUBMIT**

Further Assistance

If you have questions, need clarification, or require support while completing the Assessment Security Monitoring Survey, please contact the ISBE Assessment Department. You can reach us by email at assessment@isbe.net or by phone at **866-317-6034**.



isbe.net