

TESTING PROGRAMS

Security Provisions For State Proficiency Tests

These guidelines shall be used to ensure that the State Department of Education guidelines for test security are complied with properly.

Central Office personnel in conjunction with the Director of Assessment and Intervention are designated as the District's Test Security Officers and shall be responsible for assuring that all proficiency tests and testing procedures are secure and not made available to unauthorized parties. The building test coordinator is responsible for test security within his school. This responsibility may not be delegated.

The following procedures are to be followed in each building.

1. All proficiency test materials and communications concerning testing that are received from the state are to be opened by the building test coordinator.
2. Proficiency tests and instructions are to be secured in a locked cabinet or room.
3. Access to the cabinet or room is permitted only by the building test coordinator. If the building test coordinator is not available and access is required, the Test Security Officer is to be contacted. If he/she is not available, the Superintendent is to be contacted.
4. The building test coordinator shall maintain a list of those staff members who will be administering the proficiency tests and the number of copies of each test that each person will need.
5. Test administrators shall sign for the number of copies of proficiency tests and test procedures they receive from the building test coordinator as well as a statement of assurance that they will abide by the state-designed testing procedures, will not reproduce or cause to reproduce any of the proficiency tests or procedures, or distribute such materials to any person other than the students who shall be taking the tests.
6. When the testing has been completed, test administrators shall return all copies of the proficiency test and procedures to the building test coordinator. The building test coordinator and the test administrators together shall verify, in writing, that the number returned is the same as the number issued.

7. The building test coordinator shall store all completed proficiency tests and testing procedures in the same locked cabinet or room and notify the Test Security Officer that the testing has been completed and the materials are ready for return to the State.
8. Any suspected breaches of test security will be investigated and dealt with in conjunction with the State Department of Education.

The Test Security Officer shall be responsible for contacting the State Department of Education and arranging for the return of all proficiency tests and test procedures.

Each building test coordinator shall be present when the proficiency test materials are picked up and shall ensure that the person who receives the material signs a verification sheet which indicates the number received, the condition of the materials and the date of receipt. This verification sheet is to be sent to the Test Security Officer with a copy maintained by the building test coordinator.

The Test Security Officer shall ensure that the District complies with all guidelines issued by the state for proper administration, processing and handling of the proficiency tests and associated materials.

(Approval date: July 26, 2004)