

Dyer County Board of Education

Descriptor Term:

Maintaining Test Security

Descriptor Code:

IID

Board Approved:

3/8/94

Rescinds:

Board Approved:

1 Annually, the Director of Schools will designate a System Testing Coordinator who shall be responsible
2 for administering, monitoring and maintaining security of all tests to be administered within the school
3 system. The principal of each school shall serve as or designate a Building Testing Coordinator who
4 shall be responsible for the administrating, monitoring and maintaining security of all tests given in
5 his/her school.

6
7 Building Testing Coordinators, will complete an annual School Test Security Policy and submit it to
8 the System Test Coordinator. The Director of Schools shall report receiving knowledge of a breach
9 of test security to the State Department of Education Office of Accountability and any testing
10 irregularity to the Division of State Testing.

11 12 **DUTIES OF THE SYSTEM TESTING COORDINATOR**

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- 14 1. Determine testing dates for the school system.
- 15
- 16 2. Prior to each test administration, discuss with each Testing Coordinator appropriate test
17 administration.
- 18
- 19 3. Upon receipt of test materials, verify that the quantities of materials received by the
20 system correspond with the quantities of materials shipped from State Testing.
- 21
- 22 4. After verification, ensure that all test materials are stored in a secured area which is inaccessible
23 to unauthorized personnel until time for distribution to schools.
- 24
- 25 5. Verify the quantities of test materials following the conclusion of test administration.
- 26
- 27 6. Review the reports of **all** testing irregularities and/or security breaches.
- 28

29 **DUTIES OF THE BUILDING TESTING COORDINATOR**

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- 31 1. Meet with all test administrators to review testing procedures.
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- 33 2. Utilize test administrators/teachers/proctors in appropriate testing efforts.
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- 35 3. Upon receipt of test materials, verify that the quantities of materials received by the
36 the school correspond with the quantities of materials received from the System Testing
37 Coordinator.
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- 2 4. After verification, ensure that all test materials are stored in a secured area which is inaccessible
- 3 to unauthorized personnel until time for distributing to students.
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- 5 5. Ensure that test materials are not left unattended unless they are secured.
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- 7 6. Distribute test booklets to test administrators.
- 8
- 9 7. Upon completion of testing each day, employ a secure method whereby all scratch paper, test
- 10 booklets, and/or answer sheets are collected and returned immediately to a designated, supervised
- 11 area.
- 12
- 13 8. Secure all materials at the end of each testing session after verifying that each student's testing
- 14 materials have been collected.
- 15
- 16 9. Destroy all scratch paper.
- 17
- 18 10. Report all testing irregularities and/or security breaches to the System Testing Coordinator.
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20 **DUTIES OF THE TEST ADMINISTRATOR/TEACHER/PROCTOR**

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- 22 1. Ensure that test materials are not left unattended unless they are secured.
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- 24 2. Ensure that tests are administered according to the testing schedule and directions provided while
- 25 in possession of tests.
- 26
- 27 3. Ensure that administration materials and test items are not paraphrased, copied or reproduced in
- 28 any manner while in possession of tests.
- 29
- 30 4. During testing sessions, do not permit students to use notes, reference materials, or any kind of
- 31 foreign language translation devices.
- 32
- 33 5. Provide scratch paper for appropriate sub tests. Following testing, collect and return scratch
- 34 paper to the Building Test Coordinator.
- 35
- 36 6. Free the room in which the test is to be administered of reference materials such as maps,
- 37 instructional posters, or bulletin board materials which contain information likely to aid
- 38 students on the test.
- 39
- 40 7. Assist students in completing demographics, ensure that each student is on the appropriate page
- 41 in the test booklet or appropriate section of the answer sheet, monitor during testing, and
- 42 distribute and collect materials.
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- 44 8. Monitor students closely during testing sessions.
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- 1 9. Verify quantities of test material following each test administration.
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- 3 10. Report all testing irregularities and/or security breaches to Building Testing Coordinator.
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42 Legal References:
43 TCA 49-1-607
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