West Carroll Board of Education
Administrative Procedure

Required by: **Board Policy: 4.701**	Descriptor Term: **Test Security Procedures**	Approved: 3/09/2009

1. All personnel must sign a Testing Code of Ethics that is forwarded to the district office for documentation.
2. All personnel involved in the testing process must be trained on State Test Security Law, Security Guidelines, local policy, and test administration procedures. Training documentation forms must be retained at the district office.
3. A check-in, check-out, and quantity verification procedures must be used for all test materials at the system level, at the school level, and for each test session.
4. Handling of test materials must be restricted to authorized personnel at all times.
5. Policies and procedures must prohibit personnel from obtaining knowledge of test items or passage content before, during, and after testing.
6. Test materials must be returned immediately after each test session by test administrators and when the entire administration is completed by the building test coordinators to the district test coordinator. District test coordinators must mail test documents immediately to the state department of education. Test materials must be stored in a centrally located locked room that is inaccessible to unauthorized persons.
7. Students must not be assigned to test administrators and/or proctors that are family members.
8. Principals and test administrators must create a secure, yet positive, environment for testing.
9. Principals and test administrators must ensure that all instructional or reference materials in the test setting that are related to the content area being assessed, such as maps, posters, student samples, bulletin board items, familiar study aids such as graphic organizers, models, or number lines that relate to subject content are concealed or removed.
10. Test administrators must ensure that all electronic communication devices (cell phones, pages, PDAs, etc.) in the test setting are turned off. They must also ensure that proper calculator use is followed as outlined in the Test Administration Manual, making sure that calculators are cleared before and after administration of each test.
11. Test administrators must confirm each student is the person named on the answer document for every testing session. A photo ID may be required for students who are not personally known by the test administrator.
12. Test administrators must review demographic information on student answer documents for accuracy.
13. Test administrators must adhere to all test administration and accommodation instructions, following appropriate schedules and time limits, outlined in all test directions.
14. Principals or building level test coordinators must determine test schedule for their respective schools.
15. The district level coordinator in consultation with the director of schools and other administrative staff must schedule district test dates unless dates are established by the state department of education.
16. Test administrators and proctors must remain with students and be observant and non-disruptive throughout the testing session.
17. Test administrators or proctors must not coach students in any way during test administrations. They must also ensure that students respond to test items without assistance from anyone.
18. Test administrators and proctors must not read test items and passages to any student, unless indicated in test instructions or accommodations.
19. Test items must not be reproduced, duplicated or paraphrased in any way, for any reason, by any person.
20. Confidentiality of student-specific accountability demographic information and test results must be maintained at all times.
21. Principals or school testing coordinators must report test security concerns, including missing materials, to the district test coordinator. The district test coordinator must follow state department of education procedures for reporting test security concerns. Failure to report a breach of security compromises the integrity of the testing process and should be treated as a breach of testing security.