

Marion County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Maintaining Test Security	Descriptor Code: 4.701	Issued Date: 02/19/04
		Rescinds: 4.701	Issued: 04/24/01

1 Annually, the Board of Education 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 shall
4 be responsible for the administering, monitoring and maintaining security of all tests given in his/her
5 school. Test security procedures shall adhere to guidelines issued by the Department of Education.¹

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7 Testing coordinators, test administrators and proctors shall be required to sign a statement that the security
8 measures and testing procedures were followed.²

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10 The director of schools shall report within 24 hours a breach of security to the State Department of
11 Education Office of Accountability and any testing irregularity to the Division of State Testing. In any
12 class, grade, and/or school where a security breach is strongly suspected or verified, central office staff
13 will be present during subsequent administration of tests for a period of two years.

14 **DUTIES OF THE SYSTEM TESTING COORDINATOR**

- 15 1. Determine testing dates for the school system.
- 16 17 2. Prior to each test administration, discuss with each Testing Coordinator appropriate test
18 administration and security procedures.
- 19 20 3. Immediately upon receipt of test materials, verify that the quantities of materials received by the
21 system correspond with the quantities of materials shipped from State Testing.
- 22 23 4. After verification, ensure that all test materials are stored in a locked area which is inaccessible
24 to unauthorized personnel until time for distribution to schools.
- 25 26 5. Verify the quantities of test materials following the conclusion of test administration.
- 27 28 6. Review the reports of **all** testing irregularities and/or security breaches and make the necessary
29 investigation.
- 30 31 7. Report findings of testing irregularities and/or security breaches to the Director of Schools.
- 32 33 8. Return all materials to State Testing no later than one week following completion of testing.
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DUTIES OF THE BUILDING TESTING COORDINATOR

1. Develop a school schedule for testing within the announced test dates.
2. Meet with all test administrators and proctors to review testing procedures and security.
3. Utilize test administrators/teachers/proctors in all appropriate testing efforts and screen and assign on the basis of least bias potential. No test administrator/teacher/proctor will be assigned to a grade with a student family member.
4. Ensure that no teacher is assigned to administer the test to any student who he/she instructs more than 50% of the instructional day.
5. Train test administrators/teachers/proctors to conduct the following duties: assist in completing demographics, ensure that each student is on the appropriate page in the test booklet or appropriate section of the answer sheet, monitor during testing, and distribute and collect materials.
6. Immediately upon receipt of test materials, verify that the quantities of materials received by the school correspond with the quantities of materials received from the System Testing Coordinator.
7. After verification, ensure that all test materials are stored in a locked area which is inaccessible to unauthorized personnel until time for distributing to students.
8. Ensure that tests are not reviewed by either students or teachers prior to administration.
9. Ensure that test materials are not left unattended unless they are secured.
10. Distribute test booklets to test administrators.
11. Ensure that tests are administered according to the testing schedule and directions provided.
12. Ensure that administration materials and test items are not paraphrased, copied or reproduced in any manner.
13. Upon completion of testing each day, employ a secure method whereby all scratch paper, test booklets, and/or answer sheets are collected and returned immediately to a designated, supervised area.
14. Secure all materials at the end of each testing session after verifying that each student's testing materials have been collected.
15. Destroy all scratch paper.
16. Report all testing irregularities and/or security breaches to the System Testing Coordinator.
17. Return all materials to the central office the next school day following the completion of testing at each school.

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DUTIES OF THE TEST ADMINISTRATOR/TEACHER/PROCTOR

1. Ensure that test materials are not left unattended unless they are secured.
2. Ensure that administration materials and test items are not paraphrased, copied or reproduced in any manner.
3. During testing sessions, do not permit students to use notes, reference materials, or any kind of foreign language translation devices.
4. Provide scratch paper for appropriate subtests. Following testing, collect and return scratch paper to the Building Testing Coordinator.
5. Free the room in which the test is to be administered of reference materials such as maps, instructional posters, or bulletin board materials which contain information likely to aid students on the test.
6. Assist students in completing demographics, ensure that each student is on the appropriate page in the test booklet or appropriate section of the answer sheet, monitor during testing, and distribute and collect materials.
7. Monitor students closely during testing sessions to prevent copying and other forms of cheating.
8. Do not review student responses following testing.
9. Verify quantities of test material following each test administration.
10. Report all testing irregularities and/or security breaches to Building Testing Coordinator.

Legal Reference:

1. TRR/MS 0520-1-3-.03(9)
2. TCA 49-1-607