

Van Buren County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Maintaining Test Security	Descriptor Code: 4.701	Issued Date: 03/20/03
		Rescinds: 4.701	Issued: 12/13/01

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

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

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

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Legal Reference:

- 1. TRR/MS 0520-1-3-1.03(9)
- 2. TCA 49-1-607