

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Maintaining Test Security</b>	Descriptor Code: <b>4.701</b>	Issued Date: <b>04/14/14</b>
		Rescinds:	Issued:

1 Annually, the Board of Education shall 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 his  
5 / her school.

6 Test security procedures shall adhere to guidelines issued by the State Department of Education.<sup>1</sup> Any  
7 employee found to have not followed security guidelines shall be placed on immediate suspension, and  
8 such actions shall be grounds for dismissal, and such actions shall be grounds for revocation of state  
9 license.<sup>2</sup>

10 The superintendent shall report a breach of security to the State Department of Education's Office of  
11 Accountability and any testing irregularity to the Division of State Testing within 24 hours of such  
12 events.

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#### Legal References

1. TRR/MS 0520-01-03-.03(9)(c)
2. TCA 49-1-607