

Hardeman County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Maintaining Test Security	Descriptor Code: 4.701	Issued Date: 04/18/03
		Rescinds: 4.701	Issued: 12/16/99

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 State Department of Education.¹
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7 Testing coordinators, test administrators and proctors shall be required to sign a statement that the se-
8 curity 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.
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Legal Reference:

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