

# Hancock County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="text-align: center;">Maintaining Test Security</h2>	Descriptor Code: <h3 style="text-align: center;">4.701</h3>	Issued Date: <h3 style="text-align: center;">06/04/15</h3>
		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 director of schools shall report a breach of security to the State Department of Education's Office  
 11 of Accountability and any testing irregularity to the Division of State Testing within 24 hours of such  
 12 events. In any class, grade, and/or school where a security breach is strongly suspected or verified,  
 13 central office staff shall be present during subsequent tests for a period of two years.

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Legal References

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

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Cross References