DICKSON COUNTY BOARD OF EDUCATION

Monitoring:	Descriptor Term:		Descriptor Code: 4.701	Issued Date: 4-26-12
Review: Annually, in November	**Maintaining Test Security**		Rescinds:	Issued:

This policy applies to the administration of the TCAP test and/or a successor test.

The supervisors of elementary and secondary education will serve as the System Testing Coordinators of respective grade levels and shall be responsible for administering, monitoring, and maintaining the security of all tests to be administered within the school system. The principal of each school shall serve as or designate a Building Testing Coordinator who shall be responsible for administering, monitoring, and maintaining security of all tests given in her/her school.1

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

The Director of Schools shall report within 24 hours a breach of security to the State Department of Education Office of Accountability. In any class, grade, and/or school where a security breach is strongly suspected or verified, central office staff will be present during subsequent administration of tests for a period of two (2) years.

DUTIES OF SYSTEM TESTING COORDINATORS:
1. Determine testing dates for the school system.
2. Prior to each test administration, discuss with each Testing Coordinator appropriate test administration and security procedures.
3. Immediately upon receipt of test materials, verify that the quantities of materials received by the system correspond with the quantities of materials shipped from State Testing.
4. After verification, ensure that all test materials are stored in a locked area which is inaccessible to unauthorized personnel until time for distribution to schools.
5. Verify the quantities of test materials following the conclusion of test administration.
6. Review the reports of all testing irregularities and/or security breaches and make the necessary investigation.
7. Report findings of testing irregularities and/or security breaches to the Director of Schools of schools.
8. Return all materials to State Testing no later than one (1) week following the completion of testing.

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 the 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.

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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 the Building Testing Coordinator.