

SOUTH POINT LOCAL SCHOOLS

TEST SECURITY POLICY

This policy is used to ensure that South Point Local Schools are in compliance with the laws of the state of Ohio, the Ohio Department of Education and the policies of the local Board of Education.

The District Test Coordinator is responsible for ensuring that all tests and testing procedures are secure and not made available to unauthorized parties. The Building Principals/Building Test Coordinators are responsible for test security in their respective schools.

****Read each section and sign off at the end of the policy. ****

Personnel authorized to come in contact with the tests will be:

- A. District Superintendent and/or Assistant Superintendent
- B. District Test Coordinator
- C. Principals and Building Test Coordinators
- D. Certified Staff Members designated as Test Administrators
- E. Superintendent's Designee

Test security provisions:

- All test questions and all other materials are considered secure and are not to be disclosed at any time.
- Persons designated as District Test Coordinator, Building Test Coordinator and Test Administrators are responsible for ensuring test security provisions are met.
- Only authorized personnel are permitted to access secure test materials.
- It is illegal and unethical for anyone to reproduce or disclose any of the test content.
- Under Ohio law, releasing any test question or other content of a test or helping students cheat in any other way may result in the invalidation of test scores, termination of employment, suspension of certificate/license and or prosecution.
- Any person administering a test must be an employee of the district and hold a license, certificate, or permit issued by the Ohio Department of Education.
- During testing a test administrator must be in the room at all times.
- Test administrators must actively monitor the test session at all times to ensure test security from staff and students.

Test Security Violations:

The following are security violations, which will need to be communicated immediately to the Building Test Coordinator and District test Coordinator. This is not an all inclusive list.

Before or during a test administration:

Reviewing a test booklet or a student's answer document to review test content or student responses;

Using a student's login information to access an online test in order to review the test content;

Reviewing the test and creating a study guide or in some way releasing the test questions to students;

Describing the test questions in an e-mail, or discussing the test questions with anyone;

Standing over a student who is taking the test and indicating in some manner that the student's answer is incorrect, blank or deficient;

Coaching a student in any manner to indicate the correct answer or any answer;

Leaving students unattended during testing for any amount of time; and

Allowing students to use an electronic device (including but not limited to a cell phone, smart watch, and other Wi-Fi enabled non-testing devices)

After the administration:

Posting any portion of the test content, verbatim or paraphrased, and/or a student response on social media before, during or after the test administration;

Marking, tampering with or contaminating a student's responses in any way, unless by a scribe or test administrator with permission to transcribe the student's responses with no changes;

Failing to collect and securely shred any scratch paper that was provided to and used by students during a test and that contains student writing;

Failing to account for and return any secure paper test materials;

Discussing test questions after the test has been administered; and

Describing the test questions in an e-mail or discussing the test questions with anyone.

Procedure for Investigating Test Security Violations

Test Administrators suspecting a student of cheating investigates their suspicions using reasonable and non-disruptive methods. Every attempt should be made not to disrupt other students in the testing location. When the Test Administrator has established beyond all reasonable doubt that a student is cheating, the Test Administrator retains the student until the conclusion of testing and personally escorts the student to the principal/Building Test Coordinator. The student is provided due process according to district procedures.

An employee suspected of cheating or assisting students with the test is investigated by the building principal and due process is followed.

Reporting Test Security Violations

At any point, if personnel believe that a violation of test security has occurred, he or she should contact the building test coordinator about the alleged test security violation immediately. The building test coordinator should report in writing the alleged security violation and action taken to the district test coordinator within five days. The district test coordinator will contact the Ohio Department of Education in writing to report the situation and action taken within ten days of the reported violation.

Penalty for confirmed security violations:

- A.) Students confirmed of cheating or assisting another student to cheat have their tests invalidated and may be subject to detention or suspension.
- B.) Employees failing to follow test security procedures for students or adults may face disciplinary measures including possible termination of employment, loss of license/certification, and/or prosecution.

Electronic Device Policy:

Students are strictly prohibited from having a non-test related electronic device in a testing location at any time.

Accessing an electronic device during testing can be grounds for discipline and an invalidation of a test.

The test must not be photographed, texted, or posted to any social medium.

If any test question, passage or prompt is texted or posted to any social medium this is a test security violation and the test will be invalidated.

Test administrators may have a cell phone for medical and technological emergencies, to use as a time keeper or to otherwise perform necessary test-related actions. Test administrators must not use the cell phone for non-test related issues or personal issues. Test administrators should be reminded to never take photographs or video of students, tests, computers or the testing room during testing.

Adherence to the following procedures for handling and tracking secure test materials is required.

- A. The District Test Coordinator upon receipt of materials will verify the stated quantity and will store in a locked room (**IF PAPER**).
- B. Building Principals or Building Test Coordinators upon receipt of materials promptly open and verify stated quantity. Discrepancies shall be reported to the District test coordinator as soon as possible. Materials shall be secured in a locked room. (**IF PAPER**)
- C. Upon receipt of materials certified staff members shall check out, sign for, and return all testing materials from/to the Building Principal/Building Test Coordinator. The serial numbers are then to be verified and material locked in a secure location. (**IF PAPER**)
- D. Test Administrators (certified staff members employed by the district) shall distribute and collect test materials to and from each student. Students leaving the testing room after testing material has been distributed shall not be permitted to take any test materials from the testing room. No student will be permitted to leave the testing room until testing materials are accounted for by the Test Administrator.
- E. Under no circumstances, except school safety evacuations or physical wellbeing situations should the Test administrator leave a testing location unsupervised. In the event of an emergency, students will leave testing materials on their assigned desks. The Test Administrator will be the last person to leave the room and will secure the room.
- F. At the conclusion of the testing session all test booklets, and materials shall be organized by serial number and returned to the Building Principal/ Building Test Coordinator. (**IF PAPER**)
- G. **If paper testing**, the Building Principal/Building Test Coordinator shall personally return the testing materials to the District Test Coordinator.

Notification of procedures to staff and students:

Annually all certified employees in the District receive written notification of these procedures at the start of the school year. Students in the district receive written notification of these procedures on the District website (www.southpoint.k12.oh.us)

**SOUTH POINT LOCAL
TEST SECURITY SIGNATURE PAGE**

**_____ I HAVE RECEIVED, READ, AND UNDERSTAND THE TEST
SECURITY POLICY FOR SOUTH POINT LOCAL SCHOOLS.**

PRINTED NAME: _____

SIGNATURE: _____

BUILDING: _____

DATE: _____