



BOARDMAN LOCAL SCHOOLS

Summary of Test Security Provisions

Ohio State Tests

Test Administrator Criteria

Any person administering a test must be an employee of the Boardman Local Schools and hold a license, certificate or permit issued by the Ohio Department of Education. In situations where a local education agency is providing services for a district, employees at those locations may be considered “de facto” employees of the district and administer tests as long as they also hold a license, certificate or permit issued by the Ohio Department of Education. During every test administration, a test administrator who meets these criteria must be in the room at all times. This person must actively monitor students to ensure test security. If the test administrator must leave the room in which the test is being administered, another test administrator who meets the criteria must be called to be in the test room.

One of the most important responsibilities of test coordinators, test administrators, monitors, proctors and teachers is maintaining test security. At all times, the district’s and the state’s written procedures for protecting secure test information must be followed. It is illegal and unethical for anyone to reproduce or disclose any of the test content or cause the content to be reproduced or disclosed in any format. Test security is vital to the successful administration of the tests. All district and school personnel are responsible for ensuring the security of the individual test questions. The responsibility to maintain the security of the test questions continues even after the test concludes. Test Security Training Resources are available on the test portal.

Handling and Tracking Procedures

All state testing will be done online. Any scrap paper distributed as a course of testing must be collected from students after testing and returned to the building test coordinator.

Paper accommodation versions of tests will be delivered to the Boardman Local Schools Office of Instruction and held securely in a locked location until they are delivered to the building test administrator.

Paper accommodation tests will be inventoried and checked back in after each testing session by the Building Test Coordinator. These tests will be returned by the Building Test Coordinator to the District Testing Coordinator. The District Test Coordinator will pack scorable and non-scorable tests and arrange a secure pick up of these materials.

Procedures for Investigating any Test Security Violations

All staff will be trained on state test security provisions. At any point, if personnel believe that a violation of test security has occurred, they should contact the Building Test Coordinator about the alleged test security violation. The Building Test Coordinator should then report the alleged test security violation to the district test coordinator. The District Test Coordinator must contact the Department to discuss the situation.

An investigation will be held, and if it is determined that a test security violation has occurred, within 10 days of concluding the investigation, the district shall notify the Ohio Department of Education in writing of the finding of such a violation and of any action taken by the school district or participating school.

Procedures are communicated annually to employees and students in the district. Teachers are expected to review and understand the test administrator’s manual prior to testing events.