

CRESTVIEW LOCAL SCHOOLS
SECURITY PROVISIONS FOR STATEWIDE ASSESSMENT TESTS

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.

Under Ohio law, releasing any test questions or other contents of a test to students or helping students cheat in any other way may result in an invalidation of test scores, termination of employment, suspension of certificates to teach, and/or prosecution.

All electronic devices (cell phone, iPod, iPads not being used for the test administration, etc.) must be collected from students prior to the test administration. District and school personnel must tell students that electronic devices (exclusive of those used for testing) are prohibited during the test administration and will result in the test being invalidated with no opportunity to retake the test. Having a prohibited electronic device during a test administration is a security violation and will result in the test being invalidated. Test administrators, teachers, monitors and proctors must set their cell phones to silent or vibrate mode and refrain from using their cell phones during the test administration so as not to disturb the students.

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 every 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.

The ratio for testing purposes is one test administrator to 30 students in any testing room. For any group of more than 30 students, a proctor or monitor must be in the room with the test administrator. The proctor or monitor is not required to meet the criteria for administering a test. A test administrator must be in each testing room, including rooms where small groups are administered the tests or where accommodations are provided.

The following are security violations, which will need to be discussed with the state department of education as soon as the alleged violation is known. This is not an exhaustive list.

Test Security 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 email, 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;
- Posting any portion of the test content and/or a student response on social media before, during or after the test administration.
- After the 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 with colleagues or students after the test has been administered, which may affect students who are tested on a later day;
- Describing the test questions in an email or discussing the test questions with anyone.

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. The building test coordinator should report the alleged security violation to the district test coordinator. The district test coordinator will contact the department to discuss the situation.

Summary of Test Security Provisions from the Ohio Administrative Code Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions for tests. A summary of those provisions appears below.

- All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3319.99 of the Ohio Revised Code and Rule 3301-13-05 of the Ohio Administrative Code. Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking statewide tests.
- By October 1 of each year, written procedures and penalties shall be communicated to all district employees and students.
- Persons designated as district and building test coordinators, as well as test administrators, are responsible for ensuring that test security provisions are met.
- Only authorized personnel are permitted access to secure test materials.
- Written procedures to protect the security of test materials:
 - Authorized persons to be present during testing include: Test Administrators, Proctors, Building Testing Coordinator, District Testing Coordinator, Director of Special Services, and Superintendent,
 - All test materials will be tracked on the provided tracking forms provided by ODE. The District Testing Coordinator will inventory all materials when they arrive as well as when they are shipped to Data Recognition Corporation. Building Test coordinators will ensure tracking is taking place for test booklets, answer documents, and all other secured materials.
 - If a test security violation is suspected, the test administrator will immediately notify the building testing coordinator who will in turn notify the district testing coordinator.
 - When determining whether to invalidate a student's test score, building test coordinators will contact the district testing coordinator. ODE requirements will be used.
 - 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.
 - Written procedures will be communicated annually to employees and students in the district.
- After determination that a test security violation has occurred, the District Board and/or State Board of Education may seek the maximum penalty pursuant to Section 3319.151 of the Ohio Revised Code.
- Each district shall cooperate with the State Board in any investigation of a test security violation.
- Prior to taking action for a test security violation, the State Board shall give notice of any action and provide an opportunity for an individual to respond and present a defense.

I have read and understand this testing security agreement. I know to report any questions or concerns to the building testing coordinator. Building testing coordinators will report any questions or concerns to the district testing coordinator.

Name (Printed)

Signature

Date