Summary of Test Security Provisions

Ohio State Tests

Struthers City Schools updated Fall 2024

Struthers City School Test Coordinator: Amanda Ford

Building Test Coordinators (BTC):
SHS: Principal Roger Day
SMS: Principal Dave Vecchione
SES: Principal Larry Sammartino

The Ohio Test Security Provisions and Procedures Manual is available at this link: Security Provisions
Test security is addressed in Ohio Revised Code (ORC) and Ohio Administrative Code (OAC). See the following for more information: ORC 3319.151; OAC 3301-13-02; 3301-13-05; 3301-7-01

Identification of Personnel Authorized to Access Test Materials

Employees of the district, or those acting as employees of the district through out of district contracts for education of Struthers City School students can be present during testing. Employees must have proper teaching credentials to be present in the testing environment. Employees include educators and paraeducators, who are administering or proctoring tests.

Only DTC, and BTCs may handle and track secure test materials, if paper tests or resources are present in district. DTC and BTCs are responsible for investigating any alleged violation of test security provisions. DTC and BTCs are responsible for sharing these test security provisions with employees, families and students.

Release of Secure Test Material

No person shall reveal, cause to be revealed, release, cause to be released, reproduce, or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral. The use of social media to share secure assessment materials is strictly prohibited.

Penalty for Revealing Test Questions

ORC 3319.151 prohibits any person from revealing in any manner any questions known to appear on a state test to students who will be taking a test. Releasing any test questions or other contents of a test or helping students cheat in any other way may result in an invalidation of test scores, suspension of licenses, certificates and permits, termination of employment and/or prosecution. Violations of test security provisions in a district's written procedures also may be punishable by penalties specified by the district.

Test security procedures for handling and tracking paper test materials

All Struthers City School's Ohio State Testing will be online testing. Any scrap paper distributed as a course of testing (either online or paper) must be collected from students after testing and returned to the building test coordinator. It will then be securely destroyed

At no time should any test materials/online access be left unsecured by a test coordinator or a test administrator.

At this point in time, no paper accommodation version of other tests have been deemed necessary, but if they are, they will be delivered to Struthers High School and held securely in a locked location until it is delivered by the district test coordinator to a building test administrator, to be held securely, until the day of testing.

If paper accommodations versions of tests are needed in the future, they will be inventoried and checked back in after each testing session, by the Building Test Coordinator. District Test Coordinator will pack scoreable and non-scoreable tests that will be held securely until pick up by Building Test Coordinator. Please make BTCs aware of the day of scheduled pick up, and the need for secure storage.

Procedures for investigating an alleged test incident/security violation and a due process policy for individuals accused of cheating

All staff will be trained via Public School Works training and additional methods regarding test security provisions. Any security violations observed should be reported as immediately as possible to building administration/test coordinators. Teachers are made aware that not reporting security issues is opposed to the Ohio Licensure Code of Professional Conduct.

Standards for ethical practices and how standards will be monitored

An investigation will be held, by Building or District Test Coordinators and if it is determined that a test security violation has occurred, the Office of Assessment is contacted immediately, and the alleged violation will be discussed. A confidential investigation may result.

See the Department's Ohio's State Test Resource Book for more details regarding testing in Ohio.

Procedures for determining whether to invalidate a student's test score

Test Administrator's Manual: Appendix H: Test Incident Guidance document should be the source referenced if there is an incident that may be cause to invalidate a test.

All staff will review possible reasons for invalidating a student's test score, and can independently report that reason for invalidation to the Building and District Test Coordinator.

Written procedures are communicated annually to employees and students in the district

Written Summary of Test Security Provisions will be posted in main offices of each building.

Test security provisions will be reviewed two weeks before each testing event, through virtual or in-person means.

Teachers are expected to review and understand the test administrator's manual prior to testing events. Building and District Test Coordinators shall reply to each inquiry.

Teachers will review test security provisions with students prior to each testing event. Please emphasize that NO electronic devices can be held by students during a test session, all devices should be powered off and in lockers, per district policy. Exceptions are made for documented medical needs. Sharing an image of a test item or a description in words on any social media is a test security violation and identified as cheating.

Annually communicating test security provisions in writing to, families and students, including electronic device policy and social media policy

District and Building Test Coordinators will communicate Test Security provisions to families and students through means such as posting material on the school's website, through monthly newsletter communication, and through email and verbal reminders.

Any questions regarding **test security provisions** can be directed to a Test Coordinator and will be addressed promptly.