Hillsboro City Schools
39 Willettsville Pike
Hillsboro, Ohio 45133
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https://www.hcs-k12.org
Federal Funds Coordinator: Diane Michael dmichael@hillsboro-indians.org

School/District Test Security Plan

1. Purpose

This plan establishes procedures to **protect the security and integrity of all state assessments** administered by [School/District], in compliance with **Ohio Administrative Code 3301-13-05**. It applies to all **staff, students, and third-party personnel** involved in testing.

2. Definitions

- **Secure Test Materials:** Any test booklet, answer sheet, online access codes, assessment directions, reading passages, charts, or maps not released publicly.
- **Authorized Personnel:** Staff approved to handle secure materials (e.g., Test Coordinator, Administrators, Proctors, Technology Staff, Translators/Scribes).
- **Security Violation:** Any act that **compromises the integrity of the test**, including cheating, unauthorized disclosure, reproduction, or theft of test materials.

3. Test Material Security Procedures

3.1 Receipt and Storage

- Secure materials must be **signed immediately** upon receipt.
- Materials stored in **locked cabinets or rooms** with restricted access.
- Inventory maintained with **serial numbers or barcodes**.

3.2 Handling During Testing

- Only authorized personnel may distribute materials.
- Materials always remain supervised.
- Students **may not remove secure materials** from the testing room.

3.3 Post-Test Security

- Completed answer sheets and test booklets were **collected immediately**.
- Materials returned to secure storage until **shipped to the scoring service**.
- All unused or damaged materials are **accounted for** before shipping.

4. Online Testing Security

- Each student is assigned **unique login credentials**.
- Online testing monitored by staff to prevent **unauthorized access or collaboration**.
- Technology staff ensures **firewalls, secure browsers, and proctoring protocols** are in place.

5. Roles and Responsibilities

Role	Responsibilities
Test Coordinator	Oversees all testing activities; ensures compliance with the security plan; handles reporting of violations.
Administrators	Support Test Coordinator; monitor test administration; handle material distribution.
Proctors/Monitors	Observe students; enforce testing rules; report suspicious behavior immediately.
Technology Staff	Secure devices, platforms, and online test accounts.
Teachers/Translators/Scribes	Assist authorized students; maintain security of materials during testing.

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6. Communication of Procedures

- Written **security procedures distributed to staff** handling secure materials **before testing**.
- Staff sign **acknowledgment forms** confirming understanding of responsibilities.
- Students receive **oral and written reminders** about test security rules prior to testing.
- Annual review of security procedures by **October 1**.

7. Reporting and Investigating Security Violations

- Any alleged violation **must be reported immediately** to the Test Coordinator.
- Coordinator conducts **initial investigation**, gathers evidence, and interviews involved parties.
- Written report submitted to **Ohio Department of Education** within **10 calendar days** of investigation.
- Potential outcomes: invalidation of test results, disciplinary action, or corrective training.

Investigation Report Includes:

- Names and roles of individuals involved
- Detailed description of incident
- Evidence and documentation
- Corrective or disciplinary actions taken

8. Acknowledgment

All staff handling test materials **must sign** this plan to confirm understanding and compliance.

Staff Signature: _____ Date: _____

Test Coordinator Signature: _____ Date: _____