

2026-27 Test Security Plan

Steubenville City Schools • Districtwide procedures for secure, valid, and ethical assessment

District Test Coordinator	EMIS Coordinator
Building coordinators	Building principals/or Principal Designee
Applies to	All district, state, national, and vendor assessments designated as secure
Effective period	July 1, 2026-June 30, 2027

Core requirement. Every certified staff member must complete annual testing and test-security training through PublicSchoolWORKS. No person may administer, proctor, handle, translate, scribe, or otherwise access secure tests until all required training, agreements, and role-specific preparation are complete.

1. Purpose

This plan establishes a uniform chain of custody, access controls, training requirements, administration procedures, incident response, and recordkeeping for all Steubenville City Schools testing programs during the 2026-2027 school year. Its purpose is to protect confidential test content, safeguard student information, ensure valid results, and comply with Ohio law and the directions of each testing program.

2. Scope

The plan applies to employees, substitutes, contractors, volunteers, interpreters, technology staff, monitors, and any other person who may enter a testing area or encounter secure materials. It covers online and paper administrations, regular and makeup sessions, accommodated testing, alternate assessments, English language proficiency assessments, state-funded college-admission tests, local benchmark assessments designated as secure, and any breach testing ordered by DEW.

3. Roles and accountability

Role	Assigned person	Primary responsibilities
Superintendent	Superintendent	Approves the district plan; provides resources; ensures corrective action; communicates with the board and legal counsel as appropriate.
District Test Coordinator (DTC)	EMIS Coordinator	Serves as the district's primary testing authority and DEW contact; maintains the master calendar; controls district-level system roles; trains building coordinators; coordinates materials; receives and reports incidents; preserves records.

Role	Assigned person	Primary responsibilities
Building Test Coordinator (BTC)	Building principal/or designee	Implements this plan in the building; creates the building schedule and room plan; verifies staff eligibility; assigns trained test administrators and proctors; controls materials and test tickets; conducts daily counts; reports incidents immediately.
Test Administrator (TA)	Qualified, trained staff assigned by the BTC	Follows the manual and verbatim script; verifies students and test settings; maintains active supervision; protects secure content; documents and reports irregularities.
Proctor/Monitor	Trained person assigned by the BTC	Supports room security and active monitoring without coaching, interpreting, or assisting unless specifically authorized.
Technology Coordinator	District/building technology designee	Completes readiness checks; limits access; supports devices and network without viewing or capturing secure content; documents disruptions.
Special education/EL staff	Appropriately trained staff	Verify IEP, 504, and English learner supports; ensure only allowable accessibility features and accommodations are provided.
All staff	Employees and other authorized adults	Protect secure information; complete required annual training; report suspected violations immediately; never discuss, copy, photograph, post, or retain secure test content.

4. Annual training and authorization

Training is an annual condition of access, not a one-time requirement. The DTC and BTCs will enforce the following sequence before each person receives secure materials, test tickets, system permissions, or a testing assignment:

1. All certified staff complete the assigned annual PublicSchoolWORKS course on testing and test security by October 1, 2026, or before any testing duty.
2. All test administrators may complete the current Ohio Test Administrator Certification Course and any assessment-specific training required for the tests they will administer. AASCD administrators complete required State Support Team training.
3. The DTC trains each BTC on current manuals, schedules, system roles, material controls, accessibility rules, incident response, and district procedures.
4. Each BTC conducts a documented building briefing before every major administration and reviews room procedures, prohibited conduct, student device rules, accommodations, emergency procedures, and reporting contacts.
5. Each person signs the applicable coordinator, administrator, or nondisclosure agreement or completes the PublicSchoolWorks training. Translators must sign the state-required nondisclosure agreement before access.
6. The BTC verifies completion on the Staff Authorization Roster. Staff without complete documentation may not participate in testing.

5. Secure access and confidentiality

- Secure content includes test questions, passages, prompts, stimuli, oral or written directions designated secure, student responses, scratch paper containing test content, test tickets, login credentials, secure files, accommodated forms, and notes about specific items.

- Access is limited to authorized persons with a legitimate testing duty and only for the time necessary. Staff may not study, preview, memorize, discuss, teach from, copy, paraphrase, photograph, scan, email, text, print, post, reproduce, or retain secure content.
- User accounts and passwords are individual. Sharing credentials is prohibited. The DTC reviews system users after the annual rollover and removes or revises access when duties change. Multi-factor authentication must be used when required.
- Personal phones, smart watches, cameras, recording devices, and unauthorized electronics must be powered off and stored outside student reach. Staff devices may be used only when specifically required to administer the test.
- Unauthorized persons may not enter a testing room. Doors should display a Testing—Do Not Disturb notice while maintaining required safety access.

6. Paper materials and chain of custody

The BTC is accountable for all paper materials while they are in the building, including serial-numbered booklets and answer documents.

Receive deliveries in a restricted area; inspect cartons for damage or tampering; compare quantities and serial numbers with shipping records; notify the DTC immediately of discrepancies.

Store secure materials in a locked cabinet or room with controlled key access. Maintain a sign-in/sign-out log naming the person, materials, serial numbers or quantities, date, time out, time in, and signatures.

Distribute materials as close as practical to the session start. Two trained adults should verify counts when feasible. Never leave materials unattended in classrooms, hallways, vehicles, mailboxes, or unlocked offices.

After each session, the TA counts all booklets, answer documents, used and unused scratch paper, reference sheets, test tickets, and other secure items before students leave when practical. The BTC reconciles and signs the count.

Return or securely destroy materials only as directed by the test program. The BTC documents shipment tracking or destruction and retains the chain-of-custody record.

7. Online testing security

- Use only district-approved devices, secure browsers, networks, and configurations. Complete readiness checks before the window opens.
- Confirm the correct administration, subject, grade, test part, session, and student before approval. Verify allowable accommodations and designated supports in the system and against the student's current plan.
- Generate test tickets or QR codes only when needed; secure them like test materials; distribute them directly; collect every ticket after the session; and shred or destroy them securely when no longer required.
- Prevent students from accessing other applications, websites, messaging, artificial intelligence tools, screen capture, printing, or unauthorized resources during testing.
- Technology staff may troubleshoot only as necessary and must avoid viewing, recording, reproducing, or transmitting test content. Any suspected exposure is reported immediately.

8. Before, during, and after each session

Before testing

- Verify that assigned staff appear on the authorization roster.
- Prepare the roster, room sign, timing record, materials log, and accommodation list.
- Remove or cover instructional materials that could assist students. Check calculators and reference materials for compliance.
- Provide a quiet, accessible setting and approved small-group or individual locations without isolating a student from required supervision.
- Read the current manual and script; do not rely on a prior-year version.

During testing

- Follow the script exactly and provide only assistance expressly permitted by the manual.
- Continuously and actively monitor students. Staff may not grade papers, use phones, work on computers, read, sleep, or perform unrelated tasks.
- Maintain the required timing and record start, stop, pause, interruption, and additional-time information.
- Do not coach, hint, define words, translate unless authorized, check answers, prompt a student to reconsider, or signal whether an answer is correct.
- Respond to illness, evacuation, technology failure, or disruption by securing materials and student screens first, then following the incident protocol.

After testing

- End or pause sessions correctly; verify submission status without reviewing answers.
- Collect and count all secure items; reconcile the roster, tickets, scratch paper, and materials.
- Return materials directly to the BTC. Report any irregularity even if it appears minor or was resolved.
- The BTC completes a daily security check and locks materials before leaving the storage area.

9. Accessibility and special administrations

Only accessibility features, designated supports, and accommodations allowed by the applicable manual and documented as required may be used. Staff must implement a student's current IEP, Section 504 plan, or English learner plan without altering the construct being measured. Scribes, translators, readers, and other support personnel must be trained for their exact role and complete all required documentation. Questions must be directed to the BTC before testing; the BTC consults the DTC when uncertain.

10. Prohibited conduct

- Revealing, reproducing, describing, paraphrasing, photographing, recording, posting, or transmitting any secure test item or student response.
- Using secure items for instruction, review, practice, curriculum planning, or staff discussion.
- Coaching, cueing, signaling, explaining, defining, translating, prompting, or changing a student response except as explicitly authorized.
- Reviewing student responses for correctness or directing a student to revise an answer.
- Leaving students or secure materials unattended; allowing unauthorized persons into a room; or failing to actively monitor.
- Administering the wrong test, outside the authorized window, to an ineligible student, or with an unapproved accommodation.

- Sharing credentials, using another person's account, falsifying records, or directing another person not to report an incident.

11. Incident response and reporting

Any suspected test-security violation or irregularity must be reported immediately to the Building Test Coordinator. The BTC must immediately contact the District Test Coordinator. Staff may not investigate independently, promise an outcome, or discuss the incident beyond those who need to know.

Secure the situation. Stop or pause testing if necessary; prevent further exposure; collect devices and materials; preserve student work and system status.

Protect confidentiality. Do not photograph, copy, email, or include secure questions, student names, SSIDs, or responses in ordinary electronic messages.

Notify. TA → Building Principal/BTC → EMIS Coordinator/DTC → Superintendent. The DTC contacts the Ohio Office of Assessment by phone for a suspected security violation and follows the Department's directions.

Document facts. Record who, what, when, where, test/session, witnesses, materials involved, immediate actions, and system events. Use student identifiers only in secured district records.

Preserve evidence. Retain logs, , tickets, scratch paper, device information, access records, video if lawfully available, and relevant communications. Do not alter original records.

Investigate under DTC direction. Interview individuals separately; use neutral questions; maintain confidentiality; complete the state investigation report and corrective action when requested.

Correct and follow up. The DTC coordinates test-status requests, invalidation, breach testing, parent communication, staff action, retraining, and procedural changes as directed. Retaliation against a reporter or witness is prohibited.

12. Emergency and interruption procedures

Student and staff safety takes priority. For evacuation, lockdown, medical emergency, loss of power/network, fire alarm, or other interruption, the TA should pause or secure online sessions when possible, close or cover paper materials, keep students from discussing test content, and follow the building safety plan. On return, the TA documents the interruption and waits for BTC direction before resuming. The BTC consults the DTC when the validity or security of the session may be affected.

13. Monitoring and quality assurance

- The DTC reviews each building's schedule, staffing, training roster, testing locations, materials controls, and accommodation verification before the window.
- The BTC performs unannounced room checks.
- The DTC may conduct district walkthroughs and post-administration audits. Any pattern of irregularities requires a corrective action plan and follow-up review.
- The district will use the optional test-window controls available in TIDE when practical to reduce the risk of administering an operational test outside the selected district window.

14. Records and retention

The DTC maintains the district master file; each BTC maintains the building files . Records include training completion, authorization rosters, schedules, room rosters, timing logs, material inventories, chain-of-custody logs, accommodation checks, monitoring forms, incident records, investigation reports, corrective actions, and shipment/destruction confirmations. Records are retained for at least one year and/or, applicable test-program requirements, litigation holds, and DEW directions. Secure test content is never attached unless expressly directed through an approved secure method.

15. Annual implementation calendar

When	Owner	Required action
July-August	DTC	Review current state rules and manuals; update plan; audit users and roles; publish calendar.
By October 1	All certified staff / DTC	Complete and verify annual PublicSchoolWORKS test-security training and state-required TA training.
Before each administration	DTC and BTCs	Confirm windows, staff authorization, technology, accommodations, rooms, materials, and emergency procedures.
Daily during testing	BTCs	Control materials and tickets; monitor rooms; reconcile counts; report incidents.
Immediately after window	BTCs / DTC	Return or destroy materials; reconcile records; resolve incidents and test-status requests.
By June 30	DTC / Superintendent	Audit implementation; review trends; document corrective actions; revise for next year.

Appendix A — Incident quick reference

Action	Direction
1. Secure	Pause/stop if needed; prevent further exposure; collect and protect materials.
2. Notify	Tell the building principal/BTC immediately. BTC calls the EMIS coordinator/DTC immediately.
3. Preserve	Keep original logs, system information, and relevant evidence.
4. Do not transmit	Do not email or photograph secure items, responses, student names, or SSIDs.
5. Follow direction	DTC contacts the Ohio Office of Assessment by phone and directs investigation and corrective action.

Control note: This district plan supplements—rather than replaces—the current administration manual, accessibility manual, test-security provisions, scripts, and program-specific directions. The DTC will update procedures if DEW or a testing vendor issues new requirements during the year.