

TEST SECURITY

The policy covers monitoring and maintaining security for each assessment component of the Tennessee Comprehensive Assessment Program (TCAP) and other similar instruments that the school system may choose to use. The Superintendent will appoint a System Testing Coordinator. In addition each principal will appoint at least one testing coordinator for each school. Prior to test administration, testing security concerns will be addressed. Immediately after receipt of test materials, test coordinators will verify quantities received. If there are problems, building level coordinators will consult with the system coordinator. After verification, materials will be stored in a locked area. Building coordinators will ensure that tests are not reviewed by students or teachers prior to administration. Test dates will be set by the system coordinator. The principal of the school is responsible for the development of a schedule within the announced dates.

During testing, test booklets will be distributed to test administrators by the principal and/or the building coordinator. Test materials will not be left unattended unless they are secured. Administration materials and test items will not be copied or reproduced in any manner. During testing sessions, students will not be permitted to use notes, reference materials, or other improper materials. Students will be provided scratch paper when needed. Scratch paper will be taken up after testing and destroyed. The testing room will not have inappropriate materials displayed that aid students in the testing process. Proctors will be utilized in appropriate testing efforts. Proctors must be unbiased. Proctors and test administrators will monitor students during testing sessions to prevent copying and other forms of cheating. Upon the completion of testing each day, the testing coordinator or principal will employ a secure method whereby all scratch paper, test booklets, and/or answer sheets are collected and returned to a designated, supervised area. Reports of testing irregularities will be investigated as necessary. Verified testing irregularities will be handled in a manner consistent with state law.

Materials will be returned to the Central Office on the date set by the system coordinator. Before returning, counts will be re-verified.