

SAMPLE POLICY - TEST SECURITY

Here is an example of one state's policy regarding the security of its state-mandated tests, including standardized testing. **Find out what policies are in place in your state and district.**

SECURITY AND ACCOUNTABILITY

SECURITY BREACHES

Any action that compromises the security of a test required by the state or that leads to the invalidation of an individual student's or a group of students' test scores will be viewed by the Department of Education as inappropriate use or handling of tests and will be treated as such. Below are guidelines to assist system personnel in determining which activities might compromise test security or score validity. Please note that this list is not exhaustive. Any concern regarding test security must be reported to the Department of Education immediately. Assessment Administration Division staff members are available to help system personnel develop and implement appropriate test security procedures.

It is a breach of test security if anyone performs any of the following:

- coaches examinees during testing, or alters or interferes with examinees' responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets/online testing forms;
- makes answers available to examinees;
- reads or reviews test questions before, during (unless specified in the IEP, IAP, or EL/TPC), or after testing;
- questions students about test content after the test administration;
- fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing (NOTE: lost test booklets constitute a breach of test security and will result in a referral to the state's licensing agency);
- uses or handles secure test booklets and answer documents for any purpose other than examination;
- fails to follow administration directions for the test;

- fails to properly secure and safeguard pass codes/usernames necessary for online test administration;
- participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts;
- erases, marks answers, or alters responses on an answer document.

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Such must be reported to the Department of Education and may be referred to the Educators Ethics Division of the Professional Standards Commission as failure to adhere to established policies and procedures. Under no circumstances may any tests be reproduced or duplicated for individual or group use unless authorized by the Department of Education.