Bartlett City Board of Education		4016
Descriptor Term: **MAINTAINING TEST SECURITY**	Descriptor Code: **Instructional Services**	Issue Date: **09/25/2014**
	Rescinds:	Revised: **05/25/2023**

1 The administration of all state mandated tests will be conducted under the direction of a
2 system testing coordinator. The system testing coordinator shall be responsible for
3 administering, monitoring, and maintaining the security of all tests to be administered
4 within the District. Each building principal shall serve as or designate a building testing
5 coordinator. The building testing coordinator shall be responsible for administering,
6 monitoring, and maintaining security of all tests given in his or her school.

7 Test security procedures shall adhere to guidelines issued by the State Department of
8 Education.[1]

9 The system testing coordinator will receive all testing materials from the State Department
10 of Education and shall be responsible for secure distribution within the District and secure
11 return to the State Department of Education. Upon reports of testing irregularities, the
12 system testing coordinator shall investigate and report all verified or suspected breaches
13 of security to the Superintendent.

14 The building testing coordinator will ensure that the following security measures are
15 maintained:

16 1. Verify that the quantities of testing materials agree with the packing slip;
17 2. Secure materials in a protected location and restrict access to testing materials;
18 3. Assign test administrators to administer tests;
19 4. Provide a test schedule and ensure testing administrators adhere to the agenda;
20 5. Collect, count, and secure materials immediately after each day's testing;
21 6. Utilize measures to ensure the least potential for bias in test administration.
22 Examples include, but are not limited to, the following:
23 A. Assign test administrators to content areas in which the administrator provides
24 less than fifty percent (50%) of class-based instruction;
25 B. Strategically assign proctors to ensure the least potential for bias (i.e., never
26 assigned to a class that contains a close friend or relative); and
27 C. Use a combination of methods or use other methods as approved by the
28 system testing coordinator.
29 7. Pack and retain materials in a secure location for the scheduled return to the
30 system testing coordinator; and
31 8. Investigate any reported testing irregularities and forward such findings to the
32 building testing coordinator.

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[1] TRR/MS 0520-01-03-.03(10)

Test administrators will ensure that the following security measures are maintained:

1. Precisely adhere to the time schedules for each subtest;
2. Refrain from reviewing student responses during testing;
3. Refrain from copying, or allowing to be copied, any portion of the test material, except for the testing schedule in the Examiner's Manual; and
4. Report any suspected irregularities to the building testing coordinator.

All breaches of test security shall be reported to the State Department of Education's Office of Accountability and testing irregularities shall be reported to the Division of State Testing within twenty-four (24) hours of such events. Any employee found to have not followed security guidelines shall be placed on immediate suspension, and such actions shall be grounds for dismissal and revocation of state license.[2]

Data Security

Embargoed data may be shared with District personnel as determined by the Superintendent, but personnel shall not share embargoed data with external third parties.[3]

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[2] T.C.A. §49-1-607
[3] Tennessee State Board of Education Policy 2.600