

## TESTING PROGRAMS

In accordance with State law, the District's plan for testing security must:

1. be in writing;
2. identify, by name and title, every person authorized to be present in the assessment room or to have access to secure assessment materials;
3. specify the procedure for handling, tracking, and maintaining the security of assessment materials from the time they are received by the District or school to the time they are taken to the District's central collection location and shipped to a third-party scoring contractor;
4. specify the procedure for handling, tracking, and maintaining secure testing materials on-site before, during, and after assessment administration, including the accounting for and storing of all assessment materials;
5. specify the procedure for handling, tracking, and maintaining secure testing materials after administration of the final assessment and final makeup assessment;
6. specify the appropriate procedure for investigating any alleged security violations or unethical practices, including, but not limited to:
  - A. revealing to any student any specific question that the person knows is part of an assessment or in any other way assisting a student to cheat on an assessment
  - B. bringing prior knowledge of the contents of an assessment
  - C. using prior knowledge of the contents of an assessment to assist students in preparing for the assessment
  - D. failing to comply with any rule adopted by the Ohio Department of Education (ODE) regarding security protocols for an assessment.

Employees may be subject to discipline, up to and including termination and/or sanctions from the State Board of Education for violation of these testing security requirements.

7. specify the procedure for determining whether to invalidate a student's assessment score;
8. specify that within 10 days after an investigation determining that an assessment security violation has occurred, the District will notify the director of the assessment or his/her designee in ODE of such finding and
9. specify how each procedure established in accordance with the Ohio Administrative Code shall be communicated in writing and discussed every school year with all employees, students, and any other persons authorized to be present during assessments or having access to secure assessment materials.

[Adoption date:           October 20, 1993]

Revised:                   September 20, 1995  
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