

***MANDATORY***

**ACHIEVEMENT TESTING POLICIES**

The District, in its program of Ohio Achievement Testing, adheres to all rules, regulations and guidelines issued by the Ohio Department of Education. Questions or uncertain issues are verified and/or clarified when necessary through communication with the Bureau of Assessment and other appropriate state agencies on an as needed basis. The District, likewise amends and adjusts its testing program as appropriate and directed by the Ohio Department of Education. District coordinators and administrators maintain awareness of changes through attendance at related meetings sponsored by the Ohio Department of Education and other agencies.

**Security Provisions**

All test questions and test related materials are considered secure for the length of time established by law and are subject to both the Administrative and Revised Code of the State of Ohio.

It is unethical and illegal to use any secure materials to prepare students for the test or to assist students who have failed the test. Test materials may not be reproduced during the period of time established by Ohio law.

No person shall teach students the answers to specific test questions, copy or otherwise reproduce secure test materials for use by students, change student's responses on the answer sheets, or in any other way cheat or assist a student to cheat.

The Superintendent or his/her designee(s) are authorized to have access to the test materials. The Superintendent/designee shall be responsible for ensuring that all test security provisions are met while test materials are in the district and/or in the building. Therefore, the Superintendent or his/her designee(s) shall be responsible for receiving and keeping all test materials in a secure location; disseminating materials to teachers, coordinators, examiners, or proctors; overseeing test procedures; collecting all tests and answer sheets; and overseeing the shipping of test materials to the site(s) at which scoring and reporting services will be provided.

Test monitors are assigned by the Superintendent or designee. Only test monitors are permitted in the testing rooms with students and no one else is to have access to testing materials.

**Handling and Tracking of Test Materials**

Testing materials sent to the school will be opened only by the building test coordinator.

Test materials will be stored in a secure, locked room until testing begins.

Test materials will be unpacked, counted, and organized for testing by the district coordinator and designated assistants.

Test materials shall be personally delivered to other buildings by the district coordinator or designated assistants. Materials shall be returned by the building coordinators or designated assistants to the district coordinator at the conclusion of testing.

Test administrators and room monitors will determine that all test materials are returned to them before students are permitted to leave the testing rooms. Any discrepancies shall be reported immediately to the building and district coordinator.

Under no circumstances except building emergencies shall the test administrators leave the testing room unsupervised. In the event of an emergency, students should place the answer sheet inside the test booklet and leave all materials at their desks. The room will be locked by the test administrator.

After testing is completed each day all test materials will be returned to the building coordinator and will be secured while not in use.

After all testing is completed the answer sheets and booklets will be counted and packed by the district coordinator and designated assistants.

Materials will be stored in a secure location until pick-up by the carrier is completed.

#### Violations of Test Security

The following prohibited behaviors will be reported immediately to the building and district coordinators.

- removal of any test materials from the testing rooms
- possession of a test booklet other than that given to each student during testing
- possession of written or other material pertaining to the test questions
- use of calculators (except on grades 6, 7, and 8 achievement tests and the Ohio Graduation Tests in math and science)
- giving or receiving assistance on the test
- looking at someone else's answer document
- marking items for a test which was administered earlier
- any other behavior which indicates cheating

Test monitors and proctors should attempt to verify each other's observations of violations when possible using reasonable and non-disruptive methods. Additionally, the examiners shall describe in writing as comprehensively as possible the circumstances of the alleged violation.

Once reported to the building coordinator the alleged incident will be investigated in consultation with the appropriate principal.

#### Penalties for Confirmed Security Violations

Students confirmed of cheating or assisting another to cheat will have their test(s) invalidated and may be subject to further discipline. Parents will be notified in writing of the incident and the State Department of Education will be notified of the violation within ten (10) days.

Employees failing to follow security provisions may be subject to suspension or termination of employment. The State Board of Education may seek the suspension of a teaching certificate and prosecution under the state criminal code may occur. The State Department of Education shall be notified of the security violation within ten (10) days.

Students and employees accused of violations will be provided due process according to established district procedures.

Publication of these security provisions is required by the state of Ohio.

#### Access to Results

Parents and students will be informed of results in a timely manner following the district's receipt of them. Records will be kept in the student's file. Those persons having legal access to student academic information will also have access to Proficiency Test scores.