

# Maryville City Schools Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Review Date:

**Review: Biennially  
in March**

## **Procedures & Guidelines Testing Programs**

**9.14**

**02/13/18**

Rescinds:

Last Revision:

### **Procedures for Maintaining Test Security**

#### **Duties of the System Testing Coordinator**

1. Determine testing dates for the school system.
2. Prior to each test administration, discuss with each school Testing Coordinator appropriate test administration and security procedures.
3. Immediately upon receipt of test materials, verify that the quantities of materials received by the system correspond with the quantities of materials shipped from State Testing.
4. After verification, ensure that all test materials are stored in a locked area that is inaccessible to unauthorized personnel until time for distribution to schools.
5. Verify the quantities of test materials following the conclusion of test administration.
6. Review the reports of all testing irregularities and/or security breaches and make the necessary investigation.
7. Report findings of testing irregularities and/or security breaches to the Director of Schools.
8. Return all materials to State Testing no later than one week following completion of testing.

#### **Duties of the Building Testing Coordinator**

1. Develop a school schedule for testing within the announced test dates.
2. Meet with all test administrators and proctors to review testing procedures and security. Secure signatures of test administrators and proctors on the Acknowledgment of Test Security Policy form.
3. Utilize test administrators/teachers/proctors in all appropriate testing efforts and screen and assign on the basis of a least bias potential. No test administrator/teacher/proctor will be assigned to a classroom with a student family member.
4. Train test administrators/teachers/proctors to conduct the following duties: assist in completing demographics, ensure that each student is on the appropriate page in the test booklet or appropriate section of the answer sheets, monitor during testing, and distribute and collect materials.
5. Immediately upon receipt of test materials, verify that the quantities of materials received by the school correspond with the quantities of materials received from the system testing coordinator.
6. After verification, ensure that all test materials are stored in a locked area, which is inaccessible to unauthorized personnel until time for distributing to students.

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7. Ensure that tests are not reviewed by either students or teachers prior to administration.
8. Ensure that test materials are not left unattended unless they are secured
9. Distribute test booklets to test administrators.
10. Ensure that tests are administered according to the testing schedule and directions provided.
11. Ensure that administration materials and test items are not paraphrased, copied or reproduced in any manner.
12. Upon completion of testing each day, employ a secure method whereby all scratch paper, test booklets, and/or answer sheets are collected and returned immediately to a designated, supervised area.
13. Secure all materials at the end of each testing session after verifying that each student's testing materials have been collected.
14. Destroy all scratch paper.
15. Report all testing irregularities and/or security breaches to the System Testing Coordinator.
16. Return all materials to the central office the next school day following the completion of testing at each school.

## **Duties of the Test Administrator/Teacher/Proctor**

1. Ensure that test materials are not left unattended unless they are secured.
2. Ensure that administration materials and test items are not paraphrased, copied, or reproduced in any manner.
3. During testing sessions, do not permit students to use notes, reference materials, or any kind of foreign language translation devices.
4. Turn off all electronic communication devices (cell phones, pagers, PDAs, etc.) in the test setting. Ensure proper calculator use as outlined in the Test Administration Manual making sure that calculators are cleared before and after administration of each test.
5. Provide scratch paper for appropriate subtests. Following testing, collect and return scratch paper to the Building Testing Coordinator.
6. Free the room in which the test is to be administered of reference materials such as maps, instructional posters, or bulletin board materials that contain information likely to aid students on the test.
7. Assist students in completing demographics, ensure that each student is on the appropriate page in the test booklet or appropriate section of the answer sheet, monitor during testing, and distribute and collect materials.
8. Carefully adhere to all test administration and accommodation instructions, following appropriate schedules and time limits, outlined in all test directions.

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9. Monitor students closely during testing sessions to prevent copying and other forms of cheating.
10. Refrain from coaching students in any way during State assessments.
11. Do not review student responses following testing.
12. Verify quantities of test materials following each test administration.
13. Report all testing irregularities and/or security breaches to Building Testing Coordinator.