

## TEST SECURITY

All persons involved in assessment programs must abide by the security policies and procedures established by the LDE and the SBESE (Bulletin 118, §301).

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 17:81.6 et seq., and R.S. 441 et seq.

**HISTORICAL NOTE:** Promulgated by the Department of Education, Board of Elementary and Secondary Education, LR 31:1528 (October, 2006)

### DEFINITIONS (Bulletin 118, § 305)

**Access** – access to secure test materials by school personnel means physically handling the materials, not reading, reviewing, or analyzing test items, either before or after testing.

**Secure Materials** – test materials that contain test items or student responses and to which access is restricted. Secure test materials include:

1. student test booklets;
2. student answer documents;
3. any other materials that contain test items or student responses as defined by the publishing company.

**Testing Irregularity** – any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

## TEST SECURITY POLICY

The Lafayette Parish School System holds the Test Security Policy to be of utmost importance and deems any violation of test security to be serious. Lafayette Parish Public Schools use formal and informal assessments/tests to address state, federal, and local requirements. Assessment data provides diagnostic information to be used to determine grade or program placement, to validate and/or award credits, to assess individual or group performance, to appraise the effectiveness of instructional programs, to provide information for counseling students and to assist with curriculum planning and instructional decision making.

- A. Tests and assessments administered by or through the Lafayette Parish School System shall include, but not limited to:

1. All Louisiana statewide accountability testing [criterion-referenced tests (CRTs), norm-referenced tests (NRTs), alternate assessments] prescribed by the Louisiana Legislature, the State Board of Elementary and Secondary Education and/or the Louisiana Department of Education;
  2. Parish wide criterion-referenced testing;
  3. Screening tests, readiness tests, checklists, nationally published tests, field-testing;
  4. Testing for college admissions and/or armed services;
  5. Individual pupil appraisal evaluations for students with special needs as prescribed by state guidelines;
  6. Informal testing, inventories and activities designed by teachers to assess student performance; and
  7. GED testing.
- B. Lafayette Parish School System shall take every precaution to assure that all state and local tests administered within the Lafayette Parish School System shall be conducted in such a manner so as not to compromise, in any way, the testing results. Testing materials and procedures shall be properly supervised to assure strict compliance with the regulations outlined by the State Board of Elementary and Secondary Education (Title 28, Education, Part CXI. Bulletin 118•Statewide Assessment Standards and Practices, October, 2006) and the Lafayette Parish Test Security Policy, December, 2006).
- C. All administrators, teachers, and school personnel shall adhere to the following test security guidelines.
1. It shall be a violation of test security for any person to do any of the following:
    - a. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education, which would give students/examinees an unfair advantage or disadvantage. (The following Lafayette Parish School System list of reported irregularities is illustrative and nonexclusive: modification of manual directions, change in testing schedule, inappropriate accommodations, and improper monitoring will result in an unfair advantage or disadvantage for students.)
    - b. Give students/examinees access to test questions prior to testing;

- c. Examine any test item at any time (except for students/examinees during the test or the school test administrator while providing the accommodations for “Tests Read Aloud” or “Communication Assistance” for students/examinees determined to be eligible for these accommodations);
- d. At any time, copy, reproduce, record, store electronically, discuss or use in any manner inconsistent with test regulations, all or part of any secure test booklet, answer document or supplementary secure materials (e.g. writing prompts, science tasks);
- e. Coach students/examinees in any manner during testing or alter or interfere with students/examinees responses in any manner;
- f. Provide answers to students/examinees in any manner during the test including provision of cues, clues, hints and/or actual answers, in any form:
  - 1. written;
  - 2. printed;
  - 3. verbal; or
  - 4. nonverbal;
- g. Administer published parallel, previously administered, or current forms of any statewide assessment [e.g., Louisiana Educational Assessment Program for the 21st Century (LEAP 21), Integrated LEAP (iLEAP), Graduation Exit Examination for the 21st Century (GEE 21), Graduation Exit Examination (“Old” GEE), LEAP Alternate Assessment (LAA, LAA2), the English Language Development Assessment (ELDA), End of Course Tests (EOCT) online assessments, or Form K, L, M and all new forms of the IOWA Tests as practice test or study guide];
- h. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, supplementary secure materials (e.g. writing prompts, science tasks) as well as overages as directed or fail to account for and secure test materials before, during or after testing. All secure materials must be kept in locked storage.
- i. Conduct testing in environments that differ from the usual classroom environment as stated in Bulletin 741 without prior written permission

(thirty (30) days before testing) from the Louisiana Department of Education, Division of Student Standards and Assessments.

- j. Fail to report any testing irregularities to the District Test Coordinator, (a “testing irregularity” is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report such incidents to the LDE, Division of Student Standards and Assessments;
- k. Participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts prohibited in this section.

D. Procedures for Addressing Suspected Violations of Test Security and Troubling Content in Written Responses (Constructed Responses, Short Answers, and Essays): Bulletin 118, §311

- 1. The Test Security Policy approved by the School Board of Elementary and Secondary Education requires that the Louisiana Department of Education establish procedures to deal with breaches of test security. District authorities provide information to the Louisiana Department of Education and about voiding student tests because of student violations observed during test administration or violations by school personnel or others.
- 2. In addition, the scoring process produces information regarding written responses that have common elements. The common elements may indicate:
  - a. A student brought unauthorized materials to testing and used them to assist in writing;
  - b. That teacher interference might have been a significant factor;
  - c. That troubling content was evident.
- 3. Procedures for dealing with these issues follow.
  - a. Violation by Student as Observed by Test Administrator:
    - 1. The test administrator must notify the school test coordinator about any suspected incident of cheating and provide a written account of the incident. (LPSS Test Irregularities Reporting Form should be used.) Answer documents in such cases should be processed like all other answer documents.
    - 2. The school test coordinator must then convene a school-level test security meeting consisting at a minimum of the principal, the

school test coordinator, and the test administrator to determine whether a test should be voided.

3. If it is deemed necessary to void the test, the school test coordinator must notify the district test coordinator of the void request in a letter written on school letterhead, signed and dated by the school principal and the school test coordinator. The original account of the incident written by the test administrator must be enclosed. (LPSS Test Irregularities Reporting Form)
4. The district test coordinator must then fax a completed void form from the LDE, Division of Student Standards and Assessments as directed in the District and School Test Coordinators Manual. The original Void Verification Form, along with a copy of the school test coordinator's request for the void, must also be mailed to the LDE, Division of Student Standards and Assessments, as directed in the manual.
4. Reported Violations by School Personnel or Other Persons. All suspected instances of cheating should be reported directly to the school test coordinator and to the school's district test coordinator for further investigation, and a report of the incident must be sent to LDE, Division of Student Standards and Assessments.
5. Suspected Violations Discovered by Scoring Contractors
  - a. In addition to erasure analysis for multiple-choice items, possible incidents of the following violations may be discovered during the scoring process:
    1. Plagiarism. Responses contain exact or almost exact content, and/or words or phrases, and/or format;
    2. Use of unauthorized materials. Students brought unauthorized materials into the testing environment and used them to assist in written responses;
    3. Teacher interference. Teacher interference is evident in written responses.
  - b. If possible incidents of violations are discovered in the scoring process, the scoring contractor notifies the LDE, Division of Student Standards and Assessments, of suspect documents with a summary of its findings.
  - c. Professional assessment and related-content personnel from the Division of Student Standards and Assessments review the suspect documents and

determine whether the evidence supports voiding the responses.

- d. If voiding is recommended, LDE mails the district superintendent a letter of what was observed during the scoring process that caused the alert and identifies the particular document that was voided. Copies of the correspondence are provided to the deputy superintendent of education, the assistant superintendent of the Office of Student and School Performance, the director of the Division of Student Standards and Assessments, and the local district test coordinator.
  1. Within 30 calendar days of the receipt of such a letter, the district must investigate the incident and provide a written plan of action to the state superintendent of education.
  2. If the district and/or parent/guardian(s) wish to discuss the situation further or to examine the student responses, a meeting may be scheduled at the LDE offices between staff members from the Division of Student Standards and Assessments, district representatives and parent/guardian(s).
6. **Disturbing Content.** If student responses with disturbing content are discovered during the scoring process, the scoring contractor will notify the appropriate staff member at the LDE, Division of Student Standards and Assessments.
  - a. Professional assessment personnel review the responses. If it is determined that disturbing content causes a compelling need to break confidentiality, LDE will contact the district superintendent by telephone to summarize findings and inform him or her that materials are being mailed regarding the alert.
  - b. Issues regarding troubling content are for the district's information to assist the student and do not require further communication with LDE.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 17:24. et seq.

**HISTORICAL NOTE:** Promulgated by the Department of Education, Board of Elementary and Secondary Education, LR 31:1531 (October, 2006)

7. Any situation that is reported by school personnel or by the State Department of Education as a breach of test security shall be investigated. The Lafayette Parish School System shall have an investigative committee to include, but not limited to, the school principal, a representative from personnel/human resources, the district test coordinator and area directors, as designated by the district superintendent. All procedures for investigating missing materials and testing irregularities (including cheating, violations of test security, troubling content,

plagiarism, erasure analysis and any employee accused of improprieties must follow Title 28, EDUCATION, Part CXI. Bulletin 118• Statewide Assessment Standards and Practices, adopted by the Board of Elementary and Secondary Education, October, 2006. The Division of Human Resources will follow Title 28, EDUCATION, Part CXI. Bulletin 118• Statewide Assessment Standards and Practices, adopted by the Board of Elementary and Secondary Education, October, 2006; and the School Board Policy for investigating individuals covered by the tenure law. The Lafayette Parish Test Irregularity Review Committee will make recommendations to the district superintendent regarding disciplinary action after an investigation. Recommendations shall include but are not limited to the following actions:

- a. Review of Irregularity with no action taken
  - b. A documented conference with individual(s) involved in the reported irregularity. Documentation will be filed at the school.
  - c. A written letter of reprimand will be placed in the individual's personnel file.
  - d. A suspension without pay for not less than one (1) day and not to exceed five (5) days.
  - e. A letter of termination following Lafayette Parish School System procedures.
8. Any teachers, administrators, or other school personnel who breach test security or allow breaches in test security shall be disciplined in accordance with the provisions of R.S. 17:416 et seq., R.S. 17:441 et seq., R.S. 17:81.6 et seq., policy and regulations adopted by the State Board of Elementary and Secondary Education and any and all laws that may be enacted by the Louisiana Legislature.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:391.7 (C) (G)

HISTORICAL NOTE: Promulgated by the Department of Education, Board of Elementary and Secondary Education, LR 31:1528 (October, 2006)

9. Administrative Error (Bulletin 118, §312)
  - a. Administrative errors by school personnel that results in a question regarding the security of the test or the accuracy of the test data are considered testing irregularities. If it is deemed necessary to void the test, the district test coordinator must fax a completed void form to the LDE, Division of Standards, Assessments, and Accountability, as directed in the District and School Test Coordinators Manual. The original Void Verification form, along with a copy of the account of the incident, must

also be mailed to the LDE, Division of Standards, Assessments, and Accountability, as directed in the manual.

- b. If LEAP English Language Arts and/or Mathematics tests are voided by the district due to administrative error, the LEA superintendent may initiate a request to the state superintendent of education for an opportunity to retest prior to the next scheduled test administration on behalf of individual students who are not eligible for promotion.
- c. If a GEE test is voided by the district due to administrative error for a graduating senior, the LEA superintendent may initiate a request to the state superintendent of education for an opportunity to retest prior to the next scheduled test administration on behalf of the individual students who are not eligible for graduation because of the administrative error.

AUTHORITY NOTE: Promulgated in accordance with R.S. 14:24 et seq.

HISTORICAL NOTE: Promulgated by the Department of Education, Board of Elementary and Secondary Education, Office of Student and School Performance, LR 31 (October, 2006)

10. Viewing Answer Documents

- a. A parent, guardian, student, school, or district must place a request to view an answer document through the district test coordinator.
- b. The district test coordinator must send a written request to view the answer document to the LDE, Division of Standards, Assessments, and Accountability. The request must include:
  - 1. the student's name;
  - 2. the student's state ID number or social security number;
  - 3. the student's enrolled grade;
  - 4. the type of assessment (i.e. LEAP, GEE, LAA 1, LAA 2, iLEAP, ELDA) and the content area of the answer document or documents requested; and
  - 5. the district name and code and school name and code where the student tested.
- c. LDE will notify the testing contractor of the request; the testing contractor will send a copy of the requested answer document (s) to LDE.
- d. Upon receipt of the requested answer document(s), LDE will contact the district test coordinator who placed the request to schedule an appointment to review the answer document(s).
- e. The district test coordinator or his or her designee must accompany the school personnel, parent, guardian, and/or student to the appointment.

- f. LDE will black out test items on answer documents prior to viewing. Only the student's responses may be observed.
- g. LDE staff will remain in the room during the viewing of the answer document(s). Answer documents may not be copied or removed from the room. Written notes of student responses may not be made.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:24 et seq.

HISTORICAL NOTE: Promulgated by the Department of Education, Board of Elementary and Secondary Education, LR 31: (October, 2006)

- 11. Emergencies During Testing (Bulletin 118, § 315)
  - a. For emergencies (e.g., fire alarms, bomb threats) that require evacuation of the classroom during administration of statewide assessments, the following procedures should be followed:
  - b. If the room can be locked, the test administrator should direct the students to place the answer document inside the test booklet and leave both on the desk. Before students are allowed back into the room, the test administrator should return to the room, pick up the test booklets, answer documents, and other secure materials, and then distribute them individually to the students when they have returned to their desks.
  - c. If the room cannot be locked and if at all possible, the test administrators should direct students to place the answer document on top of the test booklet and hand both along with any other secure materials to the test administrator as students file out of the room. Test administrators should carry the documents with them to their designated location outside the building. If return to the building is delayed, the school test coordinator should pick up and check in the materials from the test administrators.
  - d. If testing has not started prior to the emergency and the students have not yet opened their test booklets and answer documents, testing should start when students return to the room.
  - e. If students have opened their testing materials to begin testing and test security has been maintained, testing may continue after students return to the room.
  - f. If the test booklets have been opened and test security has been compromised, testing should not be continued. The answer documents should be sent to the testing company with the responses that were completed prior to the emergency. High school students who did not meet

the achievement-level requirements to be eligible for a standard high school diploma will be allowed to retake the test they did not complete during the emergency at the next test administration. Likewise, a student who is unable to complete a LEAP test because of an emergency situation, thereby not meeting the requirements for promotion, will be allowed to retake the test during the next test administration.

- g. As a precautionary measure, graduating seniors might be tested together in a single group or in several smaller groups so test security is easier to maintain if there is an emergency.
- h. If test security has been compromised, the district test coordinator must notify the LDE, Division of Standards, Assessments, and Accountability, as soon as possible.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.7.

HISTORICAL NOTE: Promulgated by the Department of Education, Board of Elementary and Secondary Education, Office of Student and School Performance, LR27:1008 (July 2001), amended LR 27:1683 (October 2001), LR 28:1189 (June 2002), LR 29: 123 (February 2003), LR 31:

12. Cell Phones and Other Electronic Devices

- a. Test administrators must make certain that technological devices with imaging or text-messaging capability are in the off position while test booklets and answer documents are in the vicinity.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.24et seq..

HISTORICAL NOTE: Promulgated by the Department of Education, Board of Elementary and Secondary Education, Office of Student and School Performance, LR 31:

13. Expelled Students

- a. If a student is expelled from school and is not enrolled in any type of alternative program or receiving any services from the school district, the parent/legal guardian may make a timely request that the student be tested and the school district shall make arrangements to test the student. The Lafayette Parish School System may also offer to test the student.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.151.3 and R.S. 17:24

HISTORICAL NOTE: Promulgated by the Department of Education, Board of Elementary and Secondary Education, Office of Student and School Performance, LR 31:

E. Responsibilities of the District Test Coordinator or Designee:

1. Attend regional test coordinator's meeting conducted by the State Department of Education;
2. Receive and secure test booklets, answer documents, supplementary materials (e.g. writing prompts, science tasks), video tapes, observation sheets and manuals. All secure materials, except district and school test coordinator manuals and test administration manuals, must be stored in a predetermined, secure, locked area before, during and after testing. All secure materials, including any parallel forms of a test, must be kept in locked storage at both the district and school level. Secure materials must never be left in open areas or unattended;
3. Conduct parish-wide professional development on test security, test administration, confidentiality and security procedures for principals, school test coordinators, special education directors/supervisors, Section 504 coordinators, central office staff and all individuals with access (definition, pg. 2) to test materials or individual student data;
4. Distribute testing materials to schools;
5. Keep written documentation of testing materials and individuals authorized to have access to the locked, secured storage area;
6. Keep a description and record of professional development on test security, test administration, and security procedures for individual student data provided of all individuals with access (definition, pg. 1) to test materials or individual student;
7. Establish procedures for investigating any testing irregularities, including violations in test security, such as plagiarism and excessive wrong-to-right erasures identified through erasure analysis;
8. Establish procedures for the investigation of employees accused of irregularities or improprieties in the administration of standardized tests, as required by the amended R.S. 17:81.6;
9. Establish procedures for the investigation of any missing test booklets, answer documents, or supplementary secure material (e.g., writing prompts, science tasks);
10. Initiate an investigation upon the district's determination of an irregularity or breach of security or upon notification by the LDE. [The investigation shall be conducted by the district test coordinator and other central office staff as

designated by the district superintendent. Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time must be interviewed. The DTC is also required to examine the location of the designated secure locked area for storage of materials and identify the individuals with access to secure materials in the reported irregularity or breach of security.];

11. Provide a report of the investigation and a written plan of action to the state superintendent within 30 calendar days of the initiation of the investigation. The report will comply with guidelines in Title 28, EDUCATION, Part CXI. Bulletin 118• Statewide Standards and Practices.
12. Report irregularities and make recommendations to the Lafayette Parish Superintendent of Schools;
13. Maintain all individual student test data in electronic and paper formats in a locked, secure area;
14. Identify all computers containing secure data (SDMS, RADaRS, LEAPweb, LEAPdata System, and any other such electronic data) and list all personnel with the authority to research student test data through electronic means. District Test Coordinators using the LEAPweb Reporting System and LEAPdata System must ensure the security of passwords, any disks or CDs with downloaded individual student test data, and student-level test data open on a computer screen. The District Test Coordinator must sign a statement guaranteeing they will not share the password with unauthorized individuals and maintain the confidentiality of student data. A copy of the signed statement must be kept by the District Test Coordinator on file for a period of one year. Users who have access to these systems and leave their positions at the district level must not use or share the password;
15. Follow Title 28, EDUCATION, Part CXI. Bulletin 118• Statewide Assessment Standards and Practices, adopted by the Board of Elementary and Secondary Education, July 2005.

F. Responsibilities of Principals:

1. Attend parish-wide professional development for test security and test administration;

2. Provide a training session no later than one week prior to testing on test security and administration for all school test administrators and all other individuals who have access to secure materials before, during, and after test administration;
3. Secure a roster of all personnel attending the training session on test security and administration and obtain signatures. This roster must be dated and on school letterhead. An agenda of the training session must be attached;
4. Oversee and be responsible for their school's adherence to test security policies, regulations and administrative procedures;
5. Appoint school test coordinators and submit the names to the District Test Coordinator. Participate in faculty in-services on test security for all individuals with access (definition, pg. 2) to test materials or individual student test data. These in-services must include informing the faculty of test administration, confidentiality, test security policies, procedures and schedules;
6. Maintain a list of personnel authorized to have access to the locked, secure storage area and a list of all testing site locations and test administrators (a school map with room numbers and names of test administrators is suggested);
7. Assign trained, certified personnel to administer tests;
8. Verify that all classrooms have been prepared for testing (this includes but is not limited to test-related content material removed from walls or covered in all classrooms, sufficient space for students, testing sign on door);
9. Provide a school environment conducive to good testing procedures (avoid school wide announcements);
  - a. Monitor testing sessions
10. Keep written documentation of all irregularities and record how each irregularity was handled (LPSS Testing Irregularities Form should be used);
11. Report irregularities to the District Test Coordinator. If testing materials are missing, an investigation must be conducted in accordance with Title 28, EDUCATION, Part CXI. Bulletin 118• Statewide Assessment Standards and Practices, adopted by the Board of Elementary and Secondary Education, October, 2006 (§305);
12. Maintain all individual student test data in electronic and paper formats in a locked, secure area;

13. Identify all computers containing secure data (SDMS, RADaRS, LEAPweb, LEAPdata System, and any other such electronic data) and list all personnel with the authority to research student test data through electronic means. Principals and/or their designee using the LEAPweb Reporting System and LEAPdata System must ensure the security of passwords, any disks or CDs with downloaded individual student test data, and student-level test data open on a computer screen. Principals must sign a statement guaranteeing they will not share the password with unauthorized individuals and maintain the confidentiality of student data. A copy of the signed statement must be kept by the principal on file for a period of one year. Users who have access to these systems and leave their positions at the school level must not use or share the password. Principals are encouraged to have their password changed.
14. All test administrators and proctors must sign the Oath of Security and return it to the STC to keep on file for three years. The STC and principal must sign an Oath of Security and return to the DTC to be kept on file at the district for three years.

G. Responsibilities of School Test Coordinator:

1. Submit the Verification of Section 504 forms to the school district Section 504 coordinator by the date established by the district;
2. Attend parish-wide in-service(s) on test administration with special emphasis on test security;
3. Schedule test dates and times with the principal in accordance with state test dates and submit a copy to the district test coordinator;
4. Compile a list of students approved for accommodations using the LPSS Student Test Modifications Form. Include the accommodations they are to receive and provide this list of students to assigned test administrators;
5. Make arrangements for a location to test students with certain accommodations or in the case of untimed tests, students who need time beyond that scheduled to complete testing;
6. Review all manuals in their entirety;
7. Conduct a training session with the assistance of the principal at least one week prior to testing in test security and administration. All test administrators and all other individuals who have access to secure materials before, during and after test administration must attend;

8. Ensure the security of testing materials (in a predetermined, locked, storage area) from the time they arrive at the school until the time they are returned to the district test coordinator;
9. Verify the count of all materials received and report any discrepancies to the District Test Coordinator;
10. Report any discrepancies in the count or numbering of test booklets or answer documents from that recorded on documents from the scoring contractor;
11. Notify the District Test Coordinator of additional test booklets, answer documents, or manuals needed;
12. Verify with the principal that all classrooms have been prepared for testing (this includes but is not limited to test-related content material removed from walls or covered in all classrooms, sufficient space for students, testing sign on door);
13. Distribute materials to test administrators on the appropriate testing day and collect, check in and put into the secure storage area all secure testing materials at the end of each day of testing and during any extended breaks;
14. Keep written documentation of distribution and collection of testing materials each day of testing;
15. Monitor testing sessions;
16. Supervise administration of tests and test administrators who must transfer student answers from large-print, Braille, or other accommodation formats to a scorable answer document;
17. Collect and return any computer disks or other accommodation-format testing materials;
18. Report any testing irregularities immediately to the school principal and district test coordinator;
19. All test administrators and proctors must sign the Oath of Security and return it to the STC to keep on file for three years. The STC and principal must sign an Oath of Security and return to the DTC to be kept on file at the district for three years.
20. Package test materials as instructed in the manuals and return to the District Test Coordinator during assigned pick-up schedule.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:24.4

HISTORICAL NOTE: Promulgated by the Department of Education, Board of Elementary and Secondary Education, LR 31:1533 (October, 2006)

H. Responsibilities of Test Administrators:

1. Attend the school-wide testing in-service provided by the principal and school test coordinator at least one week prior to testing.
2. Sign the attendance roster for test security and administration training session .
3. Review the testing manual in its entirety prior to the day of testing;
4. Adhere to all test administrators' procedures as directed in the test manual and instructions provided at in-service in accordance with Title 28, EDUCATION, Part CXI. Bulletin 118• Statewide Assessment Standards and Practices, adopted by the Board of Elementary and Secondary Education, October, 2006;
5. Adhere to all test security measures as outlined in the administrator's manual and Title 28, EDUCATION, Part CXI. Bulletin 118• Statewide Assessment Standards and Practices, adopted by the Board of Elementary and Secondary Education, October, 2006;
6. All test administrators and proctors must sign the Oath of Security and return it to the STC to keep on file for three years. The STC and principal must sign an Oath of Security and return to the DTC to be kept on file at the district for three years.

Adopted: 2/10/1999  
Revised: 2/06/2002  
Revised: 8/04/2004  
Revised: 2/01/2006  
Revised: 12/6/2006