

SECURITY PROCEDURES FOR THE ACHIEVEMENT AND GRADUATION TESTS

- I. Individuals responsible for ensuring that all test security provisions are met in the district and buildings shall be:
 - A. The school principal at the elementary level and school counselors at the middle school and high school level are designated as test coordinators. The test coordinators are responsible for overseeing all aspects of the achievement testing program in the district. This includes:
 - 1. Determining which students are required to take test(s).
 - 2. Receiving all testing materials from the Ohio Department of Education.
 - 3. Inventorying all testing materials including numbered test booklets, answer documents, and administration manuals.
 - 4. Certifying all materials listed on the bill of order.
 - 5. Establishing procedures for administering the tests.
 - 6. Delivering labeled materials to the appropriate test administrators.
 - 7. Sending completed answer documents to a location designated by the Ohio Department of Education.
 - 8. Inventorying testing booklets and materials.
 - 9. Returning test materials to the Ohio Department of Education.
 - 10. Keeping a record of students who pass or fail test(s) taken.
 - 11. Distributing test results to appropriate school authorities.
- II. Access to achievement test materials is limited to the following:
 - A. Members of the administrative staff, including superintendent, principal, and counselor.
 - B. School employees who are directly involved in the distribution, administration, and collection of test materials.
- III. Building procedure for administering achievement tests.
 - A. The Ohio Department of Education has specified that the following tests will be given: Reading, Mathematics, Social Studies, Writing, and Science.
 - B. The specific testing dates and order of testing are predetermined. Only one test is given in any one day.
 - C. A maximum amount of two and one half hours shall be given for each test administration.
 - D. The student-test monitor ratio shall not exceed 30 to 1. If the number of students in any one group exceeds 30, a second proctor shall be assigned to the test group. All test monitors shall be employees of the school district.
 - E. All participating students will remain in each testing session until all are finished. At that time, students will be dismissed.
 - F. Following the completion of the test, the administrator of the test in each session shall return all testing material to the testing coordinator.
 - G. Testing materials shall be inventoried and boxed by the testing coordinator.

- H. The Ohio Department of Education has established a fifteen day make-up period for completion of the Ohio Graduation Test. The testing coordinator is responsible for establishing the make-up testing schedule for students designated for inclusion in the testing program. At the end of this period, all materials shall be prepared for shipment to a location designated by the Ohio Department of Education.
 - I. The testing coordinator shall examine all completed student scannable documents for student name, school name, and other required identifying information.
- IV. With the exception of test materials specifically designated as "practice test" by the Ohio Department of Education, all test questions and all other materials which are considered part of the achievement tests including, but not necessarily limited to, reading passages, writing prompts, charts, graphs, and tables shall be considered secure and subject to the provisions of Sections 3319.151 and 3319.99 of the Ohio Revised Code.
- A. No person shall release, cause to be released, reproduce, or cause to be reproduced any secure test materials through any means or medium including, but not limited to, electronic, photographic, written or oral, which would constitute cheating by a student and/or assisting a student to cheat.
 - B. Proven violation of Sections 3319.151 and 3319.99 could result in suspension of certification for one year, termination of employment and/or a possible charge of minor misdemeanor for certified and/or classified personnel.
- V. The following procedures will be instituted to investigate an alleged violation of test security provisions and penalties for confirmed violations:
- A. The designated test coordinator is obligated to report any/all alleged violations to the local superintendent in writing within five days of the alleged violation.
 - B. The local superintendent shall investigate all reported alleged violations of test security.
 - C. Within ten days after an investigation has determined that a violation has occurred, the school district shall notify the State Board of Education in writing of the finding and of the action taken.
 - D. Penalties for a confirmed violation will be determined by the State Board of Education in writing of the finding and of the action taken.
- VI. If it is determined that a violation of test security did occur after following the procedures in section V, the report in section V(C) shall specify which student(s)' test results was/were affected. If the State Board of Education rules that a violation did occur, the test results of the student(s) listed in the report will be declared invalid and so noted in each student's cumulative file. The student shall be required to retake that portion of the test at the next testing session.

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Columbia Schools, Columbia Station, Ohio