

## SMFCSD Written Test Security Plan for Students and Families 2016-2017

Dear Students and Families,

Over the course of a school year, students participate in a variety of statewide assessments. The information below outlines our district's security guidelines for these tests and the possible consequences for students for any security violation. Please feel free to contact your building administrator or me about any questions you may have about this Written Test Security Plan for Students and Families.

Sincerely,

Happy Bengston, District Test Coordinator (330.689.5426)

### Test Security Requirements and Associated Consequences for Students

\*No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

\*No unauthorized person shall be permitted to be in an assessment room during any assessment session or be permitted to have access to any secure assessment materials at any time such materials are in the District or participating school.

\*No student shall take any assessment more than once during any assessment administration period unless authorized by the Ohio Department of Education.

\*Except for accommodations made in accordance with the rules adopted by the State Board of Education, only materials specifically designated by the Ohio Department of Education shall be provided to students and/or permitted in the assessment administration room during testing.

**All personal student electronic devices will be either left at home, secured in lockers, or collected by Test Administrators prior to the start of any test session. Student electronic devices will not be used at any time during a test session.**

The following procedures are to be followed in each participating school:

1. If an examiner, adult monitor or other professional staff member has reason to believe that there has been an assessment security violation or any alleged unethical testing practice committed by a student, s/he shall contact the BTC (building test coordinator), DTC (district test coordinator) and/or building principal immediately and provide the names of the alleged violators and the nature of the alleged violation(s). The principal shall promptly investigate the alleged violation(s) to verify whether or not they occurred and recommend action(s) to be taken for any confirmed violation(s).
2. Any alleged assessment security violations of State laws or regulations, an ethical testing practice, this guideline, or the school's security procedures shall be reported to the Ohio Department of Education (ODE) as soon as it becomes known to the participating school (i.e., Building Test Coordinator) or the District (i.e., District Test Coordinator).

3. If the violation(s) **is/are** verified, the District's due process procedures are to be used in dealing with the violator. If the violator is a student, s/he may be subject to suspension or expulsion from school and the results of his/her tests nullified.
4. The DTC (District Test Coordinator) shall make the decision whether or not to invalidate the student's assessment score on each assessment that was violated or all of the assessments. Within ten (10) days of completion of the District's or participating school's investigation, the DTC (District Test Coordinator) is to file a written report with the State Department of Education delineating the cause and results of the investigation including any corrective actions taken.