

# TWINSBURG CITY SCHOOL DISTRICT GUIDELINES AND PROCEDURES FOR TEST SECURITY

## Introduction

The Twinsburg City School District Guidelines and Procedures for Test Security have been developed in compliance with the Ohio's State Tests Coordinator and Administrator Manuals, which require school districts to establish written procedures regarding statewide test security. This plan addresses the following areas:

1. identification of personnel authorized to have access to the tests;
2. test security
3. procedures for investigating any alleged violation of test security provisions; and
4. procedures for annually communicating in writing the test security provisions and discussing them with all district employees and students."

This plan addresses these four elements, in order, and includes testing forms – both locally developed and those recommended for use by ODE, which should be copied for use at the building level.

These written procedures should be used in conjunction with the following documents:

- Ohio's State Tests, Test Coordinator's Manual;
- Ohio's State Tests, Directions for Administration Manual; and
- Online Testing Checklist, Ohio's State Tests (if applicable).

See Ohio State Testing portal for current documents at <https://oh-ost.portal.cambiumast.com/teachers.html>

## 1. Identification of personnel authorized to have access to the test:

Those individuals authorized to have access to testing materials include designated LEA Test Coordinator, School/Building Test Coordinators, all designated Test Administrators (see page 2, section a, b, c), School Administrative Assistants, and Instructional Assistants. No unauthorized person shall have access to any secure test materials at any time such materials are in the Twinsburg City School District. Personnel violating this rule shall be reprimanded in writing and subject to the penalty of dismissal. If the investigation indicates violation of the reproduction standard, providing assistance to a student or student(s), or providing information about the test to any individual, dismissal from employment may result.

- a. **Designated LEA Test Coordinator:**  
Alex Popovich, Curriculum Supervisor
- b. **Designated School/Building Test Coordinators:**  
Samuel Bissell Elementary School: Misty Johnson, Principal  
Dodge Intermediate School: Reginald Holland, Principal  
RB Chamberlin Middle School: James Ries, Principal  
Twinsburg High School: Emily Hunt, Principal

The above named individuals, in accordance with paragraph (D) of Rule 3301-13-05 of the Administrative Code, "shall ensure that all assessment security provisions are met while assessment materials remain in a school district or participating school."

c. **Designated Test Administrators:**

Designated Test Administrators must be employees of the school district and licensed/certified by ODE. In case of absence of one or more of the Designated Test Administrators, the School/Building Test Coordinator will assign an alternate Test Administrator to assume the testing duties. In accordance with paragraph (O) Sections C 7 and 9 of 3301-13-02 of the Ohio Administrative Code, each test administration session in each testing room shall be conducted by a designated Test Administrator "who is responsible for following explicitly the printed test administration directions provided by ODE, all security provisions included in Chapter 3301-13 and rule 3301-7-01 of the Administrative Code, and all testing procedures adopted by ODE and established by the participating school. Administrators and monitors shall remain in the assigned testing room during the entire administration of any test to assure compliance with paragraph 7 of this rule." No unauthorized person shall be permitted in a testing room during any test session or be permitted access to any secure test materials at any time such materials are in the school district or school building.

All designated Test Administrators should familiarize themselves with the document Test Administrator Manual, published by ODE, prior to the start of testing. Each Test Administrator, School Test Coordinator, Technology Coordinator, and Proctor must complete the Test Administrator Agreement Form (provided yearly), which will be used for Ohio's State Tests.

## 2. Test Security:

a. **Test Security Protocols**

The administration of Ohio's State Tests are secure testing events. Maintaining the security of test materials before, during, and after the test administration is crucial to obtaining valid and reliable results. Students may not have access to secure test content including printed Student Testing Tickets. Printed Mathematics Reference Sheets (if applicable) and scratch paper must be new and unmarked.

**Note:** Non-secure copies of Mathematics Reference Sheets are available online and may be provided to students for regular classroom use. Mathematics Reference Sheets for computer-based testing are provided within the online test. Schools may make printed copies of the Mathematics Reference Sheets available to students for computer-based testing.

b. **Security Violations**

In the event of a testing irregularity or a test security breach, the School/Building Test Coordinator calls the LEA Test Coordinator immediately upon discovering testing irregularity/security breach. The LEA Test Coordinator contacts the state immediately upon receiving the call.

c. **Security Agreement**

Before testing, all staff involved in the administration and/or handling of test materials of Ohio's State Tests (e.g., LEA Test Coordinators, School/Building Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and observers) must complete the Test Administrator Agreement online form. Schools are required to maintain signed copies (paper copies or scanned forms stored electronically) for at least 3 years, unless otherwise directed by the State of Ohio.

**Note:** It is extremely important that everyone follows the directions in the Security Agreement.

The above procedures will be followed for each of the regular test administration days. During make-up testing, testing materials will be distributed to the individual designated as the Make-Up Test Administrator, by the School/Building Test Coordinator.

### **3. Procedures for investigating any alleged violation of test security provisions:**

- a. Student desks will be organized in such a way as to reduce opportunities for cheating. If, during testing, a student appears to be attempting to communicate with another student, or obtain answers to questions, the student's seat will be moved. Test Administrators suspecting a student of cheating shall investigate their suspicions using reasonable and non-disruptive methods. Some methods could include the visual comparison of student answer sheets or test booklets (for paper-based tests), inspection of the immediate area surrounding the student, inspection of the person - hands, arms, observing for code signals being transmitted from one student to another, etc. Every attempt shall be made to insure that other students in the testing location are not disturbed. When the Test Administrator is satisfied that a student is cheating, the Test Administrator shall retain the student until the conclusion of the testing session, then personally escort the student to the principal. The student will be provided due process according to established district procedures. Upon completion of the inquiry, the designated School/Building Test Coordinator can have this test section invalidated.

During testing and/or non-testing times, any employee of Twinsburg City School District discovering Test information or materials, overhearing specific test related conversation, or being apprised of information related to test security shall immediately investigate, confiscate, and report to the designated School/Building Test Coordinator, the nature of the discovery and the individuals involved. Failure to do so constitutes participation in the act.

Twinsburg employees failing to follow the procedures listed with respect to security violations either by students or other adults are subject to the provisions of ORC 3319.151. Violations of ORC 3319.151 provide for termination of employment for a teacher or non-teaching employee.

#### **b. General Testing Guidelines:**

- The Test Administrators will make sure all students have at least two sharpened pencils and erasers prior to starting each testing session. Have available two sheets of blank paper for each student (required for English Language Arts; by student request for other subjects). Test Administrators should also have extra pencils available for student use.
- On the first day of testing, a seating chart must be established, and adhered to, during the entire testing program. Any changes in this chart should be noted, with dates and times included. This is in case questions of cheating arise.
- Test Administrators shall personally distribute and collect test materials to and from each student. This includes secure Student Testing Tickets. Students leaving the testing room after materials have been distributed shall not be permitted to take any materials from the testing room. No student will be permitted to leave the testing room at the conclusion of the test until all testing materials are accounted for by the Test Administrator.
- Under no circumstances, except during safety evacuations, should the Test Administrator leave the testing location unsupervised. In the event of said emergency, students will log off of Ohio State's Test. The room will be locked by the Test Administrator.
- Students who become ill during the testing session will be immediately sent to the office. The Test Administrator should collect the student's test materials, log them off of the test site, and note how much of the time limit has elapsed. The student should then complete the test during the make-up administration period using the remaining time not to exceed the allotted total testing time for the particular session.
- Students who arrive at school late will be held in the office. The student will be permitted to take the missed section of the test during make-up time.

- Charts, maps, globes, multiplication charts, bulletin boards on topics such as “The Division Process”, “Fractions”, “Steps to Editing”, etc. that could assist students with test items must be covered or removed.
- Procedures for reading material after completing the test sessions will be explained to the Test Administrators by the School/Building Test Coordinator according to their building policies.
- Test Administrators should refer to the Test Administrator Manual for Ohio’s State Tests for specific information on allowable procedures for each test session.

**4. Procedures for annually communicating in writing the test security provisions and discussing them with all district employees and students:**

The Ohio Department of Education, Office of Assessment, will annually publish the Ohio Statewide Assessment Program Rules Book. In accordance with Ohio Revised Code 3301-13-05, "by the first of October of each school year, each school district and participating school shall communicate in writing and discuss with all employees who have access to the secure assessment materials and students who are being tested the applicable written security procedures and actions to be taken in response to any violations established pursuant to paragraph (H) of this rule. Students and staff shall be reminded orally of these provisions prior to the beginning of each assessment administration period by an assessment coordinator and administrator." In addition, all employees are required to complete the Public School Works module, “Ohio Ethical Use of Tests” at the beginning of each school year.