

Administrative Directive Title: Testing Program	AD Number: 4.700.1	Adopted: March 1990 Former Descriptor: IS4
Policy References: Board Policy 4.700 - Testing Program	Revised: 3/99; 3/11; 4/12; 7/14; 9/18; 7/19; 11/24	

SYSTEM-LEVEL ADMINISTRATION

The Coordinator of Assessment & Data shall be responsible for the following when administering the district-wide testing program:

1. Comply with all testing guidelines established by the State of Tennessee, test publisher, and school district;
2. Follow the security protocols as outlined by the Department of Education/test publisher;
3. Ensure that all building testing coordinators comply with all testing guidelines established by the State of Tennessee, test publisher, and school system;
4. Inform each building testing coordinator of their responsibilities and train each to follow all testing security protocols, Board policy, and test administration procedures;
5. Train each building testing coordinator on the implementation of procedural accommodations used during the administering of tests;
6. Require building testing coordinators to carefully adhere to all test administration directions and accommodation instructions, following appropriate schedules and time limits;
7. Develop school testing schedules along with building testing coordinators;
8. Ensure that all students in a grade level within a school adhere to the same test schedule with the exception of students who are taking makeup tests or require special accommodations (same subject at the same time on the same day);
9. Notify media and appropriate local officials (i.e. local law enforcement agencies, vendors) of testing schedule to prevent test disruptions;
10. Take all necessary precautions to safeguard the tests and test materials;
11. Establish a restricted, secure storage area (centrally-located locked room that is inaccessible to unauthorized persons) for test materials at the system level and ensure that secure areas are designated at each school;
12. Restrict handling of test materials to authorized personnel at all times;
13. Implement check-in, check-out, and quantity verification procedures for all test materials at the system level;
14. Implement guidelines to prohibit all personnel from obtaining knowledge of test items or passage content before, during, and after testing;
15. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any reason, by any person. Standard copyright laws must be maintained at all times;

- 32 16. Require test administrators to remain with the students and be observant and non-disruptive
33 throughout the testing session;
- 34 17. Monitor to ensure schools are following testing schedule and local test security plan;
- 35 18. Assist building testing coordinators with problems or emergencies during testing;
- 36 19. Immediately report a potential breach of test security to the Assistant Superintendent of
37 Instruction and Curriculum;
- 38 20. Lead all investigations of local test security incidents;
- 39 21. Document and report all test security breaches on the Breach of Testing Security Report
40 form; and
- 41 22. Maintain security of tests and data files at all times during the regional scanning process.

42 **BUILDING-LEVEL ADMINISTRATION**

43 Each building testing coordinator shall be responsible for the following when administering the
44 district-wide testing program:

- 45 1. Comply with all testing guidelines established by the Department of Education, test
46 publisher, and school system;
- 47 2. Ensure that test administrators comply with all testing guidelines established by the State of
48 Tennessee, test publisher, and school system;
- 49 3. Inform each test administrator of their responsibilities;
- 50 4. Train each test administrator (and proctors, if available) on all testing security protocols,
51 board policy, and test administration procedures;
- 52 5. Train each test administrator on the implementation of procedural modifications used
53 during test administrations;
- 54 6. Require test administrators to carefully adhere to all test administration directions and
55 accommodation instructions, following appropriate schedules and time limits;
- 56 7. Develop school-wide testing schedule along with the school district's testing coordinator;
- 57 8. Ensure that all students in each grade level adhere to the same test schedule with the
58 exception of students who are taking makeup tests or require special accommodations
59 (same subject at the same time on the same day);
- 60 9. Coordinate with school principal and other staff, as appropriate, to ensure that the test
61 window is free of disruptions (field trips, assemblies, building/grounds maintenance,
62 visitors, etc.);
- 63 10. Coordinate with school principal and appropriate others to ensure that each test setting is
64 free of disruptions (announcements, bells, lunch schedule, etc.);
- 65 11. Disseminate test schedule to school personnel and parents/guardians;
- 66 12. Take all necessary precautions to safeguard the tests and test materials;
- 67 13. Establish a restricted, secure storage area (centrally-located locked room that is inaccessible
68 to unauthorized persons) for test materials at the school level;
- 69 14. Restrict handling of test materials to authorized personnel at all times;
- 70 15. Count test materials before and after each test session;

- 71 16. Distribute test materials immediately prior to each test administration and collect
72 immediately after each test administration;
- 73 17. Implement check-in, check-out, and quantity verification procedures for all test materials at
74 the school level and for each test session;
- 75 18. Require test administrator signature before and after each test session;
- 76 19. Implement policies and procedures to prohibit all personnel from obtaining knowledge of
77 test items or passage content before, during, and after testing;
- 78 20. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any
79 reason, by any person. Standard copyright laws shall be maintained at all times;
- 80 21. Ensure that test items, specific excerpts from the test, or paraphrased portions of the test are
81 not used to create instructional activities, study guides, or classroom resources;
- 82 22. Prohibit discussion of the test content or specific test items with students, parents, or
83 professional colleagues;
- 84 23. Create a secure, yet positive, environment for testing;
- 85 24. Ensure that all instructional or reference materials are concealed or removed in each test
86 setting and common area;
- 87 25. Ensure student seating is arranged appropriately so that opportunities for student cheating
88 are minimized;
- 89 26. Require test administrators to remain with students and be observant and non-disruptive
90 throughout the testing session;
- 91 27. Ensure that students respond to test without assistance from anyone;
- 92 28. Prohibit coaching students in any way during testing;
- 93 29. Prohibit reading test items and passages by anyone other than the students being tested,
94 unless indicated in test instructions or accommodations;
- 95 30. Conduct spot checks during testing;
- 96 31. Assist test administrators with emergencies during testing;
- 97 32. Ensure make-up testing (for students who were absent during any part of the test) is
98 administered in a secure setting and within the confines of the system testing window;
- 99 33. Maintain confidentiality of student-specific accountability demographic information and
100 test results at all times;
- 101 34. Immediately report a potential breach of test security to the system testing coordinator; and
- 102 35. Document and report all test security breaches to the Coordinator of Assessment & Data.

103 **CLASSROOM-LEVEL ADMINISTRATION**

104 Test administrators shall be responsible for the following when administering the district-wide testing
105 program:

- 106 1. Comply with all testing guidelines established by the State of Tennessee, test publisher, and
107 school system;
- 108 2. Create a secure, yet positive, environment for testing;
- 109 3. Conceal or remove all instructional or reference materials in the test setting that are related
110 to the content area being assessed, such as maps, posters, student samples, bulletin board

- 111 items, familiar study aids such as graphic organizers, models, or number lines that relate to
112 subject content;
- 113 4. Arrange student seating appropriately so that opportunities for student cheating are
114 minimized;
 - 115 5. Turn off all electronic communication devices (cell phones, pagers, PDAs, etc.) in the test
116 setting;
 - 117 6. Post a "DO NOT DISTURB" sign at the entrance of the testing site;
 - 118 7. Review plan for distribution and collection of test materials with students;
 - 119 8. Remain with students and be observant and non-disruptive throughout the testing session;
 - 120 9. Ensure that students respond to test without assistance from anyone;
 - 121 10. Refrain from coaching students in any way during testing;
 - 122 11. Take all necessary precautions to safeguard the tests and test materials;
 - 123 12. Retrieve test materials from building testing coordinator immediately prior to each test
124 session and return test materials immediately after each test session;
 - 125 13. Count and confirm all test materials before and after each test session;
 - 126 14. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any
127 reason, by any person. Standard copyright laws must be maintained at all times;
 - 128 15. Refrain from using test items, specific excerpts from the test, or paraphrased portions of the
129 test to create instructional activities, study guides, or classroom resources;
 - 130 16. Refrain from reading, reviewing, or analyzing test items or passages at any time before,
131 during, or after testing, unless indicated in test instructions or accommodations;
 - 132 17. Refrain from any discussion of test content or specific test items with students, parents, or
133 professional colleagues;
 - 134 18. Administer tests to all eligible students;
 - 135 19. Confirm that each student is the person named on the answer document for every testing
136 session;
 - 137 20. Ensure each student receives the same answer document and the same test booklet for each
138 testing session;
 - 139 21. Carefully adhere to all test administration directions and accommodation instructions,
140 following appropriate schedules and time limits;
 - 141 22. Follow school-wide test schedule established by building testing coordinator;
 - 142 23. Administer tests according to the directions as outlined by the Department of
143 Education/vendor;
 - 144 24. Administer the test observing all time limits and start/stop commands;
 - 145 25. Document beginning and ending of any disruption or temporary absence and modify test
146 session stopping time for affected student(s) accordingly;
 - 147 26. Ensure that the need for test modifications is documented and that modifications are limited
148 to the specific need;
 - 149 27. Ensure proper calculator use, making sure that calculators are cleared before and after
150 administration of each test;

151 28. Maintain confidentiality of student-specific accountability demographic information and
152 test results at all times; and

153 29. Immediately report a potential breach of test security to the building testing coordinator.

154 To the extent possible, proctors shall serve as additional monitors to help the test administrator assure
155 that testing occurs in a fair and ethical manner.