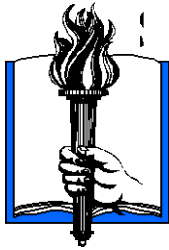


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term:	Descriptor No:	Effective Date:
Tennessee Comprehensive Assessment Program	AD IS4	3/90
Reviewed/Revised:		
3/99; 3/11; 4/12; 7/14; 9/18; 7/19		

1 The Murfreesboro City Schools, in support of the Tennessee Comprehensive Assessment
 2 Program (TCAP) security policy, which is designed to ensure the validity of the test scores, has
 3 adopted the following directive. This directive will be followed during the state-mandated
 4 testing period.

5
 6 The Test Administrator’s Manual will be made available to test administrators at least 24 hours
 7 prior to testing.

8
 9 The room in which the test is to be administered and common areas (i.e., hallways) surrounding
 10 testing areas should be free of reference materials, such as maps, instructional posters, or bulletin
 11 board materials which contain information likely to aid students on the test. Bulletin boards may
 12 be covered with paper during testing time, *however, newspaper must not be used.*

13
 14 Educational assistants, substitute teachers, student teachers, parents, special area teachers, or any
 15 other principal-designated person may serve as proctor.

16
 17 If the proctor is a parent, he/she will not will be placed with their child’s teacher or in the child’s
 classroom.

18
 19 Test booklets shall be kept in a locked room or closet when not in use, *and testing may not*
 20 *occur in the room where test materials are stored.*

21
 22 Test booklets are NOT to be left in the classroom after the testing period has ended.

23
 24 Only school system personnel may handle secure testing materials.

25
 26 Make ups should be administered by the classroom teacher with a proctor, or by a principal
 27 designee with a proctor.

28
 29 All test administrators must read and acknowledge receipt of State Mandated Security
 30 Guidelines.

31
 32

33 At the discretion of the principal, teachers may be asked to not test students they are directly
34 responsible for during the instructional day.

35
36 All personnel shall follow the following Testing Code of Ethics.

37
38
39

TN Testing Code of Ethics

40 Each year in Tennessee, several standardized tests required by the federal Elementary and
41 Secondary Education Act (ESEA, Public Law 107-87) known as Every Student Succeeds Act
42 (ESSA) are administered to students. The Tennessee Comprehensive Assessment Program (TCAP)
43 encompasses all state and federally mandated student assessment programs, which include
44 Achievement, Writing, and End of Course, Gateway, and Secondary Diagnostic Tests.

45

46 Proper test administration is an essential part of the educational assessment process. When
47 administered in a fair and ethical manner, test results can and must yield valid and reliable
48 information concerning individual student performance of required grade-level and subject
49 content and skills. By examining all relevant student data, including standardized test results,
50 systems/schools can better identify areas of needed improvement in curriculum, instruction, and
51 individual student learning.

52

53 The State of Tennessee has set forth the following Test Security Law:

54

55 **T.C.A. § 49-1-607. Noncompliance with security guidelines for TCAP or successor test.** —
56 Any person found to have not followed security guidelines for administration of the TCAP test,
57 or a successor test, including making or distributing unauthorized copies of the test, altering a
58 grade or answer sheet, providing copies of answers or test questions, or otherwise compromising
59 the integrity of the testing process shall be placed on immediate suspension, and such actions
60 will be grounds for dismissal, including dismissal of tenured employees. Such actions shall be
61 grounds for revocation of state license.

62

63 The following protocols shall apply to all employees who are involved in the state testing process.

64

Director of Schools

65

66 It is the responsibility of the Director of Schools or designee to:

- 69 1. Comply with all testing guidelines established by the state and/or test publisher.
- 70 2. Adopt a locally monitored test security policy that incorporates, at a minimum, the
71 Tennessee State Test Security Guidelines located in the first section of each Test
72 Administration Manual.
- 73 3. Ensure that all personnel involved in the testing process are trained on the State of
74 Tennessee Test Security Law (T.C.A. 49-1-607), state test security guidelines, local
75 policy, and test administration procedures (retain training documentation for system
76 records).
- 77 4. Document and report all test security concerns on the Breach of Testing Security Report
78 form.

79

80

System Testing Coordinator

81

82 It is the responsibility of the System Testing Coordinator to:

- 83 1. Comply with all testing guidelines established by the state, test publisher, and school

84

- 85 system.
- 86 2. Ensure that building testing coordinators comply with all testing guidelines established
- 87 by the state, test publisher, and school system.
- 88 a. Inform each building testing coordinator of their responsibilities.
- 89 b. Train each building testing coordinator on the State of Tennessee Test Security Law
- 90 (T.C.A. § 49-1-607), state test security guidelines, local policy, and test administration
- 91 procedures. Retain training documentation for system records.
- 92 c. Train each building testing coordinator in the implementation of procedural
- 93 accommodations used during test administrations.
- 94 d. Require building testing coordinators to carefully adhere to all test administration
- 95 directions and accommodation instructions, following appropriate schedules and time
- 96 limits.
- 97 3. Develop school testing schedules along with building testing coordinators.
- 98 a. Ensure that all students in a grade level within a school adhere to the same test
- 99 schedule with the exception of students who are taking makeup tests or require special
- 100 accommodations (same subject at the same time on the same day).
- 101 b. Notify media and appropriate local officials, e.g., Fire Chief, Community Event
- 102 Planners, of testing schedule to prevent test disruptions.
- 103 4. Take all necessary precautions to safeguard the tests and test materials.
- 104 a. Establish a restricted, secure storage area (centrally-located locked room that is
- 105 inaccessible to unauthorized persons) for test materials at the system level and ensure
- 106 that secure areas are designated at each school.
- 107 b. Restrict handling of test materials to authorized personnel at all times.
- 108 c. Implement check-in, check-out, and quantity verification procedures for all test
- 109 materials at the system level.
- 110 d. Implement policies and procedures to prohibit all personnel from obtaining
- 111 knowledge of test items or passage content before, during, and after testing.
- 112 e. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for
- 113 any reason, by any person. Standard copyright laws must be maintained at all times.
- 114 5. Require test administrators to remain with the students and be observant and non-
- 115 disruptive throughout the testing session.
- 116 6. Monitor to ensure schools are following testing schedule and local test security plan.
- 117 7. Assist building testing coordinators with problems or emergencies during testing.
- 118 8. Immediately report a potential breach of test security to the State Assessment,
- 119 Evaluation, and Research Executive Director at (615) 741-0720.
- 120 9. Lead all investigations of local test security incidents.
- 121 10. Document and report all test security breaches on the Breach of Testing Security Report
- 122 form.
- 123

124 **Building Testing Coordinator**

125

126 It is the responsibility of the Building Testing Coordinator to:

- 127 1. Comply with all testing guidelines established by the state, test publisher, and school
- 128 system.
- 129
- 130 2. Ensure that test administrators comply with all testing guidelines established by the
- 131 state, test publisher, and school system.
- 132 a. Inform each test administrator of their responsibilities.
- 133 b. Train each test administrator (and proctors, if available) on the State of Tennessee
- 134 Test Security Law (T.C.A. §49-1-607), state test security guidelines, local policy, and

- 135 test administration procedures. Retain training documentation for system records.
- 136 c. Train each test administrator in the implementation of procedural modifications used
- 137 during test administrations.
- 138 d. Require test administrators to carefully adhere to all test administration directions and
- 139 accommodation instructions, following appropriate schedules and time limits.
- 140 3. Develop school-wide testing schedule along with system testing coordinator.
- 141 a. Ensure that all students in each grade level adhere to the same test schedule with the
- 142 exception of students who are taking makeup tests or require special accommodations
- 143 (same subject at the same time on the same day).
- 144 b. Coordinate with school principal and others to ensure that the test window
- 145 is free of disruptions (field trips, assemblies, building/grounds maintenance, visitors,
- 146 etc.).
- 147 c. Coordinate with school principal and others to ensure that the each test
- 148 setting is free of disruptions (announcements, bells, lunch schedule, etc.).
- 149 d. Disseminate test schedule to school personnel and parents/guardians.
- 150 4. Take all necessary precautions to safeguard the tests and test materials.
- 151 a. Establish a restricted, secure storage area (centrally-located locked room that is
- 152 inaccessible to unauthorized persons) for test materials at the school level.
- 153 b. Restrict handling of test materials to authorized personnel at all times.
- 154 c. Count test materials before and after each test session.
- 155 d. Distribute test materials immediately prior to each test administration and collect
- 156 immediately after each test administration.
- 157 e. Implement check-in, check-out, and quantity verification procedures for all test
- 158 materials at the school level and for each test session.
- 159 f. Require test administrator signature before and after each test session.
- 160 g. Implement policies and procedures to prohibit all personnel from obtaining
- 161 knowledge of test items or passage content before, during, and after testing.
- 162 h. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for
- 163 any reason, by any person. Standard copyright laws must be maintained at all times.
- 164 i. Ensure that test items, specific excerpts from the test, or paraphrased portions of the
- 165 test are not used to create instructional activities, study guides, or classroom
- 166 resources.
- 167 j. Prohibit discussion of the test content or specific test items with students, parents, or
- 168 professional colleagues.
- 169 5. Create a secure, yet positive, environment for testing.
- 170 a. Ensure that all instructional or reference materials are concealed or removed in each
- 171 test setting and common area.
- 172 b. Ensure student seating is arranged appropriately so that opportunities for student
- 173 cheating are minimized.
- 174 c. Require test administrators to remain with students and be observant and non-
- 175 disruptive throughout the testing session.
- 176 d. Ensure that students respond to test without assistance from anyone.
- 177 e. Prohibit coaching students in any way during testing.
- 178 f. Prohibit reading test items and passages by anyone other than the students being
- 179 tested, unless indicated in test instructions or accommodations.
- 180 6. Conduct spot checks during testing.
- 181 7. Assist test administrators with emergencies during testing.
- 182 8. Ensure make-up testing (for students who were absent during any part of the test) is
- 183 administered in a secure setting and within the confines of the system testing window.
- 184 9. Maintain confidentiality of student-specific accountability demographic information and
- 185 test results at all times.
- 186 10. Immediately report a potential breach of test security to the system testing coordinator.

- 187 11. Document and report all test security breaches on the Breach of Testing Security Report
188 form.
189

190 **Test Administrator**

191 It is the responsibility of the Test Administrator to:

- 192 1. Comply with all testing guidelines established by the state, test publisher, and school
193 system.
194
- 195 2. Create a secure, yet positive, environment for testing.
196 a. Conceal or remove all instructional or reference materials in the test setting that are
197 related to the content area being assessed, such as maps, posters, student samples,
198 bulletin board items, familiar study aids such as graphic organizers, models, or
199 number lines that relate to subject content.
200 b. Arrange student seating appropriately so that opportunities for student cheating are
201 minimized.
202 c. Turn off all electronic communication devices (cell phones, pagers, PDAs, etc.) in the
203 test setting.
204 d. Post a “DO NOT DISTURB” sign at the entrance of the testing site.
205 e. Review plan for distribution and collection of test materials with students.
206 f. Remain with students and be observant and non-disruptive throughout the testing
207 session.
208 g. Ensure that students respond to test without assistance from anyone.
209 h. Refrain from coaching students in any way during testing.
- 210 3. Take all necessary precautions to safeguard the tests and test materials.
211 a. Retrieve test materials from building testing coordinator immediately prior to each test
212 session and return test materials immediately after each test session.
213 b. Count and confirm all test materials before and after each test session.
214 c. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for
215 any reason, by any person. Standard copyright laws must be maintained at all times.
216 d. Refrain from using test items, specific excerpts from the test, or paraphrased portions
217 of the test to create instructional activities, study guides, or classroom resources.
218 e. Refrain from reading, reviewing, or analyzing test items or passages at any time
219 before, during, or after testing, unless indicated in test instructions or
220 accommodations
221 f. Refrain from any discussion of test content or specific test items
222 with students, parents, or professional colleagues.
- 223 4. Administer tests to all eligible students.
224 a. Confirm that each student is the person named on the answer document for every
225 testing session.
226 b. Ensure each student receives the same answer document and the same test booklet
227 for each testing session.
- 228 5. Carefully adhere to all test administration directions and accommodation instructions,
229 following appropriate schedules and time limits.
230 a. Follow school-wide test schedule established by building testing coordinator.
231 b. Administer tests according to the directions in the administration manual.
232 c. Administer the test observing all time limits and start/stop commands.
233 d. Document beginning and ending of any disruption or temporary absence, and modify
234 test session stopping time for affected student(s) accordingly.
235 e. Ensure that the need for test modifications is documented and that modifications are
236 limited to the specific need.
237 f. Ensure proper calculator use, making sure that calculators are cleared before and after
238 administration of each test.

- 239 6. Maintain confidentiality of student-specific accountability demographic information and
240 test results at all times.
241 7. Immediately report a potential breach of test security to the building testing coordinator.
242

243 **Proctors**

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245 To the extent possible, proctors shall serve as additional monitors to help the test administrator
246 assure that testing occurs in a fair and ethical manner.
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251

Related Board Policies – 4.700, 4.701