

<u>Section I:</u> Instructional Goals and Objectives	Knox County Board of Education Policy		
	Test Security	Descriptor Term:	Descriptor Code: Issued:
			I-383 7/95
		Reviewed:	Revised:
	5/17	8/17	

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2 Knox County test security measures conform to Tennessee law and guidelines provided by the State
3 Department of Education.

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5 **BUILDING-LEVEL TEST COORDINATORS**

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7 Each school shall have a test coordinator who serves as a liaison with district-level personnel. He or she
8 shall be a certificated employee, e.g., the principal, an assistant principal, a counselor, or a teacher. The
9 test coordinator shall be responsible for (1) disseminating test information to the faculty and providing
10 feedback to district-level personnel; (2) receiving test materials and distributing them to the faculty,
11 collecting those materials and shipping them as instructed; (3) inventorying test materials **before** and
12 **after** use; (4) maintaining physical security of the test booklets while they are in the school; and (5)
13 correcting any coding or packaging errors which may be detected at the school, district, or state level.

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15 **DISTRIBUTION OF TEST MATERIALS**

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17 During the time between the delivery of test materials and the actual beginning date of the test, **only** the
18 examiners' manuals shall be distributed to examiners. Test booklets shall **not** be placed in the hands of
19 examiners until the day the test is to be administered. An exception may be made for completing
20 demographic information prior to the testing date, **provided** it is done in a secure setting and under the
21 supervision of the school testing coordinator.

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23 **HANDLING AND STORAGE OF TEST MATERIALS**

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25 All test materials, when not in use, shall be stored in a locked room, locked closet, or locked cabinet in a
26 centralized location. Quantities should be verified following each daily test session. Scratch paper shall be
27 collected and destroyed. No portion of a test booklet may be photocopied or duplicated by any process.
28 Tests may not be reviewed, condensed, paraphrased, or rearranged.

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30 **EXAMINERS**

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32 Examiners/proctors must be Knox County Schools employees or interns currently assigned to the schools
33 using them.

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35 Examiners/proctors may not answer student questions about test content; define terms; read aloud, except
36 where specified in the examiners' manuals; or by any means aid students with the selection of answers. All
37 test modifications for students with disabilities must conform to Tennessee guidelines.

38
39 Tests can either be administered in small-group individual classroom or in a cafeteria-style large-group
40 setting.

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1 If a test is administered in a large-group setting, one examiner/proctor shall be provided for every 25
2 students or fraction thereof.

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4 If a test is administered in a classroom, then the following guidelines will determine who can serve as
5 examiner.

6 7 Category I Test

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9 A Category I Test is one in which data from it will be used to determine teacher effects (i.e. value-added
10 gain scores).

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12 Under no circumstances should a teacher administer a Category I Test to students he/she instructs during
13 the instructional day. For these tests, teachers may be rotated so that no one tests students he/she teaches.
14 If possible, the use of additional proctors is desired.

15 16 Category II Test

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18 A Category II Test is a state-mandated test from which individual and school statistics will be computed,
19 but not teacher effects.

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21 A teacher may administer a Category II Test to students he/she instructs during the instructional day, if
22 he/she is joined by a second person (specialist, aide, intern, administrator, etc.) who shall serve as a
23 proctor or assistant examiner. In schools where there are too few instructional employees to staff each
24 classroom with two persons, proctors may be rotated among two or more teachers/examiners. In such
25 situations, principals shall utilize all available support staff so that no examiner will administer the entire
26 TCAP test without assistance and so that proctors will be available for the maximum amount of time
27 possible in each classroom.

28 29 Category III Test

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31 A Category III Test is one in which data from it is used primarily to determine students' academic
32 strengths and weaknesses and for student placement.

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34 There are no restrictions on who may serve as examiner/proctor for Category III Test.

35 36 **RETURNING TEST MATERIALS**

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38 **ALL** used and unused test materials, including defaced, damaged, or defective tests, must be returned.
39 Only used practice tests and scratch paper shall be destroyed at the schools. Demographic data, including
40 student identification numbers and special program coding, shall be checked for accuracy by each
41 educator who is responsible for administering the test. In addition, these data shall be spot checked by the
42 school testing coordinator prior to their return to the central office.

43 44 **HOME SCHOOL TESTING**

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46 All testing of home school students shall be completed in accord with Tennessee law and guidelines.
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ADDRESSING SECURITY BREACH

Whenever a security breach is alleged, appropriate authorities shall be notified as soon as possible. These shall include, but not be limited to, building and district-level testing coordinators, the school principal, and the State Department of Education. As in any disciplinary case, the subsequent investigation shall be conducted within due process guidelines. Findings will be reviewed by officials in the State Office of Accountability.

PENALTY FOR MALFEASANCE

In accord with the Tennessee Code Annotated (49-1-607), any employee found to have compromised the integrity of the testing process is subject to dismissal from his or her position.¹

Legal Reference:

1. T.C.A. § 49-1-607.

Approved as to Legal Form 6/7/2017
By Knox County Law Director
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