

TESTING PROGRAMS

Participation by Students with Disabilities

The Individuals with Disabilities Education Act (IDEA) encourages the participation of students with disabilities in all state testing programs. The individualized education program (IEP) determines the extent of participation, exemptions from the requirement to pass, and any modifications which will be provided for the student. These determinations should be clearly documented on the IEP.

The special education teacher who has primary responsibility for the IEP is responsible for coordinating with the person in charge of the building testing program. Accommodations shall be made for those not taking the test(s) and for those who need modifications. Those taking the test with modifications should not be given the test in a room with students who are not taking the test.

Test Security

The Fairview Park City School District recognizes the need for test security for all achievement tests. All test questions and other materials including, but not necessarily limited to, reading passages, writing prompts, charts, graphs and tables shall be considered part of the test. The only exception to the test materials shall be those materials specifically designated as “practice test” by the Department of Education.

The person designated as the district/building achievement test coordinator shall be responsible for ensuring that all test security provisions are met while test materials are in the District and/or in the respective building. No unauthorized person shall have access to any secure test materials at any time such materials are in the school district or building.

When the test materials are sent to the District, the test coordinator shall:

1. Inventory the test materials to ensure that there are a sufficient number of items necessary for test administration. (If there are insufficient quantities of any item, contact the Department of Education.)
2. Store the test materials in a secure place within the District or building.
3. Contact the building principal prior to the testing date to ensure proper testing conditions. The building principal shall take all necessary precautions to prevent interruptions during testing: i.e., posting a testing sign on the door, refrain from using the P.A. system, etc.
4. Provide in-service for all examiners (and monitors). This is to ensure that all persons thoroughly understand the testing procedures.

5. Coordinate with the building principal provisions for those examinees that complete a test before everyone is finished.
6. Collect all testing materials at the end of each testing session. Secure all materials until the end of the testing period.
7. Inventory and return all materials to the Department of Education according to their established guidelines.

Suspicion of Test Security Violation

Achievement Test

In the event that there is a suspicion of a violation of test security, the test coordinator shall proceed in the following manner. (A “violation of test security” has occurred when a person has released, caused to be released, reproduced, or caused to be reproduced any secure test materials through any means or medium including, but not limited to, electronic, photographic, written, or oral).

Suspected Violator is Student and/or Teacher:

STEP 1: The building principal shall conduct an investigation with all parties concerned about the alleged violation.

STEP 2: Within two days, the building principal shall notify all parties in writing of the opinion as to whether or not a violation has occurred.

STEP 3: Within 10 days of determining that a test security violation has occurred following an investigation, the District shall notify the State Board of Education in writing of the finding and of the action taken.

Possible Actions:

Student:

If it has been determined that a test security violation has occurred, the student’s test shall be invalidated. If other students are also involved, their tests shall be invalidated.

Teacher:

If it has been determined that a test security violation has occurred and a teacher was involved, the building principal shall forward the findings to the Superintendent.

Upon receipt of the findings, the Superintendent may recommend to the Board of Education that termination procedures shall commence.

Suspected Violator is Building Principal:

STEP 1: The Superintendent shall conduct an investigation with all parties concerned about the alleged violation.

STEP 2: Within 10 days of determining a test security violation has occurred following an investigation, the District shall notify the State Board of Education in writing of the finding and of the action taken.

Possible Actions:

Building Principal:

The Superintendent may recommend to the Board of Education that termination procedures shall commence.

Suspected Violator is Superintendent:

STEP 1: The Board of Education shall conduct an investigation with all parties concerned about the alleged violation.

STEP 2: Within 10 days of determining that a test security violation has occurred following an investigation, the District shall notify the State Board of Education in writing of the finding and of the action taken.

Possible Actions:

Superintendent:

The Board of Education may commence termination procedures.

Releasing Achievement Test Results

The achievement test results will be recorded in the student's permanent record. These records shall be maintained in the Principal's and/or guidance counselor's office and shall be subject to all policies that pertain to all student records.

Achievement and Ability

Test Security

The Fairview Park City School District recognizes the need for test security for achievement and ability tests associated with the Fairview Park City Testing Program. All test questions and other related materials shall be considered part of the tests.

The building principal shall be designated as the building test coordinator and shall be responsible for ensuring that all test security provisions are met while test materials are in the building. No unauthorized person shall have access to any secure test materials at any time such materials are in the school district or building.

To ensure proper test security, the following provisions shall be met:

1. Teacher (and/or guidance counselors) for grades 1 through 8 and 10 through 12 are designated as test examiners. The building principal and the examiners are the only personnel authorized to have access to the testing materials.
2. Upon receipt of the test materials from the Fairview Park City Schools District office, the building principal shall inventory the materials to ensure that there are a sufficient number of items necessary for proper test administration.
3. The building principal shall store the test materials in a secure place within the building.
4. Approximately one week prior to testing, the examiners shall be given the examiner's manuals. On the afternoon prior to the first day of testing, all necessary testing materials (student books and answer sheets) should be distributed to the examiners. After each day's testing, the examiner shall store the testing materials in a secure place within the room or building.
5. After all testing (regular and make-up) has been completed, the building principal shall send all answer sheets (or primary test booklets) directly to the scoring company.
6. The building principal shall secure all remaining testing materials in a secure place within the building.

Security Policy for Achievement Testing

The Fairview Park School District recognizes the need for security for the achievement tests issued by the Ohio Department of Education. All achievement test questions and other materials issued by the state to assess reading, writing, math, citizenship and science shall be considered part of this test. The security of all tests and test items prior to its completion is the responsibility of the District as specified in this policy and meets requirements of the Ohio Revised Code.

Individuals responsible for ensuring that all test security provisions are met in the District will be the District Test Coordinator and Building Test Coordinator as identified by the Superintendent.

1. These individuals will be responsible for overseeing all aspects of the achievement testing program in the District. This includes:

- A. determining which students are required to take the test;
- B. inventorying all testing materials, including numbered test booklets, answer documents and administration manuals;
- C. certifying all materials listed on the bill of order;
- D. establishing procedures for administering the tests;
- E. delivering labeled materials to the appropriate test administrators;
- F. sending completed answer documents to the location designated by the Ohio Department of Education;
- G. inventorying and returning test materials to the Ohio Department of Education;
- H. maintaining records of students who pass or fail test(s); and
- I. distributing test results to appropriate school personnel

Access to the achievement test materials is limited to the following:

1. members of the administrative staff including the Superintendent, principals and counselors, and school personnel who are directly involved in the distribution, administration and collection of test materials.

Procedure for administering the achievement test:

1. The specific tests, time allocations, testing dates and order of testing are predetermined by the Ohio Department of Education, which will be adhered to by the FPCDS achievement test administrators.
2. The student/test monitor ratio shall not exceed 30/1. If the number of students in any one group exceeds 30, a second proctor shall be assigned to the group. All test monitors shall be employees of the District.
3. Persons designated as examiner will be responsible for ensuring that all test security provisions are met while test sessions are in progress and accounting for all test materials received from the Building Test Coordinator until the materials are returned to the District Test Coordinator.
4. 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 District.

5. All participating students will remain in each testing session until a sufficient number are finished. Students will be dismissed at the discretion of the test administrator.
6. Following the completion of the test, the administrator of the test in each session shall return all testing materials to the Building Test Coordinator.
7. Testing materials shall be inventoried and secured by the Building Test Coordinator.
8. The Ohio Department of Education has established a 15 calendar day make-up period for the completion of the achievement test. The Building Test Coordinator is responsible for establishing the make-up testing schedule. At the end of this period, all materials shall be prepared for shipment to a location designed by the Ohio Department of Education.
9. All employees of the District will receive written notification of the achievement test security measures and of their responsibility in maintaining this security. They will also be notified of penalties for breach of this security.

With the exception of test materials specifically designated as an achievement “practice test” by the Ohio Department of Education, all test questions and other materials which are considered part of the achievement tests, including, but not limited to, reading passages, writing prompts, charts, graphs and tables, shall be considered secure and subject to the provisions of Sections 3319.151 and 3319.99 of the Ohio Revised Code.

1. No person shall release, cause to be released, reproduce, or cause to be reproduced any secure test materials through any means or medium, including, but not limited to, electronic, photographic, written or oral means, which would constitute cheating by a student and/or assisting a student to cheat.
2. Proven violation of Sections 3319.151 and 3319.99 could result in suspension of certification for one year, termination of employment and/or a possible charge of minor misdemeanor for certificated and/or support personnel.

The following procedures will be instituted to investigate an alleged violation of test security provisions and penalties for confirmed violations:

1. The District Test Coordinator is obligated to report any/all alleged violations to the Superintendent in writing within five days of the alleged violation.
2. The District Test Coordinator shall investigate all reported alleged violations of test security.

3. Due process will be accorded to all involved pertaining to alleged violations of test security.
4. Within 10 days after an investigation has determined that a violation has occurred, the District shall notify the Ohio State Board of Education in writing of the finding and of the action taken.
5. If it is determined that a violation of test security did occur, the report to the State Board shall specify which students' test results were affected.
6. Penalties for a confirmed violation will be determined by the State Board of Education, in writing, of the finding and of the action taken.
7. If the State Board of Education rules that a violation did occur, the test results of the students listed in the report will be declared invalid and so noted in each student's cumulative file. The student shall be required to retake that portion of the test.

Procedures for Ensuring Security of Proficiency and Standardized Tests and Test Questions

Test Coordinators

A District test coordinator will be appointed to schedule and oversee all aspects of testing. This person will be responsible for implementing test security procedures at the District level and for monitoring their implementation at the building level.

A test coordinator will be appointed in each building to oversee handling and administration of tests. This person, who will normally be a guidance counsel or at the secondary level or a building principal at the elementary level, will be responsible for implementing test security procedures in his/her own building.

The test coordinator will oversee standardized testing as well as proficiency testing.

Security of Test Booklets

Achievement and standardized test materials shall be shipped or mailed to the District testing coordinator who will, if necessary, number them sequentially and repackage them for delivery to buildings. Tests will be kept in locked cabinets in the test storage area or in the District test coordinator's office until a few days before they are to be used. They will be transported from one of these places to buildings only by District or building test coordinators with the help of the District interoffice mail delivery person, who has been advised of test security regulations.

Once delivered to buildings, achievement and standardized test booklets shall be kept in locked places whenever they are not in use. The building test coordinator and/or his/her designee will issue tests to teachers at the beginning of each day of the testing period, recording the sequence numbers of tests issued to each teacher, and will ensure that returned testing materials include all

that were issued. Teachers will return tests as soon as possible after each day's testing session and will check them out again each morning of the testing period.

Separate sets of make-up tests will be provided to each building test coordinator so that basic sets of materials can be returned intact on the announced day of pick-up. Make-up tests are to be checked out to teachers and checked back in daily. At the end of the make-up testing period, these will be picked up in complete sets by the District testing coordinator.

Security of Test Contents

All test questions and materials printed in standardized and achievement test booklets (except those included in practice tests) shall be secure. No unauthorized person shall be permitted to see or have access to any standardized or proficiency test booklets or contents.

No person shall use secure testing materials to prepare a student for testing. Neither shall any person reveal any specific test questions, teacher answers to specific test questions, copy or otherwise reproduce test materials for student use, change student responses on answer sheets or in any other way cheat or assist a student to cheat. Test materials shall be returned in a timely fashion to the building test coordinator and not retained by either a staff person or a student.

Investigation of Alleged Violations of Test Security Procedures

Initial investigation of an alleged staff or student violation of test security procedures shall be conducted by the building test coordinator and shall include:

1. questioning the alleged violator and/or witnesses to the alleged violation;
2. confronting the alleged violator with evidence of the violation and
3. allowing the alleged violator to present his/her own defense.

If, after investigation, the building test coordinator is convinced that a violation has actually occurred, he/she shall report to the District test coordinator, in writing, a description of the violation, how the act was investigated, any comments the alleged violator wishes to have included in the report, and conclusions reached. The District test coordinator will present the case to the District Superintendent who will, with his/her staff, with or without further investigation, determine whether an actual violation appears to have taken place; and, if so, will report the case to the Board. The Board may investigate the matter further; will hear the alleged violator if he/she wishes to present a defense; will make the final decision as to whether a violation has occurred; and, if the violator is an employee rather than a student, determine what penalty to impose.

With 10 days of the Board's confirmation of a violation, the District test coordinator will, in accordance with paragraph (E) (6) of Rule 3301-12-06 of the Ohio Administrative Code, report the finding and action taken to the State Board of Education. The District will cooperate with the State Board in any investigation of a test security violation by a professional school employee.

Penalties for Confirmed Violations of Test Security

When it has been determined that an employee of the District has violated test security provisions, the District Board and/or the State Board may seek the maximum penalty or penalties pursuant to section 3319.151 of the Ohio Revised Code. After making its own appropriate investigation and hearing a professional person's defense, the State Board may suspend the employee's certificate for one year. At the local level, the maximum penalty for any staff person is termination of employment. A person who violates the provisions of confidentiality of test questions is guilty of a minor misdemeanor. Following its own investigation, a law enforcement agency may prosecute under the state criminal code.

LEGAL REFS.: O.R.C. §3301.0710

Adopted: September 20, 2011