

#### **Testing Security Handbook for Teachers**

#### Security Policy for Ohio State Tests and Ohio Graduation Tests (OGT)

This policy is used to ensure that the Bowling Green City Schools are in compliance with the rules of the Ohio Department of Education concerning security of the state mandated AIR/OGT Tests and ethical standards specified by the department related to the same.

The District Test Director is designated as the District's Test Security Officer and is responsible for assuring that all AIR and OGT tests and testing procedures are secure and not made available to unauthorized parties. The building principals and/or the Building Test Coordinators are responsible for test security in their schools and they may not delegate this responsibility to anyone else.

\* \* \* Read each section and sign off on the tear-off sheet at the end of this packet. Return the TEAR-OFF part only to your principal.\*\*\*

#### 1. Personnel authorized to come in contact with the tests will be:

- A. District Superintendent, Executive Directors and his/her designee
- B. District Test Director
- C. Principals and Building Test Coordinators
- D. Certificated staff members designated as test examiners
- E. Designated secretaries/clerical assistants under the supervision of the Superintendent or his/her designee, the district test coordinator, building principals or building test coordinators. Secretaries and clerical assistants are authorized to come in contact with the tests for the purpose of sorting and preparing materials for distribution to and from test administration sites and the central office.

**Penalty:** Personnel violating this rule are reprimanded in writing and subject to penalties, up to and including dismissal, if investigation indicates violation of the reproduction standard, the standard about providing assistance to a student or student(s), or providing information about the test to any individual

# 2. Adherence to the following procedures for handling and tracking secure test materials is required.

A. The District Test Director and his/her secretaries/clerical assistants, upon receipt of materials, promptly open and verify the stated quantity. Materials are resealed securely for distribution to buildings by the District Test Director and his/her secretaries/clerical

- assistants. The materials resolution form which accompanies the testing materials is completed indicating the accuracy of the shipment. Until distributed to buildings, all materials are stored in the locked office storage rooms.
- B. Building level principals and/or Building Test Coordinators, upon receipt of the materials, promptly open and verify the stated quantity. Discrepancies shall be reported to the District Test Director as soon as possible. Materials shall be sorted and secured until distribution to certified staff members for test administration. Each building principal shall designate a secure location for storage of materials.
- C. Upon initial receipt of the materials, certificated staff members will sign for the specified number of copies of secure tests and materials they receive. Their signatures will verify their understanding of the statement of assurance that they will abide by state prescribed testing procedures.
- D. Each day of the testing, certificated staff members shall check out, sign for, and return all testing materials from the building principal and/or building test coordinator. Materials shall be assigned by serial numbers and checked by the examiner and then secured by the building principal and/or building test coordinator.
- E. Examiners (certificated staff members employed by the district) shall distribute and collect test materials to and from each student. 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 room at the conclusion of the test until all testing materials are accounted for by the examiner.
- **F.** Under no circumstances, except school safety evacuations or physical well being situations, should the examiner leave the testing location unsupervised. In the event of an emergency, students will leave the testing materials on their assigned desk. **The test examiner will be the last person to leave the room and will secure the room.**
- G. At the conclusion of the regular testing session, all test booklets and materials shall be organized by serial number by the building principal and/ or building test coordinator.
- H. The building principal and/or building test coordinator shall personally return the testing materials to the District Test Director and/or secretaries/clerical assistants keeping out only enough materials for make-up tests. Answer sheets and/or booklets should be handled according to procedures outlined by the scoring company. These same procedures should be followed after the conclusion of the last make-up session.
- I. The Director of Testing and/or his/her secretaries/clerical assistants, upon receipt of the materials, shall promptly open and verify the inventory figures. Discrepancies shall be reported to the affected building immediately upon request. Materials shall be sorted and sealed for return to the State Department designated site(s) following the directions specified in the testing materials.

#### 3. Procedures for investigating alleged violations of test security are as follows:

#### A. During a test administration period:

- 1. Test examiners suspecting a student of cheating investigates their suspicions using reasonable and non-disruptive methods. Such methods could include the visual comparison of student answer sheets, 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 is made to insure that other students in the testing location are not disturbed.
- 2. When the examiner is positive beyond all reasonable doubt that a student(s) is cheating, the examiner retains the student(s) until the conclusion of the testing session and personally escorts the student(s) to the school office for a meeting with the building principal and/or building test coordinator.
- 3. The student is provided due process according to established district procedures.
- 4. Upon completion of the investigation, the principal and building examiner submits the Irregularity Report annotating the circumstances of the security violation. Additionally, the examiner describes as comprehensively as possible in writing the circumstances of the violation as witnessed.
- 5. Any employee suspected of assisting a student with state tests is investigated by the building principal. Due process is followed.

#### B. During non-test times

- 1. Any employee of Bowling Green City Schools discovering OAA and/or OGT Test information or materials outside of the designated testing area, or being apprised of information violating test security immediately reports the nature of the discovery and the individuals involved to the building principal or building test coordinator.
- 2. The building principal or building test coordinator investigates the situation and files a written report to the Director of Testing.
- 3. Involved individuals are provided due process according to established District procedures.
- 4. During test administration sessions and make-up periods, teachers need to be sensitive to student questions. Specific test items should not be addressed at any time. During regular classroom instruction time, content similar in nature to the OAA or OGT test may be discussed based upon objectives in the courses of study or with sample questions from the ODE website.

#### 4. Penalty for confirmed security violations:

- A. Students confirmed of cheating or assisting another student to cheat have their test(s) invalidated and may be subject to a disciplinary suspension.
- B. Employees failing to follow procedures listed with respect to security violations either by students or other adults may be 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 and are classed as a minor misdemeanor.

#### 3319.151 Confidentiality of test questions; violations

- A. No person shall reveal to any student specific questions that the person knows is part of a test to be administered under section 3301.0711 of the Revised Code or in any other way assist a pupil to cheat on such a test.
- B. On a finding by the State Board of Education, after investigation, that a school employee who holds a certificate or license under sections 3319.22 to 3319.31 of the Revised Code has violated division (A) of this section, the certificate or license of such teacher is suspended for one year. Prior to commencing an investigation, the Board gives the teacher notice of the allegation and an opportunity to respond and present a defense.
- C. (1) Violation of division (A) of this section is grounds for termination of employment of a non-teaching employee under division (C) of section 3319.081 or section 124.34 of the Revised Code. (2) Violation of division (A) of this section is grounds for termination of a teacher contract under section 3319.16 of the Revised Code.

#### **3319.99** Penalties

Whoever violates division (A) of section 3319.151 of the Revised Code is guilty of a minor misdemeanor.

## 5. Procedures for determining whether or not to invalidate a student's test scores due to a test security violation:

- A. A test examiner is obligated to report any/all alleged violations to the principal in writing within five days of the alleged violation.
- B. The principal investigates all reported alleged violations of test security and makes a determination whether a violation has occurred.
- C. Involved individuals are provided due process.
- D. When collected evidence clearly indicates that a violation of test security has occurred, the building administrator informs the involved individuals of the investigation results and imposes any prescribed penalty.

#### 6. Reporting Test Security Violations

- A. Within five days of determining that a test security violation has occurred following an investigation conducted as specified above, the principal notifies the District Test Director in writing of the finding and the action taken.
- B. Within ten days of determining that a test security violation has occurred following an investigation conducted as specified above, the Bowling Green City Schools notifies the State Board of Education in writing of the finding and the action taken.
- C. The Bowling Green City Schools cooperates with the State Board of Education in any investigation of test security violations by a school employee.

After determining that a test security violation has occurred, the Bowling Green City Schools Board of Education may seek the maximum penalty or penalties pursuant to section 3319.151 of the Ohio Revised Code.

#### 7. Notification of procedures to staff and students:

Annually all employees in the District receive written notification of these procedures at the start of the school year. Students enrolled in the district receive written notification of these procedures in the student handbook.

#### 8. Other security provisions

- A. Students who indicate they have met curriculum requirements for graduation from another Ohio district and wish to take the tests in Bowling Green City Schools must provide verification (transcript) from their home district that they have in fact met all graduation requirements except for passing the OGT test. Notification of intent to take any of the OGT tests (for non-District students) in Bowling Green City Schools must be received at least two weeks prior to the testing period.
- B. Unless known to the examiner, a photo ID (i.e., student ID, driver's license) is used to verify admission to the testing site for all upperclassmen for all high school test administration sessions and make-up sessions.

#### 9. State Testing records:

State test results are listed in each student's permanent record. The record includes the date each section is passed.



### **Test Security Signature Page**

After completing test security training, please sign and return this page to your building principal. This page is to be kept on file.

Check all that apply and return to your principal immediately.	
I have received, read, and understand the Testing Security	/ Handbook for Teachers
I attended the PowerPoint presentation on Test Security	Date:
Printed Name:	
Signature:	
Building:	