

# **KENT CITY SCHOOLS** SECURITY PROVISIONS FOR OHIO'S STATE TESTS

For Students who will be taking any of the state assessments this year, the following is a notification of the Kent City School District's Test Security Plan, ensuring all involved that there are purposeful and specific procedures in place to ensure the security and accurate reporting of your child's achievement tests. If you have any questions about the following, please contact the building principal, or Karen Rumley (District Test Coordinator) at 330-676-7620.

❖ **INDIVIDUALS RESPONSIBLE FOR ENSURING TEST SECURITY** At the district Level, the Superintendent and/or his designee and the District Test Coordinator will be responsible. At the building Level, the Principal and/or his/her designee will be responsible as Building Test Coordinator.

❖ **AUTHORIZED PERSONNEL** *No unauthorized person shall have access to any secure test materials at any time such materials are in the Kent City School District.*

- Testing Administrator
- Building Principal
- Assistant Principals and/or Guidance Counselors/Technician
- Employees designated and trained as test examiners
- Designated clerical employees assigned to and under the supervision of the above-named authorized personnel for the purpose of sorting and preparing materials for distribution to and from examiners.

➤ **Penalty: Personnel violating this rule shall be reprimanded in writing and subject to additional penalties if this action has contributed to a security violation.**

❖ **SECURITY VIOLATIONS** No Kent City School District employee or person associated with the Kent City Schools 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. **Examples** (Not exhaustive):

- Students taking tests and/ or otherwise engaged with secure materials (logged into active test, in possession of secure test documents, etc.) must be supervised at all times; TAs may not leave the room, take phone calls, etc.
- No secure material from any operational test may be released to any student, to the media or to the general public, including describing questions in a letter, discussing test questions, or photocopying test questions. (See Social Media section below)
- No pictures may be taken of testers, of student screens, or of secure test materials.
- A test administrator is not permitted to review the test questions; should a TA see test questions or passages, this information may not be shared with others. It is a violation to use this information for test prep or other purposes.
- It is unethical and illegal to alter any student response or to assist a student to cheat in any other way.
- Unauthorized persons may not be present during a statewide test administration; **only school/ district test coordinators may access secure materials**, as well as (on test day) designated testing administrators and monitors, and testing students.
- NO ONE may stand beside a student's desk and indicate in some manner that the student's answer is incorrect, blank, or deficient in some manner
- Secure test materials must be secured if transported between buildings.
- Failure to report a suspected or known security violation is, in itself, a violation

➤ **Penalty: Proven violations of this rule may be punishable by invalidation of test scores,**

**termination of employment, suspension of certificates to teach, and/ or prosecution.**

#### ❖ **SOCIAL MEDIA**

Social Media Sharing an image of a live test item or a description in words on social media or other public platforms is a test item security breach, as well as cheating. All students deserve a fair testing experience. Sharing images of test items via Twitter, Instagram, or other public social media sites – or posting a description of, or basic information about test items – results in an unfair test environment by providing students and teachers with advanced information about test questions. This can create an uneven playing field and give some students an advantage over others, and impairs the ability of schools to get valuable information about how students are performing. When items are breached, they must be replaced at the expense of taxpayers. When the ODE Office of Curriculum and Assessment or local Test Coordinators become aware of a live test item that has been posted to public social media sites or elsewhere on the publicly-visible internet, it is treated as a potential breach of test item security. When the source is identified, the ODE works with the district to request the student who posted the items to remove it. Twitter, Facebook and other social media all have processes for requesting the removal of copyrighted material which are put into place when necessary. Only when an item breach becomes known is any effort made to identify the person who posted it. Social media and other web pages are public and often include information that indicates the name and location of the person who posted the live test item. The test for the student who posted the secure matter must be invalidated and no breach will be issued. The district may be asked to conduct an investigation to determine if the test administrator was actively monitoring the testing session.

#### ❖ **Other TECHNOLOGY**

- Students shall abide by the Kent CSD Board Policy EDE-R regarding [Computer/Online Services \(Acceptable Use and Internet Safety\)](#)
- Students shall not access personal devices or access websites or applications other than the secure testing portal while in the testing environment, including before, during, and after completion of the assessment.

#### ❖ **PROCEDURES FOR INVESTIGATING ALLEGED TEST SECURITY VIOLATIONS**

- **During a test administration period:** Test examiners/monitors suspecting a student of cheating shall investigate their suspicions using reasonable and non-disruptive methods; when the examiner/monitor is reasonably certain of a security violation, it shall be immediately reported to the building test coordinator/ principal. The student(s) will be provided due process during the investigation according to established district procedures. The building test coordinator will communicate with the district test coordinator regarding documentation and reporting activities.
- **During non-test times:** Any employee of the Kent City Schools discovering Test information or materials, overhearing specific test related conversation, or being apprised of information related to test security shall immediately investigate, confiscate and report to the building test coordinator/ principal the nature of the discovery and the individuals involved. The student(s) will be provided due process during the investigation according to established district procedures. The building test coordinator will communicate with the district test coordinator regarding documentation and reporting activities.

❖ **Reporting Test Security Violations:** Following an investigation that determines a test security violation has occurred, the Building Principal and/or her designee will contact the District Superintendent and/or his

designee who shall submit written notification to the Ohio Department of Education of the finding and the action taken. The Kent City School District shall cooperate with the Ohio Department of Education in any investigation of test security violations by a school employee.

- *After determining that a test security violation has occurred, the Kent City School District Board of Education may seek the maximum penalty or penalties pursuant to section 3319.151 of the Ohio Revised Code. Violations of this provision allows for termination of employment for a teacher or a non-teaching employee and are classed as minor misdemeanors.*

#### ❖ **Other Security Provisions**

- Unless known to the examiner or the monitor, a photo ID (i.e., driver's license) may be requested to verify admission to the testing site for all upper classmen for all test administration sessions and make-up sessions.
- Answer sheets may be distributed by passing them back or across aisles to save time.
- Distribute test booklets in test booklet number order by handing one to each student.

#### ❖ **Secure Handling and Tracking Materials Procedures for Paper/Pencil Tests**

- Authorized building and/or central office personnel, upon receipt of materials, shall promptly open and verify the stated quantity. Discrepancies shall be reported to the State Department of Education immediately upon receipt. Materials shall then be sorted and sealed securely for distribution. A master inventory form shall be completed, indicating receipt date, quantity received, and quantity to be distributed. All materials will be stored in a secure location.
- Test examiners shall personally check out and return all materials (test booklets, answer sheets, class roster, irregularity report, defective test booklet(s), if any) each day to the authorized building personnel. The examiner shall alphabetize, tally and secure materials each day.
- Examiners (and monitors) shall personally 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 testing room at the conclusion of the test until the examiner accounts for all testing materials.
- Under no circumstances, except school safety evacuations or physical well-being situations, should the examiner/monitor leave the testing location unsupervised. In the event of said emergency, students will place the answer sheet inside the test booklet and leave the materials on their assigned desk. The test examiner will lock the room. **Students who become ill** during the test session will be immediately sent to the clinic. The examiner will collect his/her test materials and mark the test section INVALID. **Late arriving students** will be held in the office. The student will be permitted to take the test during make-up week.
- At the conclusion of the testing session, all test booklets and answer sheets shall be tallied on the master inventory form, secured, and dated for return to the designated location.

#### ❖ **Communication of Procedures:** Written procedures pertaining to Testing will be provided annually.

#### ❖ **Test Records:** State Test results shall be listed on each student's permanent record. The record shall include the date each subject was passed.