

	<b>MURFREESBORO CITY SCHOOL BOARD POLICY</b>		
	Descriptor Term:  TCAP SECURITY	Descriptor Number:  IS 20	Date Adopted:  4/93
		Revision Adopted:  4/01	

This policy covers monitoring and maintaining of security for each assessment component of the Tennessee Comprehensive Assessment Program. (TCAP).

### Pretest Security

1. Murfreesboro City Schools will designate a System Testing Coordinator for the TCAP Achievement Test.
2. Each school shall have at least one testing coordinator.
3. Prior to each test administration, the System Testing Coordinator and the Building Testing Coordinator will discuss appropriate test administration and security procedures. Each Building Testing Coordinator will then meet with all test administrators and proctors to review testing procedures and security.
4. Immediately upon receipt of test materials, the testing coordinators will verify that the quantities of materials received by the system and school correspond with the quantities of materials shipped from State Testing.
5. After verification, the testing coordinators will ensure that all test materials are stored in a locked area which is inaccessible to unauthorized personnel until time for distribution.
6. Each Building Testing Coordinator will ensure that tests are not reviewed by either students or teachers prior to administration.
7. Pretest handling of test material shall be restricted. The student-identifying information on the machine-scorable booklets for grades K-2 should be completed in a secure setting.
8. Testing dates will be determined by the principal and administrative staff. Each principal or Building Testing Coordinator will develop a school schedule within the announced dates.

### Security During Testing

1. Test booklets shall be distributed to proctors by the principal, principal designee, or Building Testing Coordinator.
2. Test materials shall not be left unattended unless they are secured.
3. The building Testing Coordinator shall ensure that tests are administered according to the testing schedule and directions provided. Subtest time allocations will be strictly followed.
4. With the exception of the testing schedule in each Examiner's manual, administration materials and test items shall not be copied or reproduced in any manner.
5. All students in grades 3-6 will be tested. Exclusion from the TCAP Achievement Test would be appropriate if a student qualifies for the TCAP Alternate Assessment (TCAP-ALT).
6. During testing sessions, students shall not be permitted to use notes, reference materials, or any kind of foreign language translation devices.

1. The school shall provide scratch paper for appropriate subtests. Once distributed, the scratch paper will be considered test material that must be collected and returned to the Building Testing Coordinator.
2. The room in which the test is administered must be free of reference materials such as maps, instructional posters, or bulletin board materials which contain information likely to aid students on the test.
3. Principals will assign test administrators to administer tests in classes on the basis of least bias potential.
4. Proctors will be utilized in all appropriate testing efforts and will be screened and assigned on the basis of least bias potential. Without a proctor, testing will not be conducted.
5. Proctors will be trained to conduct the following duties: assist in completing demographics, ensure that each student is on the appropriate page in the test booklet or appropriate section of the answer sheet, monitor during testing, and distribute and collect materials.
6. No proctor will be assigned to a classroom with a student family member.
7. Test administrators and proctors will monitor students closely during testing sessions to prevent copying and other forms of cheating.
8. Make ups should be administered by an educational assistant, proctor, assistant principal, the principal, or principal designee, or a classroom teacher with a proctor.

#### Posttest Security

1. Upon completion of testing each day, the testing coordinator or principal shall employ a secure method whereby all scratch paper, test booklets, and/or answer sheets are collected and returned immediately to a designated, supervised area.
2. All materials will be secured at the end of each testing session after verifying that each student's testing materials have been collected.
3. All scratch paper will be destroyed by the Building Testing Coordinator.
4. Reports of testing irregularities will be investigated and the findings reported to the State Department of Education, Office of Accountability.
5. Verified testing irregularities will be handled in a manner consistent with state law.
6. Materials will be returned to the central office the next school day following the completion of testing at each school.
7. The System Testing Coordinator will review the reports of all irregularities and make the necessary recommendation(s).

#### Addressing a Security Breach

1. In class(es), grade(s), and/or school(s) where a security breach is strongly suspected or verified, central office staff will be present during subsequent administration for a period of two years.
2. Testing coordinators, test administrators, and proctors will be required to sign a statement that the security measures and testing procedures were followed.
3. A breach of security will be reported immediately to the Murfreesboro City Board of Education and to the Office of Accountability, State Department of Education.