Murfreesboro City School Board

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Maintaining Test and Data Security**	**4.701**	**12/8/20**
		Rescinds: **IS 20**	Issued: **4/01; 4/12; 4/93**

General

Security procedures shall adhere to guidelines issued by the State Department of Education.[1]

TESTING SECURITY

The Director of Schools shall designate a system testing coordinator who shall be responsible for administering, monitoring, and maintaining security of all tests to be administered within the school district. The principal of each school shall serve as or designate a building testing coordinator who shall be responsible for the administrating, monitoring, and maintaining security of all tests given in the school.

Any employee found to have not followed security guidelines shall be placed on immediate suspension, and such actions shall be grounds for dismissal. Such actions shall be grounds for revocation of state license.[2] The Director of Schools shall report a breach of security to the State Department of Education's Office of Accountability and any testing irregularity to the Division of State Testing within twenty-four (24) hours of such events. In any class, grade, and/or school where a security breach is strongly suspected or verified, central office staff shall be present during subsequent tests for a period of two (2) years.

DATA SECURITY

Embargoed data may be shared with personnel as determined by the Director of Schools as set forth in procedure. Personnel shall not share embargoed data with external parties.[3]

Legal References

1. TRR/MS 0520-01-03-.03(11)(f)
2. TCA 49-1-607
3. State Board of Education Policy 2.600