

## Testing Policy

### Security

- The School Leader is designated as the Test Coordinator and is responsible for ensuring during the entire time state-mandated assessments are in possession/control of the School that security and administration of assessments are in accordance with State guidelines and this Policy.
- The Test Coordinator is responsible for ensuring all state-mandated assessment materials which are considered part of an assessment, including, but not limited to, oral or written directions, reading passages, writing prompts or styles, charts, graphs, maps, and tables, whether digital/online or pencil and paper, are secured and not made available to unauthorized parties.
- At no time shall any test materials be left unattended or unsecured.
- The Test Coordinator shall develop a list of all persons designated as Examiners/Test Administrators (“Examiner”) and the number of test copies each Examiner is to be given.
- No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.
- In addition to the guidelines listed in this policy, all Department of Education guidelines for test security shall be followed.
- The Testing Coordinator is responsible for ensuring that all the assessment administration and security provisions adopted by the State are followed explicitly by the School’s staff and Examiners.

### Pre-Assessment Procedures

- Upon receipt at the School, the Test Coordinator shall be the only person to open all testing materials.
- It shall be the Test Coordinator’s responsibility to check received tests to ensure they are correct in number and form.
- All testing materials shall be secured in a dedicated, locked storage cabinet that is only accessible to the Test Coordinator or a designee. Except when tests are being distributed, used, and/or collected, they are to remain secured or attended at all times.
- All digital/online materials shall be secured according to the statewide testing software specifications.
- Prior to October 1<sup>st</sup> of each school year the School shall discuss all test security provisions with staff members who have access to assessment materials. Prior to October 1st of each School year the School shall provide written notification of the test security provisions and

actions to be taken in response to any violations, including the Ohio Department of Education's Electronic Device Policy and Social Media Policy, to all employees who have access to assessment materials, all families enrolled in the School, and any other person authorized to be in the assessment room. Students and staff shall be verbally reminded of these provisions prior to the administration of any assessments.

### **Assessment Procedures**

- Each Examiner is responsible for ensuring that all assessment provisions are met while each administration session, including makeup sessions, is in progress. Each Examiner must account for all test materials, received from the Testing Coordinator, which includes, but is not limited to all CDs containing English audio and foreign language translations of the assessments, all answer documents, and all tape recorded student responses from translation sessions. At the end of each testing session, each Examiner shall return all test materials to the designated secured location. For each testing location and session, the Examiners shall develop, monitor, and implement a sign in/out system, which shall include, where applicable, the code numbers of each test distributed, as well as the signature of the person taking/returning the tests.
- All Examiners shall abide by the test publishers designed testing procedures.
- No unauthorized person shall be permitted to be in an assessment room during any assessment session or be permitted to have access to any secure assessment materials.
- No student shall take any assessment more than once during any assessment administration period unless authorized by the Ohio Department of Education.
- Except for accommodations made in accordance with the rules adopted by the State Board of Education, only materials specifically designated by the Ohio Department of Education shall be provided to students and/or permitted in the assessment administration room during testing.
- The Examiners and monitors assigned to an assessment administration room shall be informed of, and agree to follow, all prescribed assessment administration and assessment security provisions. Examiners and monitors must remain in the assigned assessment administration room during the entire administration of any assessment to assure compliance with rules governing assessment administration.

### **Post Assessment Procedures**

- Upon completion of all testing, including all make-up testing sessions, all tests shall be secured in a dedicated, locked storage cabinet that is only accessible to the Test Coordinator or a designee. The Testing Coordinator shall contact the State Department of Education and arrange for the return of all statewide assessments and assessment procedures.

### **Violations & Investigations**

- Any suspected test security violations, including, but not limited to cheating, missing test materials, or electronic access compromise shall be reported to the Test Coordinator immediately upon discovery. The Test Coordinator shall report any alleged assessment security violation to the Ohio Department of Education as soon as it becomes known.
- The Test Coordinator shall promptly investigate or cause to be investigated the suspected violation. The Test Coordinator shall provide an individual accused of a violation of this policy written notice of the possible violation and notice of the accused's right to appear at an informal hearing to challenge the reason for the possible violation or to explain the accused's actions.
- Within ten (10) school days of the conclusion of the Test Coordinator's investigation of a possible violation, a written report shall be filed with the Ohio Department of Education describing the cause of the violation and the results of the investigation, including any corrective action taken.
- If the Department of Education assigns an investigator to hold a hearing regarding an alleged violation, a School representative shall be present at any and all such hearings. It is imperative that all employees shall testify honestly and openly.
- If the result of the investigation reveals cheating or wrong-doing by a staff member, it shall be grounds for termination in addition to actions available to the Ohio Department of Education. If the result of the investigation reveals cheating or wrong-doing by a student, the student shall be subject to corrective action.
- If a violation of the test security procedures is determined to have any effect on the score, the test score will be invalidated.

### **LEP Student Testing**

- A student identified as limited English proficient (LEP) pursuant to OAC 3301-13-11 (A) who has been enrolled in a school within the United States for less than 180 school days and who was not previously exempted from taking the spring administration of the statewide reading or writing achievement test, shall be granted a one-year exemption from any required statewide reading and writing achievement test. This does not include any test required to determine English language proficiency
  - Prior to the student being granted an exemption, the school shall first assess the student's progress in learning English pursuant to standards adopted by the ODE.
  - A student identified as limited English proficient shall annually take Ohio's approved English language proficient test.
- The following accommodations shall be allowed for limited English proficient students during administration of any proficiency or achievement test:
  - Use of dictionaries, including, but not limited to English to primary language or primary language to English

- Extended time to complete the test, not to exceed one school day.
- The following accommodations shall be provided to any limited English proficient student who has been enrolled in schools in the U.S. less than three years and scores at either the beginning or intermediate level of English language proficiency:
  - Standardized English audio recording of a test
  - Test to be read aloud by an examiner
  - Standardized audio recording translated into native language
  - Bilingual interpreter to orally translate the test
  - A written bilingual form of a test in Spanish for grades three through eight only.
- When a student is no longer classified as limited English proficient, the student shall take all required proficiency or achievement tests, unless an IEP indicates otherwise.
- Any limited English proficient student who has been enrolled in schools in the United States for less than two years and for whom no appropriate accommodations are available shall not be required to take assessments required pursuant to ORC 3301.0712 (B)(1), nationally standardized assessments that measure college and career readiness. However, the School shall not prohibit a student who is not required to take the assessment from taking the assessment.

### **School Testing Plan**

The School shall implement a testing plan which includes the following:

- Testing Schedule that corresponds to the State approved testing time frame
- Procedures for identifying LEP students that comply with OAC 3301-13-11 (A)
- Procedures for students with disabilities
- Procedures for identifying students testing at the accelerated level
- Procedures for make-up testing
- Procedures for administration of testing, including providing directions, monitoring, and display of reference materials
- Procedures for administering practice tests
- Procedures for interruptions during testing
- Procedures for student dismissal upon completion of test
- Procedures for release of assessment results