

Williamson County Board of Education

**Adopted Date:**

2/16/04

Rev. 3/16/09; Editorial

6/3/14

4.701

MAINTAINING TCAP AND OTHER WCS
ASSESSMENT TEST SECURITY

1 The Superintendent of Schools or designee will appoint a testing specialist as the System Testing
2 Coordinator who shall be responsible for administering, monitoring and maintaining security of all
3 tests to be administered within the school system. The Principal of each school shall serve as or
4 designate a Building testing Coordinator who shall be responsible for the administering, monitoring
5 and maintaining security of all tests given in his/her school.
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8 The Superintendent of Schools shall establish a Testing Code of Ethics for test administration.
9 Building Testing Coordinators, test administrators and proctors shall be required to sign a statement
10 that the security measures, testing procedures, and Testing Code of Ethics were followed. Any
11 breach of test security, to include all WCS assessments, such as Common Comprehensive
12 Assessments (CCA's), shall be reported to the Superintendent of Schools for investigation.
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14 The System Testing Coordinator shall report within 24 hours a breach of TCAP security to the
15 Superintendent of Schools and the State Department of Education Office of Accountability and any
16 testing irregularity to the Assessment, Evaluation and Research Executive Director.
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18 In any class, grade, and/or school where a security breach is suspected, central office staff may be
19 present during subsequent administration of tests for a period of two years.
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21 Any person found to have not followed security guidelines and the Testing Code of Ethics for
22 administration of TCAP or any Williamson County Schools assessment, such as CCA's, or
23 otherwise compromising the integrity of the test process shall be subject to disciplinary action which
24 could result in dismissal.
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41 (Refer to Procedures)

42 Legal Reference:

43 TCA 49-1-607
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