

# Williamson County Board of Education

## Procedures and Guidelines

Review Date:  
2/16/09; 1/17/12

4.701p

TCAP and WCS ASSESSMENT TEST SECURITY  
(Page 1 of 3)

The following security policy must be followed for the administration of the Tennessee Comprehensive Assessment Program and all WCS assessments, to include Common Comprehensive Examinations (CCEs) in the Williamson County School District.

### PRETEST SECURITY

1. The principal of each school shall designate a Building Testing Coordinator. The Building Testing Coordinator may be the principal, assistant principal or a counselor but should not be a teacher with classroom instructional responsibilities. Each year the Principal and Building Testing Coordinator will acknowledge and sign the WCS test security plan.
2. The System and Building Testing Coordinators shall be responsible for communicating security standards to all personnel involved with the test administration. Each Building Testing Coordinator will meet with all building level test administrators and proctors to review testing procedures and security measures.
3. Immediately upon receipt of test materials, the Building Testing Coordinator will verify that the quantities of materials received by the school correspond with the quantities of materials shipped from the State. Any discrepancies need to be recorded and a request for more testing materials should be made to the System Testing Coordinator.
4. After materials verification, the Building Testing Coordinators will ensure that all test materials are stored until time for distribution in a locked area which is inaccessible to unauthorized personnel.
5. The contents of the tests are not to be reviewed before, during, or after administration.
6. The System Testing Coordinator shall provide testing dates to each principal. Each principal will develop a testing schedule within the announced dates in collaboration with the Building Testing Coordinator.
7. Persons involved in the design or production of district assessments such as the Common Comprehensive Examinations (CCEs) should not have personal copies of that assessment, either printed or electronic. All electronic and printed copies will be stored in the Curriculum Department at the Central Office. The tests will be delivered to schools before the testing window date and picked up from the schools after the testing window date. Building Testing Coordinators shall sign an appropriate check out/check in form upon delivery and pick up.
8. Each Principal, Building Testing Coordinator, test administrator, and proctor will acknowledge and sign that they were given, read and understand the WCS Testing Code of Ethics and all WCS assessments.

# Williamson County Board of Education

## Procedures and Guidelines

Review Date:  
2/16/09; 1/17/12

4.701p

TCAP and WCS ASSESSMENT TEST SECURITY  
(Page 2 of 3)

### SECURITY DURING TESTING

1. Test booklets shall be distributed to test administrators by the Building Testing Coordinator. Test administrators are to verify they have received the correct amount of materials.
2. Test materials shall not be left unattended unless they are in a secure location.
3. The Building Testing Coordinator shall ensure that tests are administered according to the testing schedule and directions provided.
4. The Building Testing Coordinator shall ensure that classroom doors are left open during administration or, that doors and windows are cleared of obstruction so that test administration may be monitored.
5. Test items shall not be reproduced or copied in any manner.
6. During testing, students shall not be permitted to use notes, reference materials, or calculators, unless otherwise specified. All electronic communication devices, including but not limited to cell phones and PDA's, shall be turned off during testing.
7. 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.
8. The room in which the test is administered must be visually free of reference materials such as maps, instructional posters, or bulletin board materials likely to aid students on the test.
9. Test administrators shall confirm that each student is the person named on the answer document for every testing session.
10. Test administrators and proctors shall remain with the students and be observant and non-disruptive throughout the testing session. Coaching of any kind is prohibited. Test proctors may be utilized to aid in test administration and trained to conduct the following duties: assist in completing demographics; ensure that each student is on the appropriate page of the test booklet or appropriate section of the answer sheet; monitor students during the testing to prevent copying and other forms of cheating; and, distribute and collect test materials. No proctor will be assigned to a class with a student family member. A certified teacher is ultimately responsible for test administration and for overseeing test proctors.

### POSTTEST SECURITY

1. All test materials shall be placed in a secure school location following the completion of each day's testing session. Test materials shall not be kept overnight in the room of the test administrator either between test administration days or following the completion of the testing.

# Williamson County Board of Education Procedures and Guidelines

Review Date:  
2/16/09; 1/17/12

4.701p

TCAP and WCS ASSESSMENT TEST SECURITY  
(Page 3 of 3)

2. Quantities of test materials shall be verified per test administrator upon the completion of the testing program, with any discrepancy in quantity reported immediately to the Building Testing Coordinator. The Building Testing Coordinator shall investigate the discrepancy immediately.
3. Test administrators shall not review student answers for correctness following the testing.
4. All scratch paper and practice tests will be destroyed by the Building Test Coordinator.
5. The Building Testing Coordinator and System Testing Coordinator shall each review all irregularity reports.
6. School test materials shall be returned to the Central Office Curriculum Department upon completion of the entire test. The System Testing Coordinator shall return the test material to the appropriate test processing center when all testing material has been received.

## ADDRESSING A SECURITY BREACH

1. All Building Testing Coordinators, test administrators and proctors shall sign a statement indicating that all security measures and test administration procedures have been strictly adhered to throughout the test administration process.
2. Building Testing Coordinators, testing administrators and proctors shall immediately report to the System Testing Coordinator any breach of testing security. The System Testing Coordinator shall report a breach per the requirements of Board Policy 4.701.
3. Any person found to have not followed security guidelines for administration of any Williamson County Schools assessment, such as CCEs, including but not limited to making or distributing unauthorized copies of the test, altering a grade or answer sheet, providing copies of answers or test questions, or otherwise compromising the integrity of the test process shall be subject to disciplinary action which could result in dismissal.