

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

Date Submitted: August 20, 1991 Date Reviewed: November 16, 1999 November 15, 2005 February 17, 2009	Number: 500-16
Subject: System Test Security Procedures	Date Approved: August 20, 1991 March 17, 2009 Date Revised: February 15, 2000 November 11, 2005 February 17, 2009 Date Effective: February 15, 2000 March 17, 2009

1. PURPOSE

This policy shall establish a System Security Procedure for all tests administered by or through the State Board of Education and/or the Somerset County Board of Education which shall include:

- A. The Norm-referenced Test (i.e., SAT-10)
- B. The Maryland School Assessments and Alt-Maryland School Assessment
- C. The High School Assessments
- D. Language Acquisition Scale (LAS)
- E. Any other test instruments required by State Board of Education and/or the Somerset County Board of Education

2. DESCRIPTION

A. Pre-testing Responsibilities

- (1) System Level - Local Accountability Coordinator (LAC)
 - a) The LAC shall ensure that the "Test Program Responsibilities" document is updated annually (administrative procedure).
 - b) The Local Accountability Coordinator shall be responsible to procure test instruments upon receiving data from the school test coordinators that shall be used in the testing programs administered by or through the State Board of Education and/or Somerset County Board of Education.
 - c) The Local Accountability Coordinator shall be responsible for ensuring the receipt of all test related materials such as examiners' manuals, test booklets, answer sheets, answer keys, audio tapes, and examinee answer documents before testing. All extra materials shall be stored at a central location under lock and key at the central office.
 - d) The Local Accountability Coordinator shall provide systematic procedures and training for administering, delivering, and collecting test booklets and related test materials.

- e) The home school supervisor shall notify home school parents of the annual testing scheduling.

(2) School Level - Principal

- (a) Each school principal shall appoint a School Test Coordinator and an alternate School Test Coordinator to be responsible for the security, training, and coordination of school level testing programs and submit their names to the Local accountability coordinator by September 30th of each year.
- (b) Each school principal or designee shall also appoint certified test examiners and eligible proctors to administer the appropriate state & county level tests and to assist respectively.
- (c) Each school principal or designee shall ensure that all active students participate in state and county level tests.

B. During Testing Responsibilities

(1) School Level - School Test Coordinator (STC)

- (a) Receiving Materials - Each School Test Coordinator shall be responsible for receiving, checking and storing a sufficient number of examiners' manuals, test booklets, answer sheets and other related test materials for testing all students at the appropriate grade level.

The STC upon receipt and completion of inventory of the test materials shall document and notify the LAC immediately of any shortages.

- (b) Storing Materials - Each STC shall be responsible for the proper storage and security of all test and materials during testing. All test materials must be stored under lock and key within the school. **SECURITY MUST BE MAINTAINED AT ALL TIMES.**

Each STC shall be responsible for distributing to the test examiner only the number of tests, manuals, answer sheets required for each separate testing and make-up session.

Each STC shall have the test examiner check his/her materials upon receipt and sign the appropriate form which will indicate the materials received. The STC shall make certain that the test examiner verifies by initialing the "Received" Column that the correct number of tests and test materials have been received.

- (c) Collecting Materials - Each STC shall be responsible for collecting the tests, manuals, answer sheets and other related test materials after each testing session and for storing and securing the materials. All test booklets and answer sheets shall be collected and checked on the same day in which they are distributed.

Upon completion of testing, the STC shall check each test examiner's numbers in the presence of the test examiner and report any shortages to the LAC.

- (2) Classroom Level - School Test Examiner
 - (a) Receiving Materials - Each Test Examiner shall receive from the STC enough test booklets, answer sheets and other test materials for each student being tested in his/her classroom. The test examiner shall receive locally prepared or publisher's Administrator Manual(s). Secure test materials shall not be given to the Test examiner prior to the date of the scheduled testing and shall be returned after each day's testing to the STC.
 - (b) Distributing Materials - Each test examiner shall be responsible for distributing to each student, with the assistance of the proctor(s), only those materials specified in the locally prepared or publisher's manuals for the test being given. No student shall be given more or fewer items than specified in the Manual.
 - (c) Collecting Materials - Each Test Administrator shall be responsible for collecting from each student materials used for the completed test, including scratch paper used for the citizenship and mathematics tests. Any missing materials shall be accounted for before any student leaves the testing area.
 - (d) Maintaining Security of Test Materials - Test materials shall be returned to the School test Coordinator each day after testing is concluded. Neither Test Administrators nor students shall keep materials in their possession except during the regularly scheduled testing period.

C. Post-testing Responsibilities

- (1) System Level - Local Accountability Coordinator
 - (a) The Local Accountability Coordinator shall ensure that the collection of all test materials from each school in the County at the end of each testing session has been completed.