



**Office of Assessment,
Evaluation, and Research**



Fall 2009 Regional Meeting





Test Security





Test Security Law



T.C.A. 49-1-607 states:
Any person found not to have followed security guidelines...

- *immediate suspension*
- *grounds for dismissal, including tenured employees*
- *revocation of state license*





Test Audits



State Test Security Measure:

Conduct random visits during testing to ensure test security and consistency of administration.

- Over 50 school testing audits conducted during 2008-09 school year.
- Test auditors show up unannounced.





TN Test Security



Testing Code of Ethics

School Systems must adopt a locally monitored test security policy that incorporates the State Test Security Guidelines and includes a Testing Code of Ethics for personnel to sign and leave at the district office for documentation.

- Example now available online
- For system use
- AER Tools & Resources page

http://www.state.tn.us/education/assessment/tools_resources.shtml



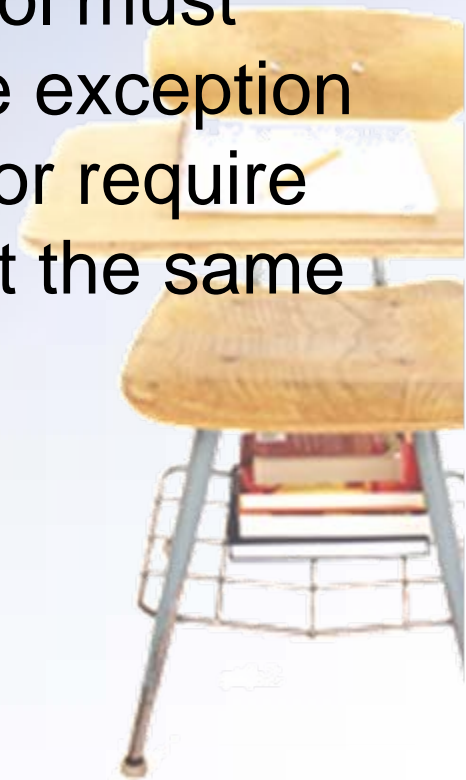


TN Test Security



**All TCAP Achievement Tests
must be administered within
a specified testing window.**

All students in a grade level within a school must adhere to the same test schedule with the exception of students who are taking makeup tests or require special accommodations (same subject at the same time on the same day).





TN Test Security



All test materials must be secured before and after the test administration.

- Test materials should be stored in a locked room that is inaccessible to authorized persons.
- Handling of test materials must be restricted to authorized personnel at all times.
- Test materials should be picked up immediately prior to and returned immediately after each test session.



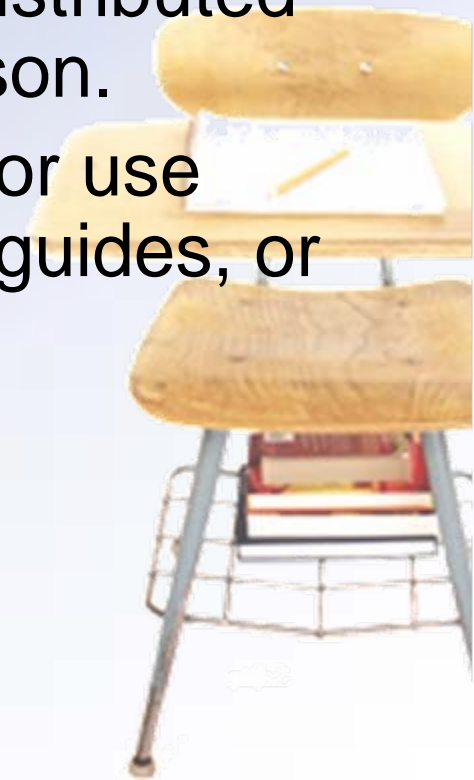


TN Test Security



Standard copyright laws must be maintained at all times.

- Test items may not be reproduced or distributed in any way, for any reason, by any person.
- Test content may not be paraphrased for use directly in instructional activities, study guides, or classroom resources.





TN Test Security



- Test materials should not be read, reviewed, or analyzed before, during, or after test administration unless indicated in test instructions or special accommodations.
- Discussion of test content or specific test items with students, parents, or professional colleagues is prohibited to protect the validity of the test.





TN Test Security



A secure environment must be ensured during testing.

- Turn off all communication devices during each test session.
- Maintain confidentiality of student specific accountability demographic information and test results at all times.





Secure Testing Environment

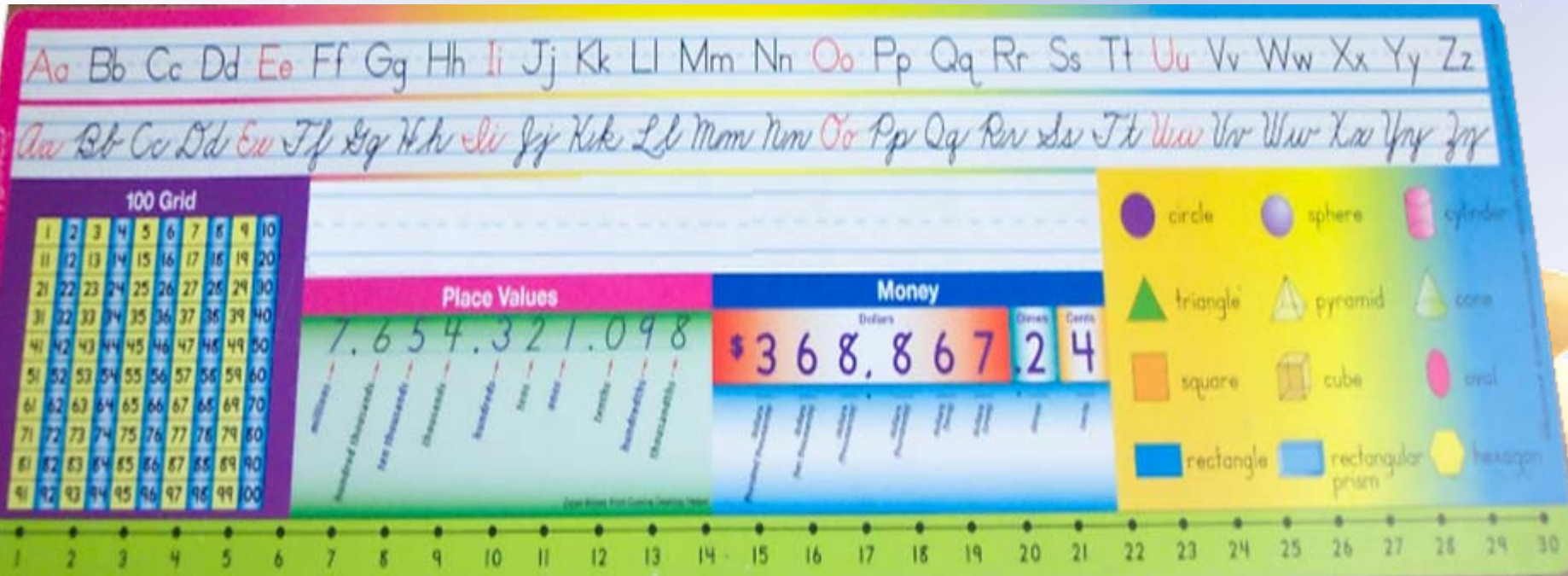
Any information regarding the content being measured on the test must be concealed during the test administration. Including but not limited to the following:

- Maps
- Charts
- Posters
- Student Work
- Bulletin Board Items
- Writing Formulas
- Word Lists
- Parts of Speech
- Graphic Organizers
- Number Lines
- Definitions
- Word Walls
- Displays
- Models





Secure Testing Environment



Just because a manipulative has been used all year DOES NOT mean that it can be used on the test.

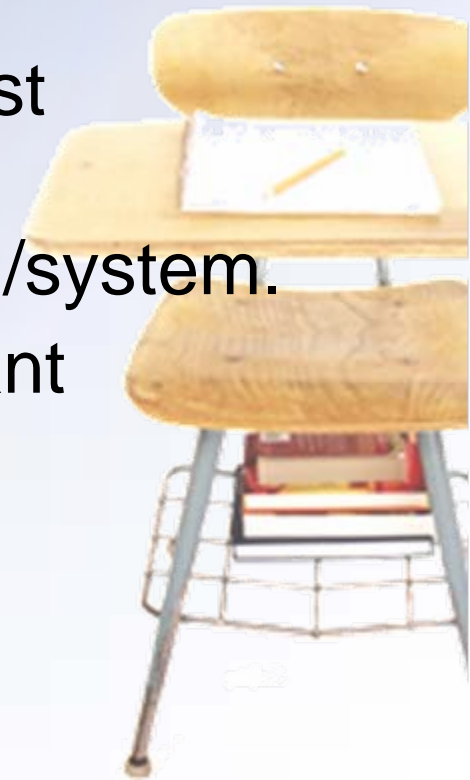


TN Test Security



Carefully adhere to all test directions and accommodation instructions.

- Make sure all students receive the correct test materials.
- Follow all time limits outlined in the test directions.
- Follow all schedules set by the school/system.
- Remain with students and be observant and non-disruptive throughout the testing session.





TN Test Security



Ensure that students respond to test without assistance from anyone.

- Test administrators must ensure appropriate monitoring that does not include coaching or illegal assistance.
- Test administrators must not read test items or passages to students unless indicated in instructions or accommodations.



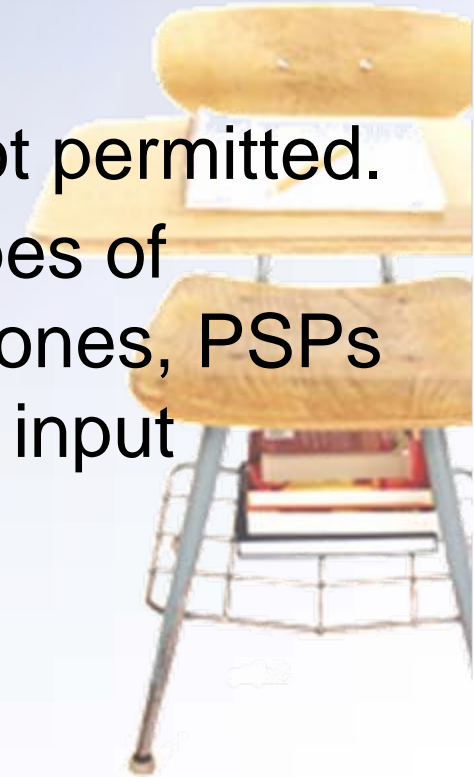


Appropriate Calculator Use



Ensure proper calculator use as outlined in the Test Administration Manual.

- Calculators must be cleared before and after each test administration.
- Sharing calculators during testing is not permitted.
- Students may not use the following types of calculators: pocket organizers, cell phones, PSPs and IPODS, electronic writing pads, or input devices.
- May not be used on K-2 test.





Tennessee Department of Education
 Assessment, Evaluation and Research Division
 1252 Foster Avenue
 Hardison Complex
 Nashville, TN 37243

Breach of Testing Security Report

NOTE: This form is to be used only when reporting a testing security breach. A Report of Irregularity should be used to report student cheating.

TCA 49-1-607. Noncompliance with security guidelines for TCAP or successor test. Any person found to have not followed security guidelines for administration of the TCAP test, or a successor test, including 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 testing process shall be placed on immediate suspension, and such actions will be grounds for dismissal, including dismissal of tenured employees. Such actions shall be grounds for revocation of state license.

System _____ School _____

Test Administrator _____ Grade _____ Test Date _____

Report pertaining to (check one):

Achievement Gateway End-of-Course Writing Competency

Explanation of Testing Security Event:

(Be sure to include a description of the event, results from the investigation, actions taken with personnel and recommendations for student test processing, if applicable. Attach additional pages of explanation and any necessary documents.)

**Don't forget to
 complete Report of
 Irregularity online.**

Signature of Reporter _____ Date _____ Phone Number _____

Top copy to be sent to the State

Bottom copy to be kept by reporter

Breach of Testing Security Report

Immediately report any test security concerns to building/system testing coordinator.

All Test Administration Manuals contain a flowchart provided for guidance in handling potential breach of testing security concerns.

