

PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL

Book: Policy Manual
Section: Programs
Title: Test Security Policy
Adopted: May 24, 2004
Revised: February 19, 2014

PURPOSE: The purpose of this policy is to ensure that test security for state, local and benchmark testing is not compromised.

SCOPE: This policy applies to all students and staff of Pennsylvania Distance Learning Charter School (PDLCS). Failure to comply with test security regulations may result in disciplinary measures with the possibility of suspension or expulsion for a student or termination for a staff member.

POLICY AUTHORITY: Policy draft is reviewed by the CEO of PDLCS; then (1) sent to the Board of Trustees, and (2) presented at the next formal, public Board Meeting for review, public comments and approval.

DEFINITIONS:

TESTING COORDINATOR: The Testing Coordinator is responsible for and trains Test Administrators and Proctors on test security and the proper administration of the PSSA tests and Keystone exams. The Testing Coordinator receives and inventories secure test materials and distributes them to Test Administrations for use at remote testing locations. The Testing Coordinator collects secure test materials, packages and return tests to the appropriate test vendor.

TESTING ADMINISTRATOR: The Testing Administrators is responsible for carrying out proper test procedures and protocol during test sessions. Test Administrators act as the “site leader” who oversee all other Proctors on site to ensure test security is maintained and tests are properly administered.

PROCTORS: Proctors administer tests to students.

DETAILED POLICY STATEMENT:

The Testing Coordinator is responsible for all test security during the entire time such tests are in PDLCS possession (from the moment materials are received by PDLCS until after the testing is completed and they are shipped back to the appropriate test vendor.

The Testing Coordinator is responsible for all correspondence/materials received concerning such tests.

Upon receipt at PDLCS, the Testing Coordinator shall be the only person to open all tests.

It shall be the Testing Coordinator's responsibility to check received tests to ensure they are correct in number and form.

At no time shall any test materials be left unattended or unsecured.

All testing materials shall be secured in a dedicated, locked storage cabinet that is only accessible to the Testing Coordinator and PDLCS Administrator. Except when tests are being distributed, used and or collected, they are to remain secured and attended to at all times.

The Testing Coordinator shall develop a list of all persons designated as Test Administrators and the number of test copies each Test Administrator should be given.

For each testing location and session, the Testing Coordinator, Administrator and Test Administrator shall develop, monitor, and implement a sign in/sign out system, which shall include, the signature of the person taking/returning the tests.

While in transit to satellite testing locations, the Test Administrators will not at any time leave the test materials unattended or unsecured.

The Testing Coordinator, Administrator, Teacher and all testing staff shall abide by the test publishers designed testing procedures and will not participate in the reproduction of any tests or procedures, or distribute such materials to any person other than the appropriate person(s) at the time of testing.

Each Testing Administrator is responsible for ensuring that all test security provisions are met while each Test Administrator session is in progress. He/she must account for all test materials received from the Testing Coordinator or Administrator. At the end of the testing session, each Test Administrator will return all test materials to a secured location.

Only the Testing Coordinator, Administrator(s), Test Administrators, or other authorized personnel may be present in the testing room while the tests are being administered.

At the conclusion of the testing at the satellite locations, the Test Administrators will transport all test materials back to PDLCS. While in transit, the Test Administrators will not leave test materials unattended or unsecured.

Upon returning to PDLCS, the Test Administrators shall sign in the test materials used at the satellite locations with the Testing Coordinator. The Testing Coordinator will then ensure that all test materials from all locations are return shipped

Any suspected test security violations, including, but not limited to cheating or missing test materials, shall be reported to the Testing Coordinator or Administrator immediately upon discovery.

Upon hearing of an alleged violation, the Testing Coordinator or Administrator shall notify the CEO and the Board of Trustees in writing of the situation and keep them informed of the investigation.

Within ten (10) school days of the conclusion of the Testing Coordinator's or Administrator's investigation of a possible violation, he/she shall notify the proper authorities at the Pennsylvania Department of Education if a violation has, in fact, been found or remains unresolved. PDLCS and the Board of Trustees shall receive a written report of this communication.

If circumstances warrant that the Pennsylvania Department of Education assign an investigator to hold a hearing regarding any alleged breach, a PDLCS 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 members, it shall be grounds for termination.

In addition to the above policy guidelines, all Pennsylvania Department of Education guidelines for test security shall be followed.

GUIDELINES FOR POSSIBLE TEST VIOLATIONS:

Some examples of test security violations by **EDUCATORS** include but are not limited to:

- Leaving students unsupervised during testing;
- Leaving test materials in an unsecured place;
- Photocopying or keeping a personal copy of the test;
- Taking notes about test questions and using them or a close paraphrase to prepare students for testing;
- Offering "hints" that indicate an answer or help eliminate answer choices;
- Rephrasing the test questions;
- Editing (changing) student answers after completion of the test by erasing any wrong answers and writing in the correct ones;
- Allowing students to go back to previous sections in the test booklet to check their work; and
- Allowing students to go back to the current section in the test booklet to change their answers after allowed testing time has expired.

Some examples of test security violations by **STUDENTS** include but are not limited to:

- Illegally obtaining a test booklet to study or to let others study;
- Securing a marked test booklet or "crib sheet" from a teacher or another student;
- Copying or "stealing" answers from another student during testing;
- Sharing specific test information with other students in the same grade who are scheduled to take the same test at a later time; and
- Taking a test during the make-up period and asking a student who has already completed the test to disclose test questions and/or answers.

Potential sanctions for **EDUCATOR** violation of security measures may include:

- Suspension or acceptance of voluntary surrender of license

- Suspension without pay or a written reprimand
- Termination of contract, acceptance of resignation or retirement
- Legal prosecution

Possible sanctions for **STUDENT** violation of security measures may include:

- Invalidation of test results
- Invalidation of specific test questions or subtests, or invalidation of pass/fail proficiency results
- Suspension or expulsion from school or other disciplinary actions according to the code of conduct
- Suspension or expulsion from participating in school extra-curricular activities, such as sports, plays, school-sponsored social functions, etc., as dictated by the local school board policies
- Denial of appointment to a school membership team, such as math or debate team
- Removal from an elected office, such as president of student council, etc., as directed by the local school board policies
- Others as may be determined by the Board of Trustees and/or the Pennsylvania Department of Education.