

Testing Administration and Security Policy

Per Board Policy 2623B, it is Indian Lake Local School's intent to comply with the State Department of Education's guidelines for test security. The District shall communicate the test security provisions with all District employees, students, and their families, annually in writing.

Per Ohio and district policy, test administrators must meet the following criteria:

- Be a district employee
- Have a valid license/certificate/Pupil Permit
- Obtain Test Administration Certificate through the Ohio's State Test Portal
- Obtain required training as needed (AASCD and KRA only)

Per ORC 3319.151, any teacher found assisting student in cheating on assessments or violating security procedures are subject to loss of their license and/or termination of employment.

Pre-Test security measures include:

- The district follows security provisions as outlined in OAC 3301-13-05.
- The district test coordinator (DTC), which includes the principals in each building, are the only personnel with access to the TIDE system to enter student data and set rosters.
- The DTC has the only access to print testing tickets, which include a secure student testing number.
- Testing tickets are printed just prior to testing and placed in sealed envelopes organized according to who the testing administrator will be for each group of tickets. The sealed envelope is labeled with the testing administrator's name and kept locked in the DTC's office until the morning of testing.
- The DTC will use rosters created in the Ohio State Test Portal to provide test administrators with a list of students who should be tested. Only the testing tickets for the students on the roster will be placed in the sealed envelope.
- Only approved personnel are permitted in tested areas during testing times. This includes personnel designated as either the DTC, testing coordinator, test administrator, monitor, translator, or scribe.

During Testing security measures include:

- The district follows security provisions as outlined in OAC 3301-13-05, 3301-13-02, and ORC 3319.151..
- The DTC will hand deliver sealed envelopes only to test administrators.
- Attendance will be taken using the testing rosters established by the DTC. Any students not on the roster will be removed from the testing area until either they are placed on that roster and have a valid testing ticket or until other testing arrangements are made during the school day.
- During a testing session, each student is provided with their own computer or laptop device. No sharing of computers or laptops is ever permitted.
- Each student enters in their unique testing ticket number to access their test. No student is permitted to share ticket numbers at any time.

- Students can only access the test once the ticket number has been verified with their name. No one can access testing questions without a ticket number. Each ticket number corresponds with the test for that student so the test cannot be taken by any other student. Students can only access the test that has been opened by the testing administrator so they cannot view other tests they have not taken.
- The test will begin once all testing tickets have been recollected and the test administrators verifies all students are in the correct testing area. Testing tickets are to be placed back in a seal envelope provided by the DTC.
- Students will be monitored by at least one qualified personnel for per every thirty students.
- Cameras and cell phones are prohibited in the testing area.
- Once the student submits their test, it has been securely sent in to the Ohio State Test Portal. No one has access to the test, questions, or answers after the student has submitted the test.
- Students should follow proper district procedures to shut down the computer.

After testing security measures include:

- The district follows security provisions as outlined in OAC 3301-13-05, 3301-13-02, and 3301-7-01.
- The test administrator will return the used testing tickets to the DTC. All testing tickets are shredded after testing each day.
- The DTC verifies that all students have taken the required tests during the State approved testing window. Any students who miss a test will complete the missed test(s) during schedule make-up periods. The DTC will be responsible for reprinting testing tickets as needed for make-up testing. Make-up testing will be completed during the school day following the same security measures listed above.
- Any scrap paper, notes, manuals, or other documents used during tested will be returned to the DTC immediately after testing and shredded each testing day.

Reporting Testing Incidents:

- Testing incidents include testing irregularities, technology incident, and security violations. Security Violations include the use of cell phone/internet during testing, reproducing items, coaching, or unsecure tests.
- Testing incidents are to be reported to the DTC immediately. If there is only one adult present in the room, the test administrator may wait until another adult if available so students are not left unattended. If a phone is available, the test administrator should call the building principal.
- For reporting incidents and/or test security issues and questions, call the Office of Assessment at 614-466-1317.
- For OST Breach Forms in grades 3-8 email ODE at Scott.Bryant@education.ohio.gov or for the high school email Donna.Williams@education.ohio.gov. For the KRA email KRAHelp@education.ohio.gov.