

## **Rossford Test Security Plan 2022-2023**

### **Test Security Protocols**

The administration of Ohio's State Tests is a secure testing event. Building Test Coordinators are responsible for ensuring that Test Administrators and Proctors are trained in all security requirements.

### **Standards for the Ethical use of Tests**

Ohio law requires test administrators have an annual review of the standards for the ethical use of tests. These standards include the following practices deemed unethical and/or inappropriate:

- (1) Any preparation activity that undermines the reliability and/or validity of an inference made from any result of an assessment;
  - (2) Any preparation practice that results solely in raising scores or performance levels on a specific assessment without simultaneously increasing a student's achievement level as measured by other tasks and/or assessments designed to assess the same content domain;
  - (3) Any practice involving the reproduction of any secure assessment materials, through any medium, for use in preparing a student for an assessment;
  - (4) Any preparation activity that includes a question, task, graph, chart, passage, or other material included in an assessment, and/or material that is a paraphrase or is highly similar in content to what is in an assessment.
  - (5) Preparation for an assessment that focuses primarily on the assessment, including its format, rather than on the objectives being assessed;
  - (6) Any preparation practice that does not comply with, or has the appearance of not complying with any statutory and/or regulatory provision related to security of an assessment; and
  - (7) Any practice that supports or assists others in conducting unethical or inappropriate preparation activities.
- (D) Except as specifically permitted by written instructions provided by the developer of an assessment, by the department of education, or by Chapter 3301-13 of the Administrative Code pertaining to accommodations and/or alternate assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices related to administering and/or scoring assessments that are unethical and/or inappropriate:
- (1) Any assessment used for purposes other than that for which it was intended;
  - (2) Any practice that results in a potential conflict of interest or one that exerts undue influence on a person administering and/or scoring an assessment, either making or appearing to make an assessment process unfair to some examinees;
  - (3) Except for accommodations and/or alternate assessments expressly permitted under Chapter 3301-13 of the Administrative Code, any change in procedures for administering and/or scoring an assessment that results in a nonstandard condition for one or more students;

- (4) Any practice that allows a person without sufficient and appropriate knowledge, skills, and/or training to administer and/or score an assessment;
  - (5) Any administration and/or scoring practice that may produce a result contaminated by a factor not relevant to the purpose(s) of an assessment;
  - (6) Any practice of excluding one or more students from an assessment solely because a student has not performed well, or may not perform well, on the assessment and/or because the aggregate performance of a group may be affected;
  - (7) Any practice immediately preceding and/or during an assessment including, but not limited to, the use a gesture, facial expression, body language, language, or any other action and/or sound that may guide a students' response;
  - (8) Except for the directions for administration as prescribed by the test developer and/or by the department of education, any practice such as providing to a student, immediately preceding and/or during administration of an assessment, any definition and/or clarification of the meaning of a word or term contained in an assessment;
  - (9) Any practice that corrects or alters any student's response to an assessment either during and/or following the administration and/or scoring of an assessment; and
  - (10) Any practice that supports or assists any person in unethical and/or inappropriate practices during administration and/or scoring of an assessment.
- (E) In monitoring practices related to interpreting and/or using any result of an assessment, each participating school shall use, but not be limited to, the following standards that define the types of practices that are unethical and/or inappropriate:
- (1) Providing interpretations of and/or using any result of an assessment in a manner and/or for a purpose that was not intended;
  - (2) Making false, misleading, or inappropriate statements and/or unsubstantiated claims that may lead to false and/or misleading conclusions about any result of an assessment;
  - (3) Any practice that permits appropriate staff without the necessary knowledge and skills to interpret and/or use any result of an assessment;
  - (4) Any practice that violates, or places at risk, the confidentiality of personally identifiable information pursuant to section 3319.321 of the Revised Code;
  - (5) Any practice that provides an interpretation or suggests a use of any result of an assessment without due consideration of the purpose(s) for the assessment, the limitations of the assessment, an examinee's characteristics, any irregularities in administering and/or scoring the assessment, and/or other factors that may affect any result; and
  - (6) Any practice that supports or leads any person to interpret and/or use any result of an assessment in unethical and/or inappropriate ways.

(F) Each participating school shall cooperate with the state board of education in conducting an investigation of any alleged unethical and/or inappropriate assessment practice as defined in this rule.

### **Requirements for Maintaining the Security of Test Materials and Content**

Ohio law specifies that districts have procedures for handling, tracking and maintaining security of test materials and related secure materials. Students may not have access to secure test content, including paper test resources such as scratch paper (blank paper intended for use as scratch paper during testing) before beginning a test. All documents including test tickets, scratch paper, and allowable paper resources (such as the periodic table of elements) must be collected and shredded. Please refer to the list below for these procedures.

Test Tickets- Teacher retains and secures until the student has finished all tests. The teacher then turns these in to the building principal for shredding.

Scratch Paper- Must be collected daily and secured by the teacher. All scratch paper must be turned in to the building principal by the end of the day for shredding.

Allowable paper Resources- Collected daily and secured by the teacher. These must be turned in to the building principal by the end of the day for shredding.

### **Electronic Devices**

Test administrators may have a cell phone for medical and technological emergencies, to use as a timekeeper or to otherwise perform necessary test-related actions. Test administrators must not use the cell phone for non-test related issues or personal reasons. Test administrators should be reminded to never take photographs of students, tests, computers or the testing room during testing.

Students may not have a phone in their possession during testing or any other non-test related personal electronic equipment.

### **Procedure for Students Who Finish Early**

Students who finish early must remain in the testing room until dismissed. These students may bring reading material. These students may use the following materials after they have completed and submitted the test.

- Recreational books (subject matter of recreational books must be unrelated to content being assessed)
- Textbooks for subjects other than the one being tested
- Pamphlets, magazines, or periodicals (subject matter must be unrelated to content being assessed)
- Notebooks or papers of any kind (subject matter must be unrelated to content being assessed)

## **Procedures for Reporting Security Breaches and Testing Irregularities**

All instances of security breaches and testing irregularities must be reported to the Building Test Coordinator (BTC) immediately. BTCs call the District Test Coordinator (DTC) immediately upon discovering testing irregularity/security breach. The DTCs contact the state immediately upon receiving the call. The BTC submits Testing Irregularity/Security Breach form to DTC's within two school days. The LEA Test Coordinator immediately submits the form to the state.

### **Breaches of Test Security- Electronic Devices (teachers and students)**

- Using a cell phone or other prohibited handheld electronic device for unapproved testing activities while secure test materials are still distributed or while students are testing
- Checking email while secure test materials are still distributed or while students are testing
- Using a computer, laptop or electronic tablet (other than the one being used to administer the test) while secure test materials are still distributed or while students are testing.
- No screenshots may be taken of error messages in an attempt to troubleshoot.

### **Breaches of Test Security - Social Media**

Sharing of images or a description in words on social media is a violation of test security and considered cheating. If the information is shared by a student his/her test must be invalidated. If shared by a teacher this would be considered grounds for suspension of a teaching license and grounds for termination of employment.

### **Breaches of Test Security- Supervision**

- Reading a book, newspaper, or any other material before closing out the test session or turning in test materials to the Test Administrator
- Reading a book, newspaper, or any other material while secure test materials are still distributed or while students are testing
- Explaining passages or test items to students
- Coaching students during testing including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
- Grading papers or otherwise engaging in activities that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
- Leaving test materials or online forms unattended or failing to keep test materials secure while secure test materials are still distributed or while students are testing
- Leaving students unattended for any period of time while secure test materials are still distributed or while students are testing
- Not administering a session according to the allotted time
- Giving students more time than is allotted for the session, as outlined in the manual (except for students who have an IEP or 504 Plan and are allowed to receive extended time)
- Encouraging students to finish early
- Passing notes, talking or causing disturbances while test materials are still distributed or while students are testing
- Formally or informally scoring student responses to test items
- Displaying or failing to cover visual aids in the room that may advantage or disadvantage students (e.g., word walls, multiplication charts). Examples of materials that must be covered

or removed include, but are not limited to posters, maps, charts, graphic organizers, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems. It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, posters displaying the Pledge of Allegiance

- Allowing a student to engage in any activities prohibited in the Test Administration Manual or the Ohio Accessibility Manual.
- Failing to follow test administration directions exactly as specified in the Test Administrator's Manual. *This includes reading the oral script.*

### **Breaches of Test Security- Test Materials**

- Giving a student access to test items or prompts prior to testing
- Viewing or permitting students to view secure test content at any other times other than administration time
- Reading or viewing the passages or test items before, after or during testing (reading to a student who has the read aloud accommodation listed in his or her IEP or 504 Plan is permitted on the English Language Arts/Literacy assessments or as an accessibility feature for the Mathematics assessment)
- Copying or reproducing any part of the passages or test items, or any secure test materials or online test forms
- Altering or interfering with a student's response in any way
- Making responses available to a student
- Handling the test materials for a purpose other than test administration (e.g., reading test items outside the test session)
- Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
- Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test
- Failing to properly secure and destroy Student Authorization Tickets, print resources, and scratch paper necessary for online test administration

### **Testing Irregularities – Testing Environment**

- Loss of Internet connectivity
- Building evacuation or lock-down

### **Testing Irregularities – Procedural**

- Failing to follow administration directions for the test
- Displaying testing aids in the testing environment (e.g., a bulletin board containing relevant instructional materials) during testing
- Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented and therefore is not appropriate
- Providing access to seal codes ahead of time and before reading the appropriate directions in the script

## Unauthorized Visitors

Visitors, including parents/guardians, school board members, researchers, reporters, non-testing students, and school staff not authorized to serve as Test Administrators, are prohibited from entering the testing environment. Visits by state assessment office monitors or LEA observers are allowed.

## Materials Required to be Provided to Students

Students may have only the following materials on their desks or at their computers during the test session (including breaks between sessions).

### School-supplied materials

- Student Authorization Tickets
- Headphones /Earbuds (students can bring in their own)
- Blank scratch paper ELA Only
  - ⇒ Two pages total per student, per session; new paper must be provided for each session
  - ⇒ Paper must be provided by Test Administrators
  - ⇒ Paper must be blank, lined, or graph paper (there must be no writing of any kind on the paper)
  - ⇒ Blank Scratch paper Math, Science Social Studies- provided **upon request only**
- Reference Sheets. The online student testing site includes reference sheets for students taking the end of course Math tests and the physical science test. These must be provided to students if they ask for one. You will need to have copies on hand in advance of the test administration. They must be downloaded and printed directly from the *Student Practice Resources* section of the portal.

## Calculators (math and physical science –see below for list)

For computer-based testing, grade-level appropriate calculators will be available through the online test platform (suggested practice). However, students may use hand-held, grade appropriate calculators (provided by either the school or the student), if preferred by the student. Students are not allowed to share calculators and test administrators must confirm that memory on all calculators has been cleared. Please refer to the Test Administration Manual for information on the types of calculators permitted.

Math Grades 3-5- No calculator use permitted

Math grades 6-7- Use in section 2 only

HS Math- Yes

Physical Science- Yes

## Prohibited Materials

Prohibited materials can compromise test security and can violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials include materials that must be covered or removed from the testing room. Classroom resources such as books, models, displays, and teaching aids may provide unauthorized assistance or explain, define, illustrate concepts that are part of the subject areas being tested. The following list includes materials that must be covered or removed if they provide students with an advantage in

answering questions for the tested content areas. There may be other examples not included in this list that school personnel should consider when preparing rooms for testing.

- Mathematical formulas/theorems (for mathematics testing sessions)
- Graphic organizers
- Number lines
- Multiplication tables
- 100s charts
- Word lists
- Definitions
- Writing formulas
- Any manipulative not approved for use prior to testing

Prior to testing, Test Administrators should instruct students to place prohibited materials in their locker or book bags. If a student is found to have any prohibited materials in his or her possession upon arrival for testing, the student should be instructed to surrender the materials to the Test Administrator. If the prohibited material is an electronic device, instruct the student to first turn off the device and then hand it to the Test Administrator.

If a student is observed with any of the prohibited items listed during testing or during breaks, collect the student's test materials. The student will then be dismissed from the exam room and the test may be invalidated later by the state education agency. The building test administrator should be notified immediately. The Test Administrator may recommend test invalidation.

### **Dismissing Students for Misconduct**

The Test Administrator has the authority to dismiss any student for misconduct. If student misconduct rises to the level of dismissal, collect the student's test materials and close the student's test session. The student will then be dismissed from the exam room. The building test administrator should be notified immediately. The Test Administrator may recommend test invalidation.

### **Procedures for Severe Weather and Safety Threats that Interrupt Testing**

In the extremely rare event that there is a building evacuation or lock-down during the test session, follow the protocol outlined below:

- The safety and security of students and staff is of paramount concern.
- In case of inclement weather the start time or date may be altered
- If there is a threat, assume that the threat is real and initiate the district building-evacuation/lock-down procedure.
- If possible, note the time of the disruption so that the remaining time for the test session can be calculated.
- Upon returning to the testing room, prepare students for the continuation of the testing session.
- Test Administrators must resume students' tests
- Test Administrators must inform students how many minutes remain in the test session

- Test Administrators must write on the board the start time and stop times of the session
- Document the situation in writing, noting the date and time, and include specific details regarding the situation such as the following:
  - ⇒ Event or occurrence that prompted the evacuation/lock-down
  - ⇒ Action steps taken because of the security/safety threat
  - ⇒ Names of students being tested
  - ⇒ Location of students at the time of the incident
  - ⇒ Assessment component, content area(s), grade level(s), and test session(s) in process at the time of the incident
  - ⇒ Test Administrator for each assessment
  - ⇒ Detailed timeline regarding scheduled test start time, time of disruption, amount of time spent in evacuation/lockdown, time the test session was resumed, and time the test session ended

### **Emergency Accommodation Form**

Appendix E should be completed and turned into the building test coordinator should there be a need for an emergency accommodation. You may refer to the form for examples of situations where this may be necessary.

### **Test Security Agreement**

State law requires that we annually review local and state policy regarding the administration of tests. The test administrator agreement form documents our review of those policies. The form must be signed and returned to the building principal or designee. The form is on the last page of this document.



## Appendix A

### District Test Coordinator Agreement Form

This form is used to document that the District Test Coordinator is aware of and understands the district's test security policy and all possible consequences and is aware of other resources regarding test security.

Use of this form is optional.

#### Test Procedures Agreement for District Test Coordinators

The district test coordinator acknowledges that:

- All Ohio state tests are secure tests (except Ohio Diagnostic Tests, released tests and practice tests);
- Procedures shall be implemented to ensure maximum test security;
- Training on Ohio Revised Code (ORC) [3319.151](#) Cheating on Assessments has been provided to all building test coordinators *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-13-05](#) Rule on Test Security has been provided to all building test coordinators *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-7-01](#) Standards for the Ethical Use of Tests has been provided to all building test coordinators *prior* to the test administration;
- Training on the district's test security policy, including possible consequences of test security violations, has been provided to all building test coordinators *prior* to the test administration;
- Test security will not knowingly be violated in any manner;
- Student test scores or test performance data shall not be disclosed to unauthorized persons;
- Any violation of test security, loss of test materials or other deviation from acceptable test security and test administration procedures shall be reported immediately to the district superintendent and to the Ohio Department of Education, Office of Assessment;
- The signed Test Procedures Agreement for each building test coordinator has been collected and retained; and
- Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from the building test coordinator.

**DO NOT SEND FORM TO THE DEPARTMENT.** Please keep for district record.

I have read, understand and with my signature agree to comply with statutory and regulatory (ORC, OAC) requirements. I also understand that I must return this signed agreement to the district superintendent before test booklets and other test materials are released to the school. By signing this form and returning it to the district superintendent, I verify that the above conditions have been met.

\_\_\_\_\_  
District

\_\_\_\_\_  
District Test Coordinator Signature

\_\_\_\_\_  
Date

## Appendix B

### Building Test Coordinator Agreement Form

This form is used to document that the building test coordinator is aware of and understands the district's test security policy and all possible consequences and is aware of other resources regarding test security.

Use of this form is optional.

#### Test Procedures Agreement for Building Test Coordinators

The building test coordinator acknowledges that:

- All Ohio state tests are secure tests (except Ohio Diagnostic Tests, released tests and practice tests);
- Procedures shall be implemented to ensure maximum test security;
- Training on Ohio Revised Code (ORC) [3319.151](#) Cheating on Assessments has been provided to all test administrators *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-13-05](#) Rule on Test Security has been provided to all test administrators *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-7-01](#) Standards for the Ethical Use of Tests has been provided to all test administrators *prior* to the test administration;
- Training on the district's test security policy, including possible consequences of test security violations, has been provided to all test administrators *prior* to the test administration;
- Test security will not knowingly be violated in any manner;
- Student test scores or test performance data shall not be disclosed to unauthorized persons;
- Any violation of test security, loss of test materials or other deviation from acceptable test security and test administration procedures shall be reported immediately to the district test coordinator;
- The signed Test Procedures Agreement for each test administrator has been collected and retained; and
- Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from each test administrator.

**DO NOT SEND FORM TO THE DEPARTMENT.** Send this form to the District Test Coordinator.

I have read, understand and with my signature agree to comply with statutory and regulatory (ORC, OAC) requirements. I also understand that I must return this signed agreement to the district test coordinator before test booklets and other test materials are released to the school. By signing this form and returning it to the district test coordinator, I verify that the above conditions have been met.

\_\_\_\_\_  
District

\_\_\_\_\_  
School

\_\_\_\_\_  
Building Test Coordinator Signature

\_\_\_\_\_  
Date

**Appendix C**  
**Test Administrator Agreement Form**

This form is used to document that the test administrator is aware of and understands the district's security policy and all possible consequences and is aware of other resources regarding test security.

Use of this form is optional.

**Test Procedures Agreement for Test Administrators**

The test administrator acknowledges that:

- All Ohio state tests are secure tests (except Ohio Diagnostic Tests, released tests and practice tests);
- Procedures shall be implemented to ensure maximum test security;
- Training on Ohio Revised Code (ORC) [3319.151](#) Cheating on Assessments has been provided *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-13-05](#) Rule on Test Security has been provided *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-7-01](#) Standards for the Ethical Use of Tests has been provided *prior* to the test administration;
- Training on the district's test security policy, including possible consequences of test security violations, has been provided *prior* to the test administration;
- Test security will not knowingly be violated in any manner;
- Student test scores or test performance data shall not be disclosed to unauthorized persons;
- Any violation of test security, loss of test materials or other deviation from acceptable test security and test administration procedures shall be reported immediately to the building test coordinator; and
- Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from the test administrator.

**DO NOT SEND FORM TO THE DEPARTMENT.** Send this form to the Building Test Coordinator.

I have read, understand and with my signature agree to comply with statutory and regulatory (ORC, OAC) requirements. I also understand that I must return this signed agreement to the building test coordinator before test booklets and other test materials are released to the school. By signing this form and returning it to the building test coordinator, I verify that the above conditions have been met.

\_\_\_\_\_ District

\_\_\_\_\_ School

\_\_\_\_\_ Test Administrator Signature

\_\_\_\_\_ Date

**Appendix D**  
**Non-Disclosure Agreement for Translators**

This form is used to document that the translator is aware of and understands the district's test security policy and all possible consequences and is aware of other resources regarding test security.

***This is a Required Form***

I agree not to disclose or discuss the contents of the online and paper tests in a manner that would assist a person to cheat or would in any other way compromise the validity of the test questions. Furthermore, I agree that all student-specific information obtained either prior to or during the oral test administration will remain strictly confidential.

I understand that these test materials are restricted. I understand that all test questions and all other materials related to these tests including, but not limited to, passages, prompts, charts, graphs and tables are considered secure and subject to the provisions of Sections 3319.151 of Ohio Revised Code and Rules 3301-7-01, 3301-13-02 and 3301-13-05 of the Ohio Administrative Code.

My responsibility for maintaining the security of student information, test questions and test materials continues even after the test concludes and the test materials have been returned.

\_\_\_\_\_  
Name of Translator Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Translator

\_\_\_\_\_  
District or school

The district or school must maintain a copy of this form and provide it to the Department upon request.

**Do NOT** return with other test materials.

## Appendix E

### Scribe Documentation Form

This form is used to document that the student's responses have been accurately transcribed to the test booklet or answer document. Use of this form is optional.

<b>Student Name:</b>
<b>Grade:</b>
<b>Subject:</b>
<b>District:</b>
<b>School:</b>
<b>Date of Administration:</b>

**Test: (Circle one):**    Grades 3-8    End-of-Course    OGT    OELPA    OELPS

**Please check one of the following reasons for the use of a scribe:**

- Student identified with disabilities and has a written Individualized Education Program (IEP) or 504 Plan to specify the use of a scribe.
  - Under an IEP or 504 Plan, the student receives a scribing accommodation as a part of daily classroom instruction and assessment.
  - Student is unable to write his or her answers into a standard test booklet or answer document.
- Student identified as English Learner (EL) who is eligible to receive additional **accommodations** (translated form of tests) that may require translation and transcription. The translator is the scribe.
- Short-term medical condition (for example, broken arm or wrist, short-term visual problem, student vomited on test booklet or answer document) which requires scribing or transcribing.

**Provide a brief explanation of the medical condition:**

**The test administrator and scribe must both sign this form.** Their signatures verify that no changes, edits or deletions were made to the student's responses. The student's responses were transcribed by the scribe exactly as given by the student, including errors. Scribing guidelines for Ohio State Tests have been adhered to as defined in [Ohio's Accessibility Manual](#).

\_\_\_\_\_  
Scribe Signature

\_\_\_\_\_  
Date When Scribing Occurred

\_\_\_\_\_  
Test Administrator Signature

\_\_\_\_\_  
Date

Send this form to the District Test Coordinator. **Do not send this form to the Department.**



## **BUILDING TEST COORDINATOR AGREEMENT FORM**

This is to document that the school/building test coordinator is aware of and understands the district's security policy and all possible consequences and is aware of other resources regarding test security.

### **Test Procedures Agreement for School/Building Test Coordinators**

The school/building test coordinator acknowledges that:

1. All Ohio state tests are secure tests (except Ohio Diagnostic Tests and practice tests, released tests and practice tests);
2. Procedures shall be implemented to ensure maximum test security;
3. Training on Revised Code [3301.0710](#) State Board Policy on Test Security has been provided to all test administrators prior to the test administration;
4. Training on Ohio Administrative Code (OAC) Rule [3301-13-05](#) Rule on Test Security has been provided to all test administrators prior to the test administration;
5. Training on Ohio Administrative Code (OAC) Rule [3301-7-01](#) Standards for the Ethical Use of Tests has been provided to all test administrators prior to the test administration;
6. Training on the district's security policy, including possible consequences of test security violations, has been provided to all test administrators prior to the test administration;
7. Copies of the *Rules Book* are available and access to information has been provided to all test administrators prior to the test administration;
8. Copies of the Guidelines and Procedures for Test Security have been provided to all test administrators and reviewed prior to test administration;
9. Test security or the accuracy of the test data score results will not knowingly be violated in any manner;
10. Student test scores or test performance data shall not be disclosed to unauthorized persons;
11. Any breach of security, loss of materials or other deviation from acceptable security and administration procedures shall be reported immediately to the district test coordinator;
12. The signed Test Procedures Agreement for each test administrator has been collected and retained;
13. Secure test materials shall not be released to the school before the signed test Procedures Agreement has been collected from each test administrator.

*DO NOT fax or send form to the department.*

**I have read, understand, and with my signature agree to comply with statutory and regulatory (OAC) requirements, requirements stated in the *Rules Book*, and the Guidelines and Procedures for Test Security. I also understand that I must return this signed agreement to the district test coordinator before test booklets/materials are released to the school. By signing this form and returning it to the district test coordinator, I verify that the above conditions have been met.**

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School/Building Test Coordinator Signature

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District

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School

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Date



Ohio Department of Education, Office of Curriculum and Assessment, 25 S. Front St., MS 507, Columbus, OH 43215  
Phone: 614.466.1317

# TEST ADMINISTRATOR AGREEMENT FORM

This is to document that the test administrator is aware of and understands the district's security policy and all possible consequences and is aware of other resources regarding test security.

## Test Procedures Agreement for Test Administrators

The test administrator acknowledges that:

1. All Ohio state tests are secure tests (except Ohio Diagnostic Tests, released tests and practice tests);
2. Procedures shall be implemented to ensure maximum test security;
3. Training on Revised Code [3301.0710](#) State Board Policy on Test Security has been provided prior to the test administration;
4. Training on Ohio Administrative Code (OAC) Rule [3301-13-05](#) Rule on Test Security has been provided prior to the test administration;
5. Training on Ohio Administrative Code (OAC) Rule [3301-7-01](#) Standards for the Ethical Use of Tests has been provided prior to the test administration;
6. Training on the district's security policy, including possible consequences of test security violations, has been provided prior to the test administration;
7. Copies of the *Rules Book* are available and access to information has been provided and reviewed prior to the test administration;
8. Copies of the Guidelines and Procedures for Test Security have been provided and reviewed prior to test administration;
9. Test security or the accuracy of the test data score results will not knowingly be violated in any manner;
10. Student test scores or test performance data shall not be disclosed to unauthorized persons;
11. Any breach of security, loss of materials or other deviation from acceptable security and administration procedures shall be reported immediately to the school/building test coordinator;
12. Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from the test administrator.

**DO NOT** fax or send form to the department.

I have read, understand, and with my signature agree to comply with statutory and regulatory (OAC) requirements, requirements stated in the *Rules Book*, and the Guidelines and Procedures for Test Security. I also understand that I must return this signed agreement to the school/building test coordinator before test booklets/materials are released to the school. By signing this form and returning it to the school/building test coordinator, I verify that the above conditions have been met.

\_\_\_\_\_  
Test Administrator Signature

\_\_\_\_\_  
Name of District

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Date



Ohio Department of Education, Office of Curriculum and Assessment, 25 S. Front St., MS 507, Columbus, OH 43215  
Phone: 614.466.1317



