

Rule 3301-13-05 – Ohio Administrative Code Test Security Provisions  
Updated 9/30/15

Authorized personnel:

- District Test Coordinator (DTC and STC), Marilyn Kohler and District Administrators (Supt., Principals) Bill Reichert, Ginger Heuker and Jeff Reese.
- Once tests are distributed the test administrator (TA) is the authorized personnel.
  - o – TA's – core subject teachers.

Handling/tracking procedures:

- District test coordinator will inventory test materials as they arrive in district.
- DTC will keep all materials locked up and secure until the morning of the test.
- DTC will distribute test materials to TA's on the morning of the test.
- DTC will collect test materials from TA's after testing is complete on each test day.
- DTC will inventory test materials after testing each test date and put them in a locked room. (Note paper, reference sheets, login sheets, etc.)
- DTC will mail back to the testing company on/by the date assigned or shred testing materials as per testing manual.

Procedure for investigating any alleged test security violation:

- Alleged violation is brought forward to either a DTC or district administrator.
- Violation is taken to Superintendent of district to be investigated.
- Superintendent does investigation.
- Penalties for confirmed violations could range from a written reprimand placed in permanent file to termination of employment with the district – this will be determined by the findings of the investigation.
- ODE is contacted after investigation is complete. The State Board of Education may seek the maximum penalty pursuant to Section 3319.151 of the Ohio Revised Code.

Invalidation of a student's tests score:

- Begin an investigation if a test taker is caught in violation of any test covering all aspects of cheating.
- TA reports violation to DTC.
- DTC does investigation and determines if an invalidation of a test score is necessary.
- If invalidation is necessary DTC takes necessary steps to invalidate score by notifying the necessary people.
- Administrator disciplines student appropriately per situation.
- Parents are notified.

ODE will be notified of a security violation (both suspected and validated) including the findings and actions taken.

Written procedures will be communicated to employees annually through the district email system and distribution of handouts (mailboxes) by the first of October. Testing Rules books are also provided in each teacher work room. TA's meet annually with the DTC before each test administration to review testing procedures, security issues, and ethical use of tests.

Students/Families are reminded of the test rules and violations verbally by TA's before each test administration and by district administrator on school website. This includes electronic devices turned in before each test to TA and a reminder about no social media communication about tests.

