

## OGT, OAA, OTELA Test Security Plan AACS

- District Test Coordinator (DTC) or designee will receive materials from testing company and secure the materials until distributed to School Test Coordinators (STC). Materials will remain in locked area from time of entry into district until distributed to STCs. Only DTC is authorized to remove any materials from locked storage.
- District Test Coordinator will hold testing meeting with School Test Coordinators prior to testing dates in accordance with Test Security Procedures in DTC Administration Manual.
- DTC will deliver secure materials to STC to be secured in buildings until testing. Only STC will be authorized to remove testing materials from locked storage until testing, during testing, and after testing until return to DTC.
- STCs will hold testing meeting with Test Administrators (TA) prior to testing in accordance with STC Administrator manual.
- STCs will follow test security information in the STC manual. All materials will be secured and test booklets will be tracked using the Security Check List provided to each building.
- All materials will be distributed to TAs by the STC at the start of testing and collected immediately following testing each day. Materials will remain locked in the STCs possession until final testing date is completed.
- Only licensed or certificated employees of the district or licensed or certified substitute employees of the district can administer the assessments and/or have access to the testing materials according to OAA assessment directions.
- Only employees of the district can be in the room during testing.
- A copy of the Security Check List will be kept at each building by the STC and a copy will be given to the DTC at the conclusion of testing.
- STCs will keep a copy of the tracking labels on shipping labels for the boxes in their buildings and will give a copy of the tracking labels to the DTC.
- After the testing is complete and until the return of materials to the DTC only authorized personnel (the DTC or STC) will have access to test materials.
- After completion of regular testing DTC will arrange a date and time for STCs to return secure materials to AACS Central Office for return shipping to testing company.
- If there are any makeup testing materials remaining after regular testing is complete, the STC will notify the DTC. He or she will maintain test security of the materials at the building until makeup testing is complete. At this time STC will arrange for delivery of makeup materials to DTC for return shipping to testing company.
- All secure materials will be tracked using security numbers provided by the testing company.
- All test items are considered secure and cannot be revealed to students, staff or the general public in any manner until they are released to the public before, during, or after the testing, except for the distribution and collection of test materials to those students being tested.

- Any violation of stated security provisions are subject to provisions in the Ohio Administrative Code and will be reported to the Ohio Department of Education should they be revealed. Suspected violations will be investigated by district administrators and the DTC.
- Student scores will be invalidated if they are found to have cheated on the assessments or a security violation takes place. This will occur after an investigation of suspected activity by the DTC and district administrators.
- STCs will share this information verbally with TAs.
- Additionally the information will be placed on the District Website at [aacs.net](http://aacs.net)