

1022 – Test Security Procedures

Pursuant to Commission LEA policy 4701—Test Security and State Board Rules,¹ the Commission must adopt test security procedures to ensure the security of all state-mandated tests. The purpose of this procedure document is to lay out the minimum test security expectations for charter schools authorized by the Commission. These procedures are based on the Test Security Law, T.C.A. § 49-1-607, and the Tennessee Department of Education’s Test Security Guidelines and will be updated annually to include any changes. These procedures contain the following:

1. Test Security Guidelines
2. Test Administration Security Protocols

Test Security Guidelines

Authorized charter schools shall implement the following test security procedures:

3. Train all personnel involved in testing. Training shall cover state test security law, state test security guidelines included in the Test Administration Manual, Commission test security policy and procedures, and test administration procedures.
4. Annually, the District Testing Coordinator (DTC) shall provide mandatory training to all Building Testing Coordinators (BTCs) for each authorized charter school. At least one BTC must be located at the physical school location.
5. The BTC shall provide training for all building personnel involved in testing, including test administrators, proctors, and any other relevant staff who will have access to testing materials. This training may be conducted in person or by completion of the online test administrator training. The authorized charter school shall not allow any person to serve as a test administrator or proctor, or otherwise have access to test materials, who has not participated in training. At the conclusion of training, the BTC shall retain all training documentation.² This includes:
6. Documentation of training. If the online course is used, the BTC must collect a certificate of course completion from each participant. If the training is conducted in person, the BTC must have a sign-in sheet to document training completion for each participant.
7. Testing Code of Ethics and Security Procedures
8. Test Administration and Security Agreement
9. Implement the following inventory verification procedures for all paper testing materials. This includes:
10. Completing the Test Materials Chain of Custody form as soon as materials are received on-site. This form must be turned in to the DTC when secure test materials are returned.

¹ TRR/MS 0520-01-03-.03(9)(c)

² Available via [LiveBinder](#).



11. Establishing a restricted, secure storage area (centrally-located locked room that is inaccessible to unauthorized personnel) for test materials at the school level.
12. Restricting the handling of any paper test materials to authorized personnel only.
13. Restricting access to student login codes, access codes, and proctor passwords.
14. Establishing check-in and check-out processes and ensure inventory control at the school and system level for each testing session during the testing window.
15. Counting test materials before and after each test session.
16. Distributing test materials immediately prior to each test session and collecting immediately after each testing session, including Secure Read-Aloud Test Administrator Scripts.
17. Completing Test Materials Chain of Custody form and returning the form to the DTC.
18. Requiring each test administrator's signature for materials before and after each test session.
19. Securing paper test materials printed for students with disabilities after the test has been transcribed.
20. Prohibit all personnel from obtaining knowledge of test items or passages before, during, and after testing. This includes:
21. Discussing the test content or specific test items with students, parents, or professional colleagues.
22. Reproducing, duplicating or paraphrasing test items in any way, for any reason, by any person.
23. Using test items, specific excerpts from the test, or paraphrased portions of the test to create instructional activities, study guides, or classroom resources.
24. Reviewing Read-Aloud scripts prior to the test session.
25. Create a secure, yet positive, environment for testing. This includes:
26. Ensuring student seating is arranged appropriately so that opportunities for student cheating are minimized.
27. Placing appropriate signage outside the test setting to limit interruptions (e.g., "Do Not Disturb—Testing In Progress").
28. Prohibiting electronic communication devices for students and adults (e.g., cell phones, tablets, smart watches) in the test setting.
29. Ensuring proper calculator use, making sure that memory for each calculator is cleared before and after the administration of each subpart.
30. Providing seating charts for each test administration. Seating charts must include test name, date, student placement, and computer ID, if applicable.
31. Require test administrators and proctors to carefully adhere to all test administration and accommodation instructions. This includes:
32. Following appropriate schedules as set by the state, district, and school.
33. Following appropriate time limits outlined in all test directions.



34. Require test administrators and proctors to remain with students and be observant and non-disruptive throughout the testing session.
35. Train test administrators and proctors on appropriate observation protocol:
36. Be aware of student activity during testing.
37. Do not read or do other activities that take attention away from students.
38. Turn off all electronics, including cell phones, tablets, etc.
39. Collect all testing materials, including student login tickets, at the end of each session.
40. Prohibit the coaching of students in any way during the testing session.
41. Ensure students respond to test items without assistance from anyone.
42. Prohibit the reading of test items and passages by anyone other than the students being tested, unless indicated in the test instructions or accommodations.
43. Secure assessment materials (including pilot or field test materials) so that they may not be read, reviewed, or analyzed at any time before, during, or after test administration.
44. Maintain confidentiality of student-specific accountability demographic information and test results at all times.
45. Document any testing irregularities that may potentially affect student performance on the test, test security, or test validity. Testing irregularities include disruptions during the test session such as a fire drill or students passing notes during the test.
46. Report any potential breach of testing security immediately to the DTC and document any concerns on a Potential Breach of Security Request form. Failure to report a potential breach of security compromises the integrity of the testing process and the failure itself should be treated as a breach of testing security.

Test Administration Security Protocols

Authorized charter schools shall, at minimum, follow the State Test Administration Security Protocols contained in the then-current Test Administration Manual³ and as outlined below. Authorized charter schools may also impose additional test security procedures.

47. Students shall not take the same subpart of the same assessment twice.
48. If students are found with any electronic devices, including but not limited to cell phones, smartphones, smart watches, etc. during testing or during breaks, their test score may be nullified. Best practice is for students to leave devices at home or in their lockers on the day of testing. Alternatively, test administrators should collect electronic communication devices prior to testing and return them when all students have submitted their tests.
49. If test administrators or proctors are found with any electronic devices, including but not limited to cell phones and smartphones, during testing or at any time when test information is accessible, this violation will be treated as a potential breach of testing security. Test administrators may only have electronic devices, such as cell phones or smart phones, when there is no other means of communication with administration in

³ Available via [LiveBinder](#).



case of an emergency. If this is the case, the phone shall remain away and on silent and shall not be used for any reason other than emergency communication.

50. Students should not be placed in a testing session with a test administrator or proctor who is a family member. In addition, the parent/guardian may not be present in the student's testing room.
51. An educational environment should be maintained during testing so that students and faculty are comfortable and familiar with their surroundings. It is not always necessary to cover the walls, however, if a tool was introduced as a learning strategy for students, they need to be able to recall it independently. Examples of materials which should be removed from the test environment or covered include, but are not limited to:
 52. Mathematics formulas not listed on reference sheets;
 53. Additional reference sheets from other state standardized testing programs copied by the teacher and handed out to students;
 54. Teacher-made reference materials (e.g. hand-outs, teacher tips on the white board, information attached to student desks);
 55. Defining the five-paragraph essay structure on a poster in the room;
 56. Defining the FOIL acronym on a whiteboard; and/or
 57. Sentence starters that prompt for word variation or transition phrases.
58. Additional guidance in this area is available in the Test Administration Manual, published in the fall and spring of every year.
59. For online tests, test administrators shall confirm each student has logged in using their own online login credentials for every testing session. A photo ID may be required if test administrators are not responsible for normal classroom instruction. Student login tickets must be treated as secure materials.
60. Any monitoring software that would allow test content on student workstations to be viewed or recorded on another computer during testing must be turned off.
61. Security cameras in testing areas should not be focused to view and/or record content on student workstations.
62. Student workstations should be arranged to ensure that students cannot easily view one another's test and item responses.
63. Logins must be closely monitored. Any test sessions administered before or after school hours and any test sessions that last longer than the allotted time for the assessment must be reported. These events shall be treated as potential breaches of test security.
64. Proctor passwords shall be treated in a secure manner and never provided to the student. The BTC must change the proctor password each day after testing. It should also be changed if there is any potential that the proctor password has been exposed.
65. Any potential breach of test security shall be immediately reported to the BTC who shall immediately report it to the DTC. Specific steps for evaluating and reporting a potential breach of security are contained in the Test Administration Manual and must be followed.