

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### TEST SECURITY

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All mandatory tests administered by or through the State Board of Education and system-administered national norm-referenced achievement tests shall be secured.

- I. Henry County School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
  - A. The testing coordinator shall instruct school test coordinators and principals on test security measures.
  - B. Principals shall be responsible for informing the faculty of test security measures.
- II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the system shall be reported to the appropriate agency.
- III. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner.
- IV. The possession of a digital device is strictly prohibited during the administration of a secure test. A student in possession of a digital device during testing shall be subject to applicable disciplinary consequences. The prohibited device shall be confiscated and may be subject to search. The student's test shall be invalidated if test security procedures are violated.

#### REFERENCES:

AAC §290-4-2-.04

#### HISTORY:

ADOPTED: OCTOBER 11, 2007  
REVISED: JULY 18, 2013; \_\_\_\_\_  
FORMERLY: NEW