



Test Security Procedures

Springboro's Test Security Procedures ensure all individuals adhere to the purposeful and specific procedures in place to validate the security and accurate reporting of student achievement scores. For students taking state assessments this year (Ohio's State Tests, grades 3-12; Alternate Assessment for Students with Cognitive Disabilities, KRA, and ACT), the following is a notification of the district's test security plan.

Per Ohio Administrative Code 3301-13-05, the district is required to develop and maintain district test security procedures and make them available to parents and students annually by October 1. Authorized test administrators will receive further, more specific training regarding their involvement with the specific assessments and are required to follow written procedures set forth by the [Ohio Department of Education & Workforce](#).

Ohio's test security policy is based on law in the Ohio Revised and Ohio Administrative Codes. These codes cover statutory requirements for test security, test administration and the ethical use of state tests.

[ORC 3301.0710](#) - State testing program

[ORC 3319.151](#) - Prohibits assisting students in cheating

[OAC 3301-7-01](#) - Ethical use of tests

[OAC 3301-13-02](#) - Administration of state tests

[OAC 3301-13-05](#) - Security and investigation provisions

Authorize Personnel

Any person administering a state assessment must be an employee of the district and hold a license, certificate, or permit issued by the Ohio Department of Education & Workforce. Springboro Schools appoints a district test coordinator and a building test coordinator at each building who are responsible for handling and tracking test materials before, during and after published testing windows. Building test coordinators are responsible for the training of all individuals assigned to the administration of state district testing.



Handling and Tracking Procedures for Secure Test Materials

The district test coordinator is responsible for ordering and availability of all test tools and materials. The district test coordinator manages secure test materials and prepares for the secure, electronic delivery of tests to students. The building test coordinators are responsible for the security and distribution of tests at the building level. The logistics are particular to each assessment and will be clarified by the building test coordinator closer to each assessment window.

Test Security Violations

All district and school personnel are responsible for ensuring the security of the individual test questions. The responsibility to maintain the security of the test questions continues even after the test concludes. Under Ohio Law, releasing any test questions or other contents of a test to students or helping students cheat in any other way may be punishable by the invalidation of test scores, suspension or termination of state-issued credentials, employment, and/or prosecution.

Any person who witnesses or believes a test security violation occurred, either by school personnel or by a student, must report it as soon as it becomes known.

The following suspected security violations are reported to the district test coordinator who conducts an investigation and reports findings to the Superintendent and the Ohio Office of Assessment:

- Failure to follow written script for introduction of test sessions/getting started
- Cheating by a test taker
- Unauthorized use of electronic device during testing
- Alleged misconduct on the part of authorized personnel
- Lapse in security of test materials
- Disclosure of contents of tests
- Disclosure of student-specific information
- Breach in supervision of a secure test environment

