



Oberlin City Schools Testing Security Procedures

Purpose:

Oberlin City Schools is committed to following the Ohio Department of Education guidelines for test security. This policy ensures secure administration, accurate reporting of student assessment results, and compliance with OAC 3301-13-05.

District Roles:

- District Test Coordinator (DTC): Curriculum Coordinator; oversees district-wide test security.
- Building Test Coordinators (BTCs): Principals/Counselors; oversee building-level test security, appoint examiners and monitors, and manage all test materials.
- Authorized Personnel: Only licensed, trained staff may serve as examiners, monitors, translators, or scribes. All personnel must agree to follow test security and ethical testing procedures.

Material Handling:

- Secure test materials (paper, online, CDs, recordings) are tracked and stored under the supervision of DTC/BTCs.
- Materials may only be accessed by authorized personnel and must never be reproduced or released.
- BTCs verify receipt and condition of materials, maintain logs of all staff with access, and oversee secure access/storage before, during, and after testing.

Assessment Administration:

- Only authorized examiners may administer tests.
- Student-to-examiner/monitor ratio: $\leq 30:1$.
- Tests are administered in prescribed order; only approved materials are allowed in testing rooms.
- Examiners and monitors must remain in the room for the entire session.

Electronic Devices:

- Student devices (phones, smartwatches, laptops not part of testing) must be powered off and stored out of sight.
- Test administrators may carry devices only for emergencies or test-related purposes.
- Accessing devices during testing may invalidate a test if security is compromised.

Reporting Violations:

- Any suspected security violation must be reported immediately to the BTC, DTC, or building principal. (*ex. cheating, unauthorized use of electronic devices, disclosure of test content, violating testing procedures, breach of supervision/security.*)
- DTC investigates, documents findings, and reports to ODE if necessary.
- Violations by staff or students may result in:
 - Score invalidation
 - Suspension, expulsion, or disciplinary action
 - Loss of certification/licensure for staff
- Written reports to ODE must be filed within 10 days of investigation completion.