



## **I. Policy Statement**

The Board of Education recognizes the importance of state-mandated tests, district-selected tests, and local assessments to the educational process. The results are used, along with other data sources, in evaluating the progress of students and schools in accomplishing learning outcomes. Results from tests provide data that can be used for the improvement of classroom instruction and curricular programs. Test results also serve as an additional standardized vehicle for providing student and parent feedback. Passing specific state-mandated tests is required for graduation.

The Board of Education recognizes its responsibility to maintain a testing and accountability program in compliance with state law and regulations, and to provide for the security of test materials, the ethical administration of tests, and the accurate and ethical reporting of test data.

## **II. Purpose**

This policy establishes provisions for the approval of certain tests and staff and student responsibilities related to state and school system mandated tests.

## **III. Definitions**

- A. Approved Tests – Mandated tests and other tests on the approved test list.
- B. Cheating/Academic Dishonesty (Student) – For purposes of this policy, cheating/academic dishonesty means receiving or providing information other than that which is appropriate and authorized for the administration of a test. Action taken by a student that is deemed inappropriate based on information, rules, guidelines, and procedures in this policy, as well as examiner’s manuals, test administration and coordinator manuals, handbooks, memos, and related documents from the Maryland State Department of Education (MSDE) or the school system.
- C. Coach – Any action during testing which assists a student in responding to test items, excluding general administrative directions provided in the test administration manual and provisions allowed by a student’s Individualized Education Program (IEP) or other modification plans. Examples of coaching include rephrasing questions, defining terms, and providing answers.

- D. District-selected Tests – Tests purchased by the school system which are mandated by the system to be administered system wide for purposes of system evaluation and improvement.
- E. Local Accountability Coordinator (LAC) – A staff member appointed by the local superintendent to serve as the liaison between the MSDE and the school system. This person is responsible for the coordination of all state-mandated testing and related activities at the local level.
- F. Local Assessments – Howard County Public School System (HCPSS) generated K-12 assessments aligned with the school system’s essential curriculum by grade and course, which are mandated to be administered system wide.
- G. Mandated Tests – State mandated tests, district-selected tests, and local assessments.
- H. Proctor – An individual who is trained to work under the direction of the test examiner to assist with test administration. Proctors do not have to be certified, but they must be regular school employees or pre-service teacher candidates who are in the service or teaching phase of their program in the HCPSS and who have school-based administrator approval. Exceptions must be approved by the LAC.
- I. Scanner Representative – School-based employee appointed by the principal who is responsible for scanning tasks related to the local assessments.
- J. School Accountability Coordinator (SAC)/School Test Coordinator (STC) – An assistant principal appointed by the principal to serve as the liaison between the school system and the school for testing purposes. The SAC is responsible for the coordination, administration, and implementation of security procedures of all state-mandated testing at the school level. The term School Test Coordinator is used by the MSDE.
- K. State-mandated Tests – Tests required by the MSDE to be administered system wide for purposes of system evaluation, school improvement, and evaluation of individual performance standards.
- L. Test Examiner/Test Administrator – Certificated, full-time staff member who has been trained to administer the specific state-mandated or district-selected tests. Test examiners are responsible for distributing and collecting test materials, delivering appropriate instructions to a group of students, maintaining security during testing, and providing an appropriate testing environment.

- M. Test Materials – Any of the documents or supplemental supplies and equipment used for testing, including student tests, test administration manuals, answer keys, audiotapes, and software.
- N. Testing Window – The period of time designated for schools to administer mandated tests.

#### **IV. Standards**

##### **A. Approved Tests**

Tests administered to students in the system, other than teacher-made tests designed to assess achievement in individual classrooms or those linked to an approved textbook series in use in the classroom, must be on the approved test list.

1. The following tests are automatically placed on the approved test list:
  - a. State-mandated tests
  - b. District-selected tests
  - c. Local assessments
  - d. Other assessments included in HCPSS curriculum documents.
2. Other commercially developed tests which are not linked to an approved textbook series must be approved by the Superintendent's designee in order to ensure that only high quality assessments are used to make program decisions for students.

##### **B. Ethical Administration of Approved Tests**

1. All approved tests will include guidelines for test security and administration.
2. Staff members and students must adhere to the guidelines for the administration of approved tests, maintain the security of test materials, demonstrate proper behavior related to testing, and cooperate in the reporting and investigation of any violations related to testing.
3. Any failure to comply with test administration procedures shall be reported to the appropriate administrator or supervisor and investigated according to state regulations and/or school system processes.

##### **C. Testing Behavior**

1. It is a violation for anyone knowingly and willfully to fail to follow security procedures promulgated by the MSDE and/or the school system and

published in test administration manuals and other documents for mandated tests.

## 2. Staff Member Violations

It is a violation for any staff member to knowingly and willfully:

- a. Administer a test which has not been approved in accordance with Standard A of this policy
- b. Give students access to secure test items or materials before testing
- c. Give unauthorized individuals access to secure test items or materials
- d. Copy, reproduce, or use in any manner inconsistent with test security regulations, all or any portion of a secure test booklet or a secure administrator's manual or both
- e. Provide answer keys or answers verbally, in writing, or by any other means to students
- f. Coach students during testing or alter or interfere with student responses in any way
- g. Fail to follow security regulations for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during, and after testing
- h. Fail to properly monitor test administration, including permitting inappropriate collaboration between or among individuals
- i. Administer mandated tests on dates other than those specified in the system's testing calendar or guides
- j. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this testing behavior violation regulation
- k. Allow a student to take a test for someone else
- l. Operate a cell phone, wireless handheld device, personal digital assistant (PDA), or any electronic devices that enable transmission of text, voice messages, or photo images during testing.

## 3. Student Violations (Cheating/Academic Dishonesty)

It is a violation for any student to knowingly and willingly:

- a. Obtain improper access to secure test items or materials before, during, or after testing or assist other students in doing so
- b. Obtain improper access to the test, a part of the test, or information about the test before, during, or after testing
- c. Provide answers verbally, in writing, or by any other means to other students
- d. Look through or work on any part of the test other than the assigned test section

- e. Use prohibited aids
- f. Attempt to or take a test for someone else
- g. Operate a cell phone, wireless handheld device, PDA, or any electronic devices that enable transmission of text, voice messages, or photo images during testing.

4. Data Collection and Reporting Violations

It is a violation of data collection and reporting for an individual or a school to:

- a. Fail to report test scores, numbers of students tested, and other indicators of test performance on mandated tests administered by or through the MSDE, as well as all other data elements reported to the MSDE
- b. Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of test performance, and participation on mandated tests administered by or through the MSDE, as well as all other data elements reported to the MSDE
- c. Exclude a student or students from participation in mandated tests administered by or through the MSDE except in accordance with MSDE-approved procedures.

D. Investigations and Consequences

- 1. The school system will investigate any allegations of violations regarding district-selected and local assessments.
- 2. The school system shall cooperate in investigations by the MSDE regarding allegations of testing violations for state-mandated tests.
- 3. Students and staff must disclose information regarding possible testing behavior and cooperate fully with any investigation of violations of this policy or allegations of testing violations.
- 4. Violations of this policy by staff or students may result in the invalidation of test results.
- 5. Violations of this policy by a staff member may result in disciplinary action such as a letter of warning, a letter of reprimand, suspension without pay, or dismissal by the Superintendent. Testing behavior violations by a staff member with regard to state-mandated tests may also result in the suspension and/or revocation of administrative or teaching credentials, or both, by the State Superintendent of Schools.
- 6. Testing behavior violations by students may result in disciplinary action under the guidelines of Policy 9200, Discipline, and the Student Code of Conduct.

E. Training

The school system will provide training to ensure that staff is able to implement the provisions of this policy.

**V. Compliance**

A. All central office and school-based personnel whose duties involve either test administration or data collection and reporting shall be held accountable for compliance with all of the requirements included in this policy. Individuals who fail to comply with the requirements of this policy are subject to discipline and/or certification penalties.

B. The Superintendent/designee shall have the following responsibilities:

1. Appoint a central office administrator who serves as the LAC
2. Develop and publish a calendar of test administration dates and testing windows
3. Respond to requests and deadlines for submission of files to the MSDE
4. Ensure that files, scores, reports are accurate.

C. The LAC shall have the following responsibilities unless otherwise provided for in the implementation procedures for specific tests:

1. Oversee the administration of state-mandated and district-selected testing programs in the system
2. Oversee the security of state-mandated and district-selected test materials in the system
3. Serve as the link between the HCPSS and the MSDE
4. Report and investigate allegations of testing behavior violations according to established procedures and guidelines.

D. Principals shall have the following responsibilities for their schools:

1. Assure the proper and ethical administration of all testing and the security of all test materials
2. Designate an SAC and an alternate SAC who will implement the regulations and testing protocols for state-mandated and district-selected tests
3. Designate an appropriate person who will implement the regulations and protocols for the local assessments
4. Designate a scanner representative who will implement the local assessment scanning process
5. Advise students of proper behavior during testing in accordance with Standard IV.C.3 and any protocols accompanying a specific test

6. Distribute test results as appropriate
  7. Assure that staff have adequate knowledge to interpret results
  8. Safeguard electronically stored data and test items.
- E. SACs shall have the following responsibilities, unless otherwise provided for in the implementation procedures for specific tests:
1. Oversee the administration of state-mandated and district-selected testing programs in their schools
  2. Oversee the security of state-mandated and district-selected test materials in their schools
  3. Serve as the link between the school and the office responsible for testing
  4. Advise staff of proper behavior during testing
  5. Ensure that only qualified staff are designated as test examiners, proctors, and assistants (where appropriate).

## **VI. Delegation of Authority**

The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

## **VII. References**

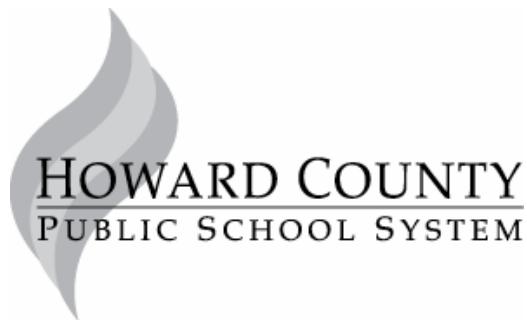
- A. Legal  
The Annotated Code of Maryland, Education Article, Title 7, Public Schools,  
Subtitle 2. Evaluation and Graduation of Students  
COMAR 13A.03.02.07. 07, State Assessments  
COMAR 13A.03.04, Test Administration and Data-Reporting Policies and  
Procedures  
COMAR 13A.12.05, Suspensions and Revocations
- B. Other Board Policies  
Policy 7030 Employee Discipline  
Policy 8000 Curriculum  
Policy 8010 Grading and Reporting: Pre-Kindergarten Through Grade 8  
Policy 8020 Grading and Reporting: High School  
Policy 8030 Graduation Requirements  
Policy 9050 Student Records and Confidentiality  
Policy 9200 Discipline
- C. Other  
Student Code of Conduct

ADOPTED: November 12, 1992

AMENDED: May 23, 2002

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**POLICY 8120-PR**  
IMPLEMENTATION PROCEDURES  
**TESTING: STATE AND LOCAL**  
**RESPONSIBILITIES AND PROTOCOLS**

Effective: July 1, 2007

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**I. State-mandated and District-selected Tests**

**A. Designation of Responsibilities**

1. The testing calendar will include all dates for test administrations and serve as the official document to guide school planning for those administrations.
2. The principal will appoint the SAC and an alternate SAC before the beginning of the year. Any changes in such appointments require that notification be made to the LAC.
3. The SAC must be an assistant principal.
4. The alternate SAC must be a certificated employee assigned to the school.
5. The SAC will have the responsibility for administration of state-mandated and district-selected tests.
6. The LAC will communicate all information related to testing to the SACs.

**B. Acquisition and Handling of Test Materials**

1. The LAC will be the sole individual authorized to procure test materials for the system.
2. The LAC will inform schools of the arrival dates and pick-up procedures for test materials and the requirements for receipt and storage of those materials.
3. The LAC will direct and coordinate distribution of test materials to and collection of test materials from schools.
4. The SAC will direct and coordinate distribution and collection of test materials within the school according to established procedures.
5. The LAC will inform schools of the requirements for proper storage of test materials while in the schools and for the implementation of these procedures.

6. The principal will ensure that a locked, secure, non-instructional area is available for storage of all test materials before, during, and after testing.
7. The SAC is the sole individual authorized to receive test materials from the LAC, the MSDE, the system, and its vendors.
8. The SAC is responsible for accounting for all materials. Upon receipt of the test materials, the SAC shall complete the required forms for each test to document receipt of materials and verify that all materials have been inventoried.
9. The SAC will notify the appropriate persons of discrepancies related to the inventory of test materials. These discrepancies include the initial receipt of materials as well as lost materials.
10. The SAC is responsible for assuring the security of test materials while they are in the school. The secured storage area will be under the jurisdiction of the SAC and test materials must always be under the supervision of the SAC.
11. The SAC is the only person authorized to remove test materials from the secure area and will do so for test administration preparation activities and for actual test administration.
12. The SAC will instruct test examiners on procedures for distribution and collection of test materials and ensure that all test materials are accounted for prior to dismissing students from testing.
13. Schools shall retain the names and student identification numbers of students tested as well as the names of all test examiners and proctors for 6 years following each test administration.
14. At the close of the testing window, all test materials shall be returned to the MSDE, HCPSS, or the appropriate vendor in accordance with approved procedures.

C. Training Requirements

1. LACs are required to provide training for SACs on the procedures and guidelines necessary to administer all tests in their schools and to communicate all supplemental information as it becomes available and necessary.
2. SACs must attend each required training meeting. The alternate SAC must attend in the SAC's absence.

3. Principals will facilitate attendance of the SAC at required training meetings.
4. SACs are responsible for training all test examiners, proctors, and others who may assist with testing in proper test administration procedures for each test.
5. Test examiners, proctors, and others who may assist with testing are required to attend all training sessions and learn all required procedures for each test.
6. Required test administration procedures are outlined in state and local manuals, training materials, and documents provided by the MSDE and/or HCPSS.
7. Each person who is trained for test administration of state-mandated and certain district-selected tests must sign a certification of training form and/or a non-disclosure agreement, whichever is applicable. The forms must be maintained for the duration of the person's relationship with HCPSS.
8. A list of those examiners attending the training sessions must be kept on file at the school and sent to the Department of Student Assessment and Program Evaluation if requested.

D. Data Collection and Reporting

1. Staff in the Department of Student Assessment and Program Evaluation (SAPE) responsible for data will respond to requests/deadlines for submission of files and assure that files, scores, and reports are accurate.
2. Principals will distribute test results and safeguard electronically stored data and test items within their schools.

E. Reporting and Investigating Alleged Testing Violations

1. Allegations of potential testing behavior violations at the school level are to be reported to the school principal and the LAC.
2. The LAC and other appropriate central office administrators shall investigate reports of alleged testing behavior violations.
3. In investigating reports of alleged violations involving state-mandated tests, the LAC will be guided by test manuals, related documents, and the Guide to Test Security and Data Reporting for Local Accountability Coordinators produced by the MSDE.

4. All cases of alleged violations for state-mandated tests shall be reported to the MSDE according to their guidelines.
5. In investigating reports of alleged testing behavior violations involving district-selected tests, the LAC will be guided by test manuals and other test administration documents related to the specific tests. Following an investigation, if it is determined that an actual violation has occurred, consequences will be determined by the Superintendent/designee.
6. The LAC must cooperate fully by meeting all requirements and requests of the MSDE where applicable and all requirements and requests of the HCPSS where applicable.

## **II. Local Assessments**

### **A. Accounting for Test Materials**

1. HCPSS local assessments are the property of the HCPSS and can only be copied for their intended use.
2. The content area coordinators are responsible for determining the number of local assessments to be distributed to each school and for coordinating delivery through the warehouse.
3. The content area coordinators will instruct teachers in procedures for the security of all assessment materials, including distribution and collection of test materials.
4. The instructional team leader is responsible for obtaining the appropriate local assessment and notifying content area coordinators of any problems.
5. The instructional team leader is responsible for instructing teachers in the security of local assessment materials including storage, distribution, administration, and collection.
6. The instructional team leader is accountable for the total number of local assessments received and returned.

### **B. Storage of Test Materials**

1. Local Assessments are secure documents. During the time any local assessment materials are in the schools, they must be treated as secure documents and stored at all times in a secure location (which may include a

locked location in a teacher's classroom). Access to the assessments should be limited to content area staff and appropriate resource teachers.

2. Scan sheets with student names and student identification numbers, and other local assessment documents which contain constructed responses and student identification, are secure documents and must be maintained in a secure location until the end of the summer following the school year in which the test was administered.
3. At the end of the summer following the school year, secure scan sheets must be shredded. Scan sheets may be shredded at the school or they may be boxed, sealed, labeled for shredding, and sent to the warehouse.
4. After administration of local assessments, other secure response documents, student test booklets, test administration manuals, and answer keys must be collected and shredded, or they may be recycled using secure procedures. Secure recycling procedures require that arrangements be made with the school's day supervisor custodian to assure that the secure materials are placed in recycling bins no more than 24 hours prior to the school's recycling pickup.

C. Requirements for Test Administration

1. Teachers are expected to follow the required test administration procedures outlined in teachers' manuals.
2. Teachers are required to administer all local assessments appropriate to the course and grade taught by the designated deadline.

D. Requirements for Scanning

1. The scanner representative is the main contact person regarding scan forms, software/hardware updates, and processes for completion of local assessment scanning.
2. Teachers in tested content are responsible for having all local assessment scan sheets to the scanner representative within the scanning window.
3. The scanner representative is responsible for having all local assessment scan sheets scanned and backed up within the designated scanning window.
4. The scanner representative is responsible for printing and distributing required reports to each teacher.

5. In the event of a hardware malfunction, the scanner representative is responsible for notifying the school's media person as well as the SAPE Department.
6. Only scanner representatives or their designees may use the scanner computers that are connected to the scanner. The scanner computer is used for scanning tests, printing reports, and assessment tasks only.

E. Training Requirements

1. Scanner representatives are required to attend all training sessions to learn required procedures and testing windows for each test.
2. Designated representatives from each school must attend a training session regarding procedures for administration of local assessments.
3. The designated representative is responsible for providing training at the school for all test examiners.

F. Security Measures for Reviewing Student Test Results

1. An assessment may only be kept as part of a student's permanent record if the student's name is on the test.
2. Only the student's faculty and administrators are allowed to view the student's assessment results and data. If needed, the student's guidance counselor and school psychologists may have access to a student's assessment data. These data must be kept in a secure location within the school.
3. Parents who wish to review their students' test and test results may do so only in the presence of a teacher or counselor who has verified their authority to access such records.
4. Other persons (including any non-faculty doctors, counselors, etc.) who need to view an individual student's data may do so only in the presence of that student's parent(s) and teacher.
5. The following procedures must also be adhered to when reviewing any local assessment:
  - a. No notes may be taken or recorded on the assessment
  - b. The assessment cannot be taken from the room.

6. Viewing test results in a manner not in accordance with these procedures is considered a security violation under this policy.

**G. Reporting and Investigating Alleged Testing Behavior Violations**

1. Allegations of potential testing behavior violations for local assessments at the school level are to be immediately reported to the team leader and principal. Each individual involved must follow this report with written documentation of the circumstances surrounding the allegation. The principal will provide copies of the documentation to the central office staff member responsible for the local assessment program.
2. All cases of alleged test security, testing behavior and data reporting violations for local assessments shall be reported to the principal and to the central office staff member responsible for the local assessment program. An investigation will occur and if it is determined an actual violation has occurred, then consequences will be determined through a discussion with the Superintendent's designee.

**III. Testing Requirements of State-mandated, District-selected, and Local Assessments**

**A. Students Receiving Home and Hospital Services or Assigned to Evening School**

1. Students receiving Home and Hospital Services or assigned to Evening School are required to participate in all mandated tests.
2. Persons who administer mandated tests as part of alternative education programs must abide by the same guidelines and procedures as those in traditional settings and receive all required training.
3. Students receiving Home and Hospital Services who are able to attend their home schools in order to take mandated tests should be encouraged to do so.
4. When students are unable to be tested in their home schools, arrangements will be made to administer state-mandated and district-selected tests by a certified examiner in an appropriate setting. Arrangements for training and distribution will be coordinated between the SAPE Department and Home and Hospital Services.
5. Local assessments for students unable to be tested in their home schools are coordinated through the home school. Test materials are distributed to the test administrator by the instructional team leader; the test administrator signs for materials using the HCPSS Redistribution of Materials form. Assessments

and scan sheets must be returned to the home school after tests are administered.

**B. Electronic Devices**

1. Students are not permitted to have cell phones, wireless handheld devices, PDAs, or any electronic devices that enable the transmission of text, voice messages or photo images during testing. Such devices should not be on the desks or in the student's possession during testing. If the student has any such device, it must be turned off and inaccessible during testing.
2. Examiners are not permitted to have cell phones, wireless handheld devices, PDAs, or any electronic devices that enable the transmission of text, voice messages or photo images while administering the tests. School accountability coordinators must be certain that such devices are turned off and inaccessible during testing.
3. No one is allowed to have cell phones, wireless handheld devices, PDAs, or any electronic devices that enable the transmission of text, voice messages or photo images while reviewing secure test materials. School accountability coordinators must be certain that such devices are turned off and inaccessible during the test review.

**IV. Approval of Commercially Developed Tests**

- A. A Testing Advisory Committee shall be convened to review any commercially developed tests which require approval under Standard A of this policy, such as those intended to be used for instructional placement.
- B. The committee will be appointed and chaired by the Coordinator of Testing.
- C. The committee will meet once each semester and as needed.
- D. Individuals or offices desiring to have a test approved for use or for pilot purposes under this provision must make application to the committee.
- E. The committee will review the test for psychometric properties, the appropriateness of the test in relationship to system goals and objectives, and the time and financial resources required to administer the tests.
- F. Tests approved by the committee for full, limited, or pilot use will be added to the approved tests list with an appropriate designation.
- G. The Coordinator of Testing is responsible for publishing the approved test list and maintaining its accuracy.

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