
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY ILB: TEST SECURITY AND DATA REPORTING

The local accountability coordinator will be designated by the Superintendent and the coordinator's name provided to the State Department of Education. The coordinator shall be charged with implementing appropriate provisions for the security of materials and the storage of all secure tests, and test materials including answer keys, audio tapes, and examinee answer documents before, during, and after testing. These procedures shall provide for storage of all materials under lock and key at a central location.

Provisions shall be made by the Local Accountability Coordinator to ensure that individuals administering the tests shall adhere to all procedures specified in the Maryland Accountability Coordinators handbook and all administrator manuals for mandated testing programs. In addition, with the distribution of test materials, all test administrators will be informed that it is a violation of state regulations for anyone to knowingly and willfully:

1. Give examinees access to secure test items or materials before testing;
2. 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;
3. Provide answer keys or answers verbally, in writing, or by any other means, to examinees;
4. Coach examinees during testing or alter or interfere with examinees' responses in any way;
5. 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.
6. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the prohibited acts listed above or fail to follow procedures published in test administration manuals; or
7. Refuse to disclose information regarding test security violations.

It is also a violation for any person or school to knowingly and willfully:

8. Fail to report test scores, numbers of students tested, other indicators of test performance and participation for all participating students on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the State Department of Education as part of its Maryland School Performance Program initiative;

9. Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of test performance and participation on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the State Department as part of its Maryland School Performance Program initiatives;
10. Exclude a student or students from participation in mandatory tests administered by or through the State Board of Education except as provided for in MSPAP and/or MSDE assessment guidelines.

A student who knowingly causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests listed above, shall leave the test results invalidated, and shall be ineligible to retake the test until the next official testing opportunity. A student who knowingly engages in any activities during testing which result in invalidation of the scores shall be ineligible to retake the test until the next official testing opportunity.

The local school system shall report to the State Superintendent any violations of test security or data reporting. Violations may result in the suspension or revocation of an individual's teaching certificate, invalidation of test results, or the withholding of funds to a local school system.