

Paulding Exempted Village Schools
Security Plan 2014-2015

For students who will be taking any state assessments this year (i.e. Performance Based/End of the Year Assessments, Ohio Test of English Language Acquisition, Ohio Alternative Assessment, Ohio Graduation Test or Ohio Achievement Assessment) The following is notification of the Districts Test Security Plan, ensuring all involved that there are purposeful and specific procedures in place to ensure the security and accurate reporting of student's achievement tests.

Per Ohio Administrative Code 3301-12-05(J), the district is required to notify you of the written Security Plan for administering state assessments {OAC 3301-13-05(H)}. This is outlined below; staff members receive further, more specific instructions about their involvement with specific assessments.

All materials will be handled and traced by the District and School Test Coordinators. The logistics are particular to each assessment and will be clarified separately.

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 invalidation of test scores, termination of employment, suspension of certificates to teach, and/or prosecution. These are security violations (not an exhaustive list):

- It is illegal to review the test before the administration and create student guides for, or somehow release test questions to students based upon questions known to be on state tests.
- Individuals monitoring a given test subject may not look ahead at other test subjects printed in a test booklet or available online.
- No secure material from any operational test maybe released to any students, to the media or to the general public, including describing questions in a letter or email, discussing test questions or photocopying test questions.
- It is unethical and illegal to alter any student response or to assist a student to cheat in any other way.
- Unauthorized persons may not be present during statewide test administration; only school/district test coordinators may access secure materials, as well as (on test day) designated testing administrators and monitors, and testing students.
- NO ONE may stand beside a student's desk and indicate in some manner that the student's answer is incorrect blank or deficient in some manner.
- NO ONE may review or alter a student's response after the student had turned in the test booklet, answer document or submit online.

