

ORLEANS PARISH SCHOOL SYSTEM POLICY AND PROCEDURE MANUAL

Test Security Policy – File II-03b

The Orleans Parish School Board, in compliance with the State Board of Elementary and Secondary Education (BESE), holds proper test security and administration to be of utmost importance and deems any violation of test security to be serious.

Formal and informal assessments are used in Orleans Parish School to meet local, state and federal requirements, provide diagnostic information, determine grade or program placement, determine student admission into Citywide Access Schools, validate and/or award credits, assess individual or group performance, assess instructional program effectiveness, provide information for counseling students, and provide information for curriculum planning and decision making.

Assessment and testing programs consist of the following types:

- Louisiana statewide accountability testing programs prescribed by the Louisiana Legislature, BESE, and/or the Louisiana Department of Education.
- Parish wide norm-referenced testing and criterion-referenced testing programs in language arts, mathematics, science and social studies.
- Screening, readiness test and/or checklists as well as nationally published tests.
- College admission and armed services testing agencies.
- Individual pupil appraisal evaluations for suspected physically challenged and gifted student performance.
- Informal testing, inventories and activities designed by teachers to assess student performance.

The Orleans Parish School District shall take every precaution to assure that all tests administered within the school system shall be conducted in such a manner as not to compromise the testing results in any way. For criterion-referenced and certain other tests administered by or through the Louisiana Board of Elementary and Secondary Education (BESE), testing materials and procedures, as well as any electronic data, computer media or passwords, related to student testing shall be properly supervised in strict compliance with regulations outlined by BESE and the School District. In addition, all secure tests and test documents shall be stored under lock and key at the School Board office and school site's pre-determined, locked, secured storage areas when not in use.

Any teacher or other school personnel who allows or breaches test security shall be disciplined in accordance with state law, District policy and regulations adopted by the Louisiana Board of Elementary and Secondary Education, and any and all laws that may be enacted by the state.

TEST SECURITY PROCEDURES

It shall be a violation of test security for any person to do any of the following:

- a. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education (LDE) which would give examinees an unfair advantage or disadvantage;
- b. Give examinees access to test questions prior to testing;
- c. Examine any test item at any time (except the student during testing or the test administrator while providing the accommodations “*Test Read Aloud*” or “*Communication Assistance*”, “*Transferred Answers*” or “*Answers Recorded*” for students determined to be eligible for those accommodations);
- d. at any time, copy, reproduce, record, store electronically, discuss or use in a manner inconsistent with test regulations all or part of any secure test item, test booklet, answer document, or supplementary secure materials. **Electronic devices with imaging or text-messaging capability are prohibited within the testing environment;**
- e. Coach examinees in any manner during testing or alter or interfere with examinees’ responses in a manner;
- f. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form – written, printed, verbal or nonverbal;
- g. Administer published parallel, previously administered, or current forms of any statewide assessment (e.g., Louisiana Educational Assessment Program [LEAP]; *Integrated* LEAP [iLEAP]; Graduation Exit Examination [GEE]; Graduation Exit Examination [“old” GEE]; LEAP Alternative Assessment, Level 1 [LAA 1]; LEAP Alternative Assessment, Level 2 [LAA 2]; the English Language Development Assessment [ELDA]; end-of-course tests [EOCT] online assessments; or Forms K, L, M, A, and B and all new forms of The Iowa Tests; or EXPLORE and PLAN as practice test or study guides. Such parallel forms of the tests must be kept in a predetermined, locked, secure area at the district office;

(All school administered norm-referenced testing for instructional purposes must be completed and scored before the end of the first quarter.)

- h. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, student log-in information, supplementary secure materials as well as overages as directed; or fail to account for and secure test materials before, during or after testing;
- i. Fail to account for and secure test materials before, during, or after testing; all secure materials including all parallel forms of the norm-referenced test must be kept in predetermined, locked storage at both the district and school levels; secure materials MUST NEVER be left in open areas or unattended;
- j. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the Louisiana Department of Education, Division of Standards, Assessments, and Accountability;
- k. Fail to report any testing irregularities to the District Test Coordinator, who must report such incidents to the Division of Standards, Assessments, and Accountability; (a testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data)
- l. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

SECURITY OF TEST MATERIAL

- a. All test booklets, answer documents and supplementary secured materials (e.g., audio CDs, videotapes and completed observation sheets) shall be kept in a predetermined, secure, locked storage area prior to and after administration of any test; test administrators are to be given access to the test answer documents and supplementary secured materials only on the day the test is to be administered, and the tests answer documents and supplementary secured materials are to be retrieved immediately after testing is completed (prior to an extended break or for the day) and stored in the predetermined, locked, secure location each day of testing.
- b. All the test booklets, answer documents and supplementary secured materials shall be accounted for by written documentation (Distribution/Return Form) for each point at which test materials are distributed and returned. School Test Coordinator shall keep documentation of the materials distributed to the test administrators or proctor during testing. Test administrators and proctors shall

- keep documentation off the materials distributed to the students during testing. Each test administrator's and student's signature is required upon receipt and return of the test booklets and answer documents.
- c. Any discrepancies noted in the serial numbers of test booklets, answer documents, and supplementary secured materials (e.g., audio CDs, videotapes and completed observation sheets) received from contractors shall be reported to the District Test Coordinator by the School Principal prior to the administration of the test, who will immediately report such discrepancies to the LDE Division of Standards, Assessment, and Accountability prior to the administration of the test.
 - d. In the event the test booklets, answer document or supplementary secured materials (e.g., audio CDs, videotapes and completed observation sheets) are determined to be missing while in the possession of the school, or in the event of any other testing irregularities or breaches of security, the School Principal shall immediately notify by telephone the District Test Coordinator, who in turn will notify by telephone the LDE Division of Standards, Assessment, and Accountability. The district's designee shall investigate the cause of the discrepancy and provide the Louisiana Department of Education with a report of the investigation following the detailed procedures contained in BESE's Test Security Policy within thirty (30) calendar days of the initiation of the investigation. At minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witnesses to the occurrence. Officials from the Louisiana Department of Education are authorized to conduct additional investigations.
 - e. All boxes must be prepared, labeled and accompanied by hand carried documentation when returning scorable and non-scorable materials to the delivery destination for shipment to the testing vendor.

TEST SECURITY AND ADMINISTRATION TRAINING

All persons involved in the administration of tests shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance and access to electronic data. Assessment specific training sessions will also be provided prior to each test administration. A record of such activities shall be maintained by the District. The District Test Coordinator will provide training to the School Test Coordinators, who shall turnkey the information on security, administration, and confidentiality of individual or aggregated student test data to all school level personnel having access to testing materials. Only personnel trained in test security and administration shall be allowed to have access to or administer any standardized tests.

The School Test Coordinator shall provide a copy of the sign-in sheet and agenda for each test security training provided. Upon completion of testing, all test administrators and proctors must sign the *Oath of Security* and return it to the STC to keep on file for

three years. The STC and principal must sign an *Oath of Security* and return it to the DTC to be kept on file at the district for three years.

ENSURING THE SECURITY OF INDIVIDUAL STUDENTS' TEST DATA

LEAPdata Query, LEAPweb Reporting System, End-of-Course (EOC) Testing System and LDOE's Enhanced Assessment of Grade Level Expectations (EAGLE) System are systems which are provided for instructional purposes and contain individual student test data. These systems are not for public use, and any student information from the system must not be disclosed to anyone other than a district, or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). A district, or school official is a person employed by the district, or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility. Curiosity does not qualify as a right to know. District and school officials who are granted a password to these systems must abide by FERPA law. Disclosure of passwords to anyone other than those authorized is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education web page at <http://www.ed.gov/offices/OM/fpco/ferpa/>.

School level passwords for access to individual school data will be provided to school principals and School Test Coordinators by the District Test Coordinator as requested. Principals shall be responsible for distributing the password as needed to other school personnel and ensuring that each user signs a security agreement. A copy of the principal's and School Test Coordinator's signed security agreement shall be acquired by the District Test Coordinator prior to the release of any passwords and these documents are to be kept on file. Other school level users who have access to any of the data systems shall have their security agreements kept on file by the principal. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords. School principal should notify the DTC to have the password deactivated or reset.

LOCKED SECURE STORAGE AREA

Each school is required to have locked, secure storage area to secure all secured testing materials. This facility should have limited access. Annually, the principal is to submit documentation of the location of the locked, secure storage area where all test materials are stored, including a list of personnel authorized to have access to the area. This documentation shall be maintained by the District. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, alternate School Test Coordinator, principal, or assistant principal of each school.

DISTRIBUTION OF SECURE MATERIALS TO SCHOOLS

Secure test materials will be distributed to schools no more than three workdays prior to test administration. In preparation for test administration, schools will be scheduled to report to the central office in a secured facility where school staff may hand code test materials. The STC may bring a team to assist in timely completion of this task. Once coding has been completed, all materials will be inventoried and repackaged for storage. The repackaged

boxes will be sealed and signed by the STC. Materials will be distributed on the third workday prior to test administration.

PROCEDURES FOR ASSIGNING TEST ADMINISTRATORS

Test administrators are assigned at the school level. To the extent possible, schools are to schedule students in grades 9 – 12 to a test administrator who is not the teacher of record. For each test administration, the school will submit to the DTC an Assurance Statement indicating that every effort was made to assign students to a test administrator other than the teacher of record.

MONITORING OF SCHOOL SITES

Central office personnel are trained to monitor testing at school sites. Each monitor will be assigned to a school site where (s)he will observe test administration procedures. Monitors will complete a report of their findings, notifying DTC in the event there is an occurrence that requires immediate attention.

INVESTIGATION OF MISSING SECURE MATERIALS

- a. The district test coordinator shall initiate the investigation upon the district's determination of missing secure materials or upon notification by the State Department of Education. The investigation shall be conducted by the Superintendent or designee and the District Test Coordinator.
- b. Review of all Test Administrator Distribution/Return Forms and Student Distribution/Return Forms to determine chain of custody for specified test materials.
- c. The location of the predetermined, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified.
- d. Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who have access to the test materials at any time must be interviewed.
- e. After completion of the investigation, the district shall provide a report of the investigation and a written plan of action to the state superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence. Officials from the Louisiana Department of Education are authorized to conduct additional investigations.

INVESTIGATION OF TESTING IRREGULARITIES

- a. The district test coordinator shall initiate the investigation upon the district's determination of an irregularity or breach of security or upon notification by the State Department of Education. The investigation shall be conducted by the Superintendent or designee and the District Test Coordinator.
- b. The location of the predetermined, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified.
- c. Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who have access to the test materials at any time must be interviewed.
- d. Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing.
- e. After completion of the investigation, the district shall provide a report of the investigation and a written plan of action to the state superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence. Officials from the Louisiana Department of Education are authorized to conduct additional investigations.
- f. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.

ADMINISTRATIVE ERROR

- a. Administrative errors that result in questions regarding the security of the test or the accuracy of the test data are considered testing irregularities. If it is deemed necessary to void the test, the district test coordinator must fax a completed void form to the LDE, Division of Assessments and Accountability, as directed in the *District and School Test Coordinators Manual*. The original void verification form, along with a copy of the account of the incident, must also be mailed to the LDE, Division of Assessments and Accountability, as directed in the manual.
- b. If tests are voided by the district due to administrative error, the LEA superintendent, on behalf of individual students, may initiate a request to the state superintendent of education for an opportunity to retest prior to the next scheduled test administration on behalf of individual students.
- c. If administrative errors result in a question of the accuracy of the test data, the LEA superintendent or the parent, or legal guardian of an affected student may initiate a request for an opportunity to retest prior to the next scheduled test administration. The LEA

superintendent or parent must provide the state superintendent of education with school- and student-level documentation describing the administrative error.

- d. If the LDE determines that an administrative error that allows for a retest did occur the tests will be voided. LDE will notify the LEA of the determination and of arrangements for the retest. The LEA must provide a corrective plan of action.
- e. To offset costs involved in retesting, the vendor will assess the LEA a fee for each test. It is the responsibility of the school site to pay all fees associated with retesting.
- f. The LDE will provide a report to the SBESE of retests due to administrative errors.
- g. Administrative errors that result from failure to transfer answers from a test booklet onto an answer document require the following steps:
 1. the LEA superintendent will place a request on behalf of individual students, which request must include a description of the administrative error and a corrective plan of action, to the state superintendent of education to have the testing vendor send to the district the student's test booklet and a new answer document;
 2. the DTC and STC will transfer only the answers not initially transferred from the test booklet onto the new answer document; and
 3. the DTC will return all testing materials to the vendor, who will assess the LEA a fee for the service.
- h. LEAs have the right to appeal to SBESE to replace the voided or invalid scores with the results from the administrative error retests for accountability purposes. The appeal must include a description of the testing irregularity; a summary of the LEA's investigation including who conducted the investigation; the findings of the investigation; and a corrective action plan. After review of the submitted documentation by LDOE, the state superintendent will make a recommendation to SBESE.

INVESTIGATION OF TEST SECURITY VIOLATIONS BY STUDENTS

- a. Students who are in breach of test security will adhere to all procedures stated in the Test Security Policy approved by BESE.
- b. A committee consisting of the Principal, School Test Coordinator and the Test Administrator shall convene to review the testing situation and determine whether to void the test score of the student.
- c. Should the school committee decide to void the test score, a written report of the incident must be filed with the District Test Coordinator and the LDE.
- d. Parents of students found in violation of test security shall be informed in writing of the incident and the consequences accompanying the student's violation (i.e. the voiding of the test, resulting in a score of zero).

INVESTIGATION OF TEST SECURITY VIOLATIONS BY SCHOOL SYSTEM PERSONNEL

- a. Any teacher(s), administrator or other school personnel who breach test security or allow breaches in test security shall be disciplined in accordance with the provisions

of R.S. 17:521 et seq., R.S. 17:411 et seq., R.S. 17:81.6 et seq., the policy and regulations adopted by BESE, and/or the School Board and any and all applicable current civil or criminal laws or civil or criminal laws that may be enacted by the Louisiana Legislature.

b. If it is determined that school personnel have been involved in a breach of test security, a letter will be written to inform such person(s) that an investigation of the situation will be conducted. If the person(s) are covered by the tenure law, the Human Resources Department of the Orleans Parish School System will follow the state law and school board policy for investigating tenured personnel.

c. Upon notification of violations, the following procedures will be employed:

I. Suspected Violations

- a. The Superintendent or designee shall inform the District Test Coordinator upon receipt of notification from the State Department of Education;
- b. The Superintendent or designee shall convene an investigative team that shall include, but may not be limited to, the following: the Director of Curriculum, the District Test Coordinator and Principal;
- c. The Superintendent or designee will meet with the School Test Coordinator, District Test Coordinator and the Principal of the cited school immediately;
- d. The District Test Coordinator will review all testing procedure forms of the cited school and report the findings to the investigative team;
- e. Immediately following the review of the school test forms, a meeting will be held with other school personnel involved in the investigation;
- f. The findings of the investigation and meetings held shall be reported verbally and in writing to the Superintendent or designee who will then report said findings to the Director of Standards, Assessment and Accountability of the Louisiana Department of Education;
- g. Schools identified as "advised" by the LDE shall be required to submit a plan, sanctioned under central office monitoring during testing for one (1) year, for implementing and maintaining test security at the school. The Principal shall initiate the development of this plan, which must be submitted to the Superintendent or designee and the District Test Coordinator;
- h. Schools identified as "warned" by the LDE shall be required to submit a plan for implementation and maintenance of test security at the school to the Superintendent or designee and District Test Coordinator, and shall be placed on probation with the system for the next testing cycle, beginning June 1.

II. Confirmed Violations:

- a. Confirmed violations shall result in a meeting with the Superintendent or designee, the Director of Academics, the Board Attorney, the Human Resources Director and the District Test Coordinator;
- b. The Superintendent will notify the Board in writing of the findings;
- c. A meeting shall be conducted to include any and all persons in violation of test security policy;
- d. Said violation(s) shall be handled according to district policies and state laws regarding tenure.

CHAIN OF CUSTODY FOR TEST MATERIALS

Test materials shall always be secured. Materials are delivered to the Central Office to the predetermined, secure storage area. Test materials are signed for and picked up by the school test coordinator, who takes the materials to the school's predetermined, secure storage area. All materials are tracked using the security checklists, Test Administrator Distribution/Return Forms, and Student Distribution /Return Forms. School Test Coordinators shall track all secure documents using the Security Checklists. Test Administrator Distribution/Return Forms are used when materials are distributed to and collected from test administrators for daily use. Student Distribution/Return Forms are used each time test materials are distributed to and collected from students each day of testing. A copy of each document is collected by the DTC following each test administration.

TESTING RESPONSIBILITIES

The responsibilities of the District Test Coordinator, Principals, School Test Coordinators, and Test Administrators are as follows:

Responsibilities of the District Test Coordinator (DTC):

- Attend regional test coordinators' meeting conducted by the State Department of Education;
- Monitor the receiving and securing of all test materials (test booklets, answer documents, test administrator's manuals, and supplementary secured materials (e.g., writing prompts, science tasks));
- Report discrepancies and irregularities to the Superintendent with copies to the Chief Academic Officer of Orleans Parish Schools;
- Coordinate the distribution of testing materials to schools;
- Maintain written documentation of testing materials;

- Coordinate the return of test materials as directed by the Louisiana Department of Education;
- Adhere to all policies and procedures as mandated by the Louisiana Legislature and adopted by BESE, and the Louisiana Department of Education

Responsibilities of the School Principal:

The Principals are the chief administrators of the testing programs at their schools and they set the tone - before, during, and after testing. The Principal shall:

- Oversee and be responsible for school adherence to test security policies, regulations, administration procedures, schedules and time lines; for ensuring that the system wide school test schedule will take precedence over all other testing;
- Attend parish in-service for testing; complete all necessary paper requirements related to school test administration and related information according to specified time lines.
- Appoint School Test Coordinator(s) and supervise faculty testing in-service. This in-service MUST include informing the faculty of testing security policies and procedures.
- Provide for a predetermined, locked, secure area for all test materials to which only the Principal and the School Test Coordinator have access;
- Guarantee the school environment is conducive to testing;
- Assign trained and certified personnel to administer tests;
- Supervise administration of tests and the secure distribution, collection and storage of all testing materials following the completion of each day's testing;
- Keep written documentation of all discrepancies and record how each discrepancy was handled;
- Report any testing discrepancies immediately to the District Test Coordinator. If testing materials are missing, an investigation shall be conducted according to the procedures outlined in this policy;
- Investigate any known or alleged breach of test security with the full support and cooperation of the School Test Coordinator, the District Test Coordinator, the Orleans Parish School Board and the Louisiana Department of Education.

Responsibilities of the School Test Coordinator:

- Attend district in-service for testing;
- Attend or present faculty in-service on test administration with emphasis on test security;

- Keep testing materials in a predetermined, locked, secure area until the time of testing;
- Keep written documentation of distribution and collection of testing materials each day of testing;
- Report any testing discrepancies immediately to the School Principal;
- Supervise administration of tests;
- Pack all testing materials according to guidelines;
- Return all testing materials to the collection facility according to instructions.

Responsibilities of Test Administrators (to include regular education teachers, exceptional children's services teachers, teachers of homebound students, and teachers of 504 students):

- Attend the school testing in-service;
- Adhere to all test administrators' procedures as directed in the test administrator's manual and instructions provided at testing in-service;
- Report discrepancies to School Test Coordinator immediately;
- Adhere to all test security measures as outlined in the administrator's manual, this policy and state policy

Homebound Teachers:

- a. The District Test Coordinator will be notified by exceptional children's services officials and guidance department of all homebound students who are to be tested. Homebound teachers shall attend the district testing training session.
- b. Homebound teachers will sign a 'Statement of Assurance' attesting to their adherence to security regulations concerning the use of secured testing materials.

NONPUBLIC AND HOME SCHOOLING STUDENTS:

- a. Shall be tested at a site determined by the District Test Coordinator prior to each testing cycle.
- b. Shall be notified of state testing cycles through the local newspaper.
- c. A \$25 refundable fee will be charged for testing. The fee is refundable if the student enters the public schools in the fall following the test administration.
- d. Students may take LEAP 21 at either the spring or summer administration prior to enrollment. It is the responsibility of the parent to contact the District Test Coordinator to register for the test.

- e. The nonpublic school and parent (or home schooling parent) is responsible for providing the District Test Coordinator, at least 10 working days prior to the testing date, all documentation required for any requested standard testing accommodations (504 and Exception Children's Services).
- f. Students with disabilities who have a current 1508 evaluation will participate in on-level LEAP 21 testing. Promotion decisions for these students adhere to those policies as outlined in the High States Testing Policy for students with disabilities participating in on-level testing.
 - i. Students who participate in the spring administration and do not achieve the Basic/Approaching Basic combination are eligible to retake LEAP at the summer administration.
 - ii. Students who do not meet the Basic/Approaching Basic combination are not required to attend summer school offered by Orleans Parish to be eligible to take the summer retest.
 - iii. Only those students who do not meet Basic/Approaching Basic combination after participating in both the spring and summer administration of LEAP and attend the summer school offered by Orleans Parish are eligible for any policy exceptions, such as the policy override as long as all of the criteria of the exception are met.
 - iv. Students who participate in the spring administration only or summer administration only and do not meet the Basic/Approaching Basic combination are not eligible for the policy exceptions. These students are not eligible to take the IOWA Tests for placement purposes. Any student who does not participate in either the spring or summer administration of LEAP will take Form K of the IOWA Tests. Scores obtained on this test will be used for placement purposes.
 - v. Students taking the IOWA Tests are not eligible for retest or the appeals process. These students may be eligible for the policy override based upon a decision by the School Building Level Committee (SBLC).
 - vi. Students transferring to Orleans Parish after the summer administration of LEAP and prior to February 15th are required to take Form K of the IOWA Tests for placement.

GLOSSARY

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| ACCESS TO TEST MATERIALS: | Physically handling the materials but does not include reading, reviewing or analyzing test items, either before or after the test. |
| COACH: | provide cues, clues, hints, and/or actual answers in any form - written, printed, verbal or nonverbal |
| CLASS-SIZE GROUPS: | Grades K – 3: no more than 26 students Grades 4 – 12: no more than 33 students Bulletin 741 (913A) |
| ERASURE ANALYSIS REPORT: | a computer generated report from the scoring contractor that will scan every answer document for erasures (incorrect to correct), and the state average and standard deviation will be computed for each subject at each grade level. Classrooms (of 6 or more students) that exceed the state average by 4 or more standard deviations will be identified for further investigations |
| EXAMINE: | read, look at, review, or analyze |
| PREDETERMINED, LOCKED, SECURE AREA: | a designated, locked, secure area with access only to principal, identified principal designee and testing coordinator |
| SECURE DOCUMENT: | Student test booklets, answer documents and any other materials that contain test items or student responses. |
| TESTING IRREGULARITY: | any incident in handling or administration that leads to a question regarding the security of the test or the accuracy of the test data. |