

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-62</b>
<b>Subject:</b> <b>TEST ADMINISTRATION AND DATA REPORTING</b>	<b>Issued:</b> <b>4/8/92</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>9/28/16</b>

I. Policy 438

II. Procedures

A. Testing Programs

1. State-mandated tests and all related secure materials administered by or through the Maryland State Board of Education, including, but not limited to, the:

- a. Partnership for Assessment of Readiness for College and Careers (PARCC);
- b. Maryland Science Assessment;
- c. Alternative Assessments in Reading, Mathematics and Science;
- d. Maryland High School Assessments (Government and Science);
- e. Bridge Program;
- f. Kindergarten Readiness Assessment;
- g. English Language Proficiency Assessment;
- h. Norm-referenced test used by the Maryland State Board of Education;
- i. Other test instruments periodically required by the Maryland State Board of Education; and
- j. Local school system-owned materials that are the same as those used in any state-operated assessment program.

2. Commercially developed norm-referenced achievement or ability tests selected by the district and used for local accountability purposes.

B. Designation of Responsibilities

1. The Superintendent appoints one central office administrator who serves as the local accountability coordinator (LAC). The name of the LAC shall be provided in writing to the Maryland State Department of Education (MSDE) within ten (10) days of the designation.

2. The LAC is a certified administrative employee who shall have oversight of the organization, orientation, implementation, verification, and security of the state educational assessment programs in the school system. The LAC attends all required state-level administration training meetings, and is responsible for providing training to all school test coordinators (STCs) prior to each test administration.

3. The principal annually designates a certificated staff member to serve as STC for all mandated testing programs. In schools with more than one administrator, the STC must be an administrative employee. In schools with a single administrator, a full-time, tenured MSDE-certified staff member without consistently assigned classroom duties must serve as the STC with the approval by the instructional director. Principals should consider the needs of the school, as well as the critical assignment of the STC role, when designating a staff member. The principal may not serve as the STC.
4. The STC is responsible for the administration of the testing programs, and the security of all testing materials within a school. The STC attends all required district-level administration training sessions throughout the school year as required by the LAC. The STC may appoint a designee to assist in the delivery of testing programs; however, the STC must continue to attend all district-level training sessions for all mandated testing programs. The STC appoints certificated employees to assist as test examiners, and is responsible for providing training to all test examiners prior to each administration.
5. Technology services staff and each school's designated technology coordinator are responsible for ensuring that computers and related infrastructure used for online testing meet state requirements for test administration, controlled access to item banks, and purging of secure information at the conclusion of each test window.
6. The test examiner is a certificated employee responsible for the administration of the testing programs, and the security of all testing materials within the classroom. The test examiner attends all required school-level administration training sessions throughout the school year as required by the STC.

C. Administration Procedures

1. Acquisition, Storage, Accounting, and Access of Test Materials
  - a. The LAC is the sole individual authorized to procure test instruments that are used in testing programs administered by or through the Maryland State Board of Education. In addition, the LAC is the sole individual authorized to procure the locally mandated, norm-referenced test used for accountability. The LAC directs and coordinates shipment of these test materials to and from schools in conjunction with the STCs who remain responsible for materials while they are in the schools.
  - b. When test materials arrive in the schools, those individuals responsible for the materials shall complete the acknowledgment of receipt form in each shipment, notifying the LAC of any discrepancies or shortages.
  - c. Except for actual times of administration within classrooms, tests and all related secure materials are to be stored under lock and key in a central location under the control and jurisdiction of the individual responsible.
  - d. During times of test administration, those individuals responsible for the materials must document the distribution and receipt of materials on each day of testing.
  - e. At the conclusion of testing, all tests shall be accounted for and returned pursuant to the directions for each type of test.
  - f. Access to secure testing materials is limited to school district staff involved with the procedures required for test administration. After testing and scoring procedures have

been completed, parents have the right to review an individual student's responses to a test, but are prohibited from receiving copies of secure test materials.

2. Administration of Tests
  - a. Individuals shall adhere to all procedures specified in all manuals and supporting documents governing mandated testing programs.
  - b. Administration of all state-required tests shall occur on the test dates or within the testing window specified by the Maryland State Department of Education (MSDE) and the LAC.
  - c. Administration of all locally mandated tests used for accountability shall occur on the test dates or within the testing window specified on the Frederick County Public Schools (FCPS) Testing Calendar.
  - d. Test groups for required testing programs shall not exceed routine classroom sizes.
  - e. Individuals shall be responsible for monitoring test administrations.
  - f. University students in the beginning stages of their pre-service education careers (example: Level I and Phase I interns) and parent volunteers shall not access secure testing materials, and shall not be permitted to serve as proctors during administration of required tests.
3. Archival of test documents for six (6) years after the date of test administration will contain the following information:
  - a. name and state student identification number;
  - b. school and system names and numbers;
  - c. names of test administrators, examiners and proctors;
  - d. test document identification numbers;
  - e. student accommodations; and
  - f. student signatures for identified exams.

D. Test Behavior Violations

1. It is a violation for anyone to knowingly and willfully fail to follow security procedures or administrative procedures promulgated by MSDE or FCPS.
2. It is a violation for anyone knowingly and willfully to:
  - a. Give examinees access to secure test items or materials before testing;
  - b. Give unauthorized individuals access to secure test items or materials;
  - c. Copy, reproduce, or use in any manner inconsistent with test security regulations, all or any portion of a secure test booklet or secure administrator's manual, or both;

- d. Provide examinees with answer keys, or with answers verbally, in writing, or by any other means;
- e. Coach examinees during testing in any manner not identified as proper, or alter or interfere with examinees' responses in any way;
- f. Fail to follow procedures for distribution and return of secure test materials, or fail to account for secure test materials before, during, and after testing;
- g. Fail to properly monitor test administration, including inappropriate collaboration between or among individuals;
- h. Use electronic devices (unless used for testing or administrative purposes) in testing rooms during testing;
- i. Administer tests on dates other than those specified by MSDE or FCPS;
- j. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this regulation;
- k. Refuse to disclose information regarding test security violations; or
- l. Fail to cooperate with MSDE or FCPS in investigating allegations of test security and/or test behavior violations.

E. Data Reporting Violations

- 1. It is a violation for anyone to knowingly and willfully fail to follow data reporting procedures promulgated by the MSDE or FCPS.
- 2. It is a violation for anyone to knowingly and willfully:
  - a. Exclude an eligible student from participation in required tests in any manner not identified as proper by MSDE or FCPS;
  - b. Fail to report test scores, numbers of students tested, other indicators of test performance and participation, as well as all other data elements used to determine availability of services and funding which are reported by the MSDE on its website or by FCPS in the Annual Progress Report.

F. Reporting of Alleged Violations

- 1. Allegations of potential test security or data reporting violations for state-mandated tests and locally mandated norm-referenced tests are to be immediately reported to the LAC and school principal. In cases where the allegation concerns the principal, the alleged violation shall be immediately reported to the LAC. In cases where the allegation concerns the LAC, the alleged violation shall be immediately reported to the director of System Accountability and School Improvement.
- 2. The LAC will investigate all alleged test security and data reporting violations. In cases where the allegation concerns the LAC, the director of System Accountability and School Improvement will conduct the investigation.

3. Results of the investigation, including written documentation of the circumstances surrounding the allegation, shall be provided to the deputy superintendent of schools.
4. All cases of alleged test security or data reporting violations for state-required tests shall be reported in a confidential and timely manner to MSDE's assessment office, as appropriate, in accordance with state guidelines.

G. Invalidation of Test Scores

1. Individuals shall cooperate with MSDE and FCPS and assist in the identification of circumstances that may result in the invalidation of school or student scores, as follows:
  - a. Improbable achievement or test score gains in consecutive years;
  - b. Unauthorized or improper collaboration among individuals during the test administration; and
  - c. Any other situation that may result in the invalidation of test results.
2. Invalidation of test scores because of a breach of security also invalidates any graduation, programmatic, or evaluative criteria dependent on those test results.
3. A student who knowingly causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of admission to a testing site for any state-required tests shall have the test results invalidated, and shall be ineligible to retake the test until the next official testing opportunity.
4. A student who knowingly engages in any activities resulting in invalidation of scores shall be ineligible to retake the test until the next official testing opportunity.

H. Repercussions of Test Behavior and Data Reporting Violations

1. Test behavior or data reporting violations may result in disciplinary action by the superintendent of schools, up to and including termination.
2. Test behavior or data reporting violations for state-required tests may also result in the suspension and/or revocation of administrative or teaching credentials, or both, of the violator by the Maryland State Board of Education, and the state may recover costs incurred as a result of such violations.

I. Whistleblower Protection

1. Administrative staff shall not take any personnel action as retaliation against an employee who reports information that the employee reasonably believes involves a test security violation under this regulation.
2. Administrative staff may take personnel action against an employee if FCPS investigates and concludes that the employee was involved in the reported test security violation.

J. In-service

1. Involved administrative, supervisory and management/technical staff are to review this regulation with appropriate employees and students.

2. Faculty and student handbooks must include a section on test security and data reporting, as referenced in this regulation.

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent