

CHAPTER: INSTRUCTION
TITLE: TEST SECURITY

Before test administration, materials are to be carefully counted and distributed in an orderly fashion according to instructions provided with the test. After testing, all test booklets and answer sheets should be accounted for and returned to a centrally located, secured facility.

Test materials must be stored under lock and key prior to and following administration.

Any breach of security, loss of materials, or other deviation from acceptable security procedures must be reported immediately to the principal, county test coordinator and the county school superintendent.

Access to test booklets is restricted to the test administration period. Test booklets or questions are not to be copied or paraphrased.

REFERENCE: SBP 2340
ADOPTION DATE: 04/05/99