

TN Testing Code of Ethics

Each year in Tennessee, several standardized tests required by the federal Elementary and Secondary Education Act (ESEA, Public Law 107-87) know as *No Child Left Behind* (NCLB) are administered to students. The Tennessee Comprehensive Assessment Program (TCAP) encompasses all state and federally mandated, student assessment programs which include Achievement, Writing, End of Course, Gateway, and Secondary Diagnostic Tests.

Proper test administration is an essential part of the educational assessment process. When administered in a fair and ethical manner, test results can and must yield valid and reliable information concerning individual student performance of required grade-level and subject content and skills. By examining all relevant student data, including standardized test results, systems/schools can better identify areas of needed improvement in curriculum, instruction, and individual student learning.

The State of Tennessee has set forth the following Test Security Law:

T.C.A. 49-1-607. Noncompliance with security guidelines for TCAP or successor test. — *Any person found to have not followed security guidelines for administration of the TCAP test, or a successor test, including making or distributing unauthorized copies of the test, altering a grade or answer sheet, providing copies of answers or test questions, or otherwise compromising the integrity of the testing process shall be placed on immediate suspension, and such actions will be grounds for dismissal, including dismissal of tenured employees. Such actions shall be grounds for revocation of state license.*

[Acts 1992, ch. 535, § 4.]

The following protocols shall apply to all public, state-special, and non-public school systems and employees who are involved in the state testing process.

Director of Schools

It is the responsibility of the Director of Schools or designee to:

1. Comply with all testing guidelines established by the state and/or test publisher.
2. Adopt a locally monitored test security policy that incorporates, at a minimum, the *Tennessee State Test Security Guidelines* located in the first section of each Test Administration Manual.
3. Ensure that all personnel involved in the testing process are trained on the *State of Tennessee Test Security Law* (T.C.A. 49-1-607), state test security guidelines, local policy, and test administration procedures (retain training documentation for system records).
4. Document and report all test security concerns on the Breach of Testing Security Report form.

System Testing Coordinator

It is the responsibility of the System Testing Coordinator to:

1. Comply with all testing guidelines established by the state, test publisher, and school system.
2. Ensure that building testing coordinators comply with all testing guidelines established by the state, test publisher, and school system.
 - a. Inform each building testing coordinator of their responsibilities.
 - b. Train each building testing coordinator on the *State of Tennessee Test Security Law* (T.C.A. 49-1-607), state test security guidelines, local policy, and test administration procedures. Retain training documentation for system records.
 - c. Train each building testing coordinator in the implementation of procedural accommodations used during test administrations.
 - d. Require building testing coordinators to carefully adhere to all test administration directions and accommodation instructions, following appropriate schedules and time limits.
3. Develop school testing schedules along with building testing coordinators.
 - a. Ensure that all students in a grade level within a school adhere to the same test schedule with the exception of students who are taking makeup tests or require special accommodations (same subject at the same time on the same day).
 - b. Notify media and appropriate local officials, e.g., Fire Chief, Community Event Planners, of testing schedule to prevent test disruptions.
4. Take all necessary precautions to safeguard the tests and test materials.
 - a. Establish a restricted, secure storage area (centrally-located locked room that is inaccessible to unauthorized persons) for test materials at the system level and ensure that secure areas are designated at each school.
 - b. Restrict handling of test materials to authorized personnel at all times.
 - c. Implement check-in, check-out, and quantity verification procedures for all test materials at the system level.
 - d. Implement policies and procedures to prohibit all personnel from obtaining knowledge of test items or passage content before, during, and after testing.
 - e. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any reason, by any person. Standard copyright laws must be maintained at all times.
5. Require test administrators to remain with the students and be observant and non-disruptive throughout the testing session.
6. Monitor to ensure schools are following testing schedule and local test security plan.
7. Assist building testing coordinators with problems or emergencies during testing.
8. Immediately report a potential breach of test security to the State Assessment, Evaluation, and Research Executive Director at (615) 741-0720.
9. Lead all investigations of local test security incidents.
10. Document and report all test security breaches on the Breach of Testing Security Report form.

11. Maintain security of tests and data files at all times during the regional scanning process. (Gateway/End of Course ONLY)

Building Testing Coordinator

It is the responsibility of the Building Testing Coordinator to:

1. Comply with all testing guidelines established by the state, test publisher, and school system.
2. Ensure that test administrators comply with all testing guidelines established by the state, test publisher, and school system.
 - a. Inform each test administrator of their responsibilities.
 - b. Train each test administrator (and proctors, if available) on the *State of Tennessee Test Security Law* (T.C.A. 49-1-607), state test security guidelines, local policy, and test administration procedures. Retain training documentation for system records.
 - c. Train each test administrator in the implementation of procedural modifications used during test administrations.
 - d. Require test administrators to carefully adhere to all test administration directions and accommodation instructions, following appropriate schedules and time limits.
3. Develop school-wide testing schedule along with system testing coordinator.
 - a. Ensure that all students in each grade level adhere to the same test schedule with the exception of students who are taking makeup tests or require special accommodations (same subject at the same time on the same day).
 - b. Coordinate with school principal and appropriate others to ensure that the test window is free of disruptions (field trips, assemblies, building/grounds maintenance, visitors, etc.).
 - c. Coordinate with school principal and appropriate others to ensure that the each test setting is free of disruptions (announcements, bells, lunch schedule, etc.).
 - d. Disseminate test schedule to school personnel and parents/guardians.
4. Take all necessary precautions to safeguard the tests and test materials.
 - a. Establish a restricted, secure storage area (centrally-located locked room that is inaccessible to unauthorized persons) for test materials at the school level.
 - b. Restrict handling of test materials to authorized personnel at all times.
 - c. Count test materials before and after each test session.
 - d. Distribute test materials immediately prior to each test administration and collect immediately after each test administration.
 - e. Implement check-in, check-out, and quantity verification procedures for all test materials at the school level and for each test session.
 - f. Require test administrator signature before and after each test session.
 - g. Implement policies and procedures to prohibit all personnel from obtaining knowledge of test items or passage content before, during, and after testing.
 - h. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any reason, by any person. Standard copyright laws must be maintained at all times.

- i. Ensure that test items, specific excerpts from the test, or paraphrased portions of the test are not used to create instructional activities, study guides, or classroom resources.
 - j. Prohibit discussion of the test content or specific test items with students, parents, or professional colleagues.
5. Create a secure, yet positive, environment for testing.
 - a. Ensure that all instructional or reference materials are concealed or removed in each test setting and common area.
 - b. Ensure student seating is arranged appropriately so that opportunities for student cheating are minimized.
 - c. Require test administrators to remain with students and be observant and non-disruptive throughout the testing session.
 - d. Ensure that students respond to test without assistance from anyone.
 - e. Prohibit coaching students in any way during testing.
 - f. Prohibit reading test items and passages by anyone other than the students being tested, unless indicated in test instructions or accommodations.
6. Conduct spot checks during testing.
7. Assist test administrators with emergencies during testing.
8. Ensure make-up testing (for students who were absent during any part of the test) is administered in a secure setting and within the confines of the system testing window.
9. Maintain confidentiality of student-specific accountability demographic information and test results at all times.
10. Immediately report a potential breach of test security to the system testing coordinator.
11. Document and report all test security breaches on the Breach of Testing Security Report form.

Test Administrator

It is the responsibility of the Test Administrator to:

1. Comply with all testing guidelines established by the state, test publisher, and school system.
2. Create a secure, yet positive, environment for testing.
 - a. Conceal or remove all instructional or reference materials in the test setting that are related to the content area being assessed, such as maps, posters, student samples, bulletin board items, familiar study aids such as graphic organizers, models, or number lines that relate to subject content.
 - b. Arrange student seating appropriately so that opportunities for student cheating are minimized.
 - c. Turn off all electronic communication devices (cell phones, pagers, PDAs, etc.) in the test setting.
 - d. Post a "DO NOT DISTURB" sign at the entrance of the testing site.
 - e. Review plan for distribution and collection of test materials with students.
 - f. Remain with students and be observant and non-disruptive throughout the testing session.
 - g. Ensure that students respond to test without assistance from anyone.
 - h. Refrain from coaching students in any way during testing.

3. Take all necessary precautions to safeguard the tests and test materials.
 - a. Retrieve test materials from building testing coordinator immediately prior to each test session and return test materials immediately after each test session.
 - b. Count and confirm all test materials before and after each test session.
 - c. Ensure that test items are not reproduced, duplicated, or paraphrased in any way, for any reason, by any person. Standard copyright laws must be maintained at all times.
 - d. Refrain from using test items, specific excerpts from the test, or paraphrased portions of the test to create instructional activities, study guides, or classroom resources.
 - e. Refrain from reading, reviewing, or analyzing test items or passages at any time before, during, or after testing, unless indicated in test instructions or accommodations
 - f. Refrain from any discussion of test content or specific test items with students, parents, or professional colleagues.
4. Administer tests to all eligible students.
 - a. Confirm that each student is the person named on the answer document for every testing session.
 - b. Ensure each student receives the same answer document and the same test booklet for each testing session.
5. Carefully adhere to all test administration directions and accommodation instructions, following appropriate schedules and time limits.
 - a. Follow school-wide test schedule established by building testing coordinator.
 - b. Administer tests according to the directions in the administration manual.
 - c. Administer the test observing all time limits and start/stop commands.
 - d. Document beginning and ending of any disruption or temporary absence, and modify test session stopping time for affected student(s) accordingly.
 - e. Ensure that the need for test modifications is documented and that modifications are limited to the specific need.
 - f. Ensure proper calculator use, making sure that calculators are cleared before and after administration of each test.
6. Maintain confidentiality of student-specific accountability demographic information and test results at all times.
7. Immediately report a potential breach of test security to the building testing coordinator.

Proctors

To the extent possible, proctors shall serve as additional monitors to help the test administrator assure that testing occurs in a fair and ethical manner.