Written Test Security Plan
Updated September 2022

Clear Fork Valley Local School District will be participating in online (Ohio) state testing in all appropriate grade levels for the 2022-2023 school year. With the use of online testing the only materials that will need to be handled, tracked and shredded are the student test tickets and student scrap paper. Test administrators will distribute and collect all student test tickets and scrap paper and will return all tickets and paper to the district test coordinator (Anitra Van Horn), Building Test Coordinator or building administrator for shredding upon completion of testing.

Identification of personnel authorized to have access to the test

Test administrators will take the Test Administrator Course by October 7, 2022. Test administrators (teachers, Clear Fork aides, principals and district test coordinator) will be responsible for ensuring students log into the correct test **and read all scripted instructions prior to testing.**

Procedures for handling and tracking test materials before, during and after testing

Test administrators will distribute and collect all student test tickets and scratch paper and turn it into the district test coordinator, administrator or district testing representative so all secure test documentation can be shredded and destroyed upon completion of state testing.

Procedures for investigating any alleged violation of test security provisions

Upon the disclosure of any alleged violation of test security provisions, the district test coordinator will 1. Do an investigation, 2. Write up a detailed report, 3. Call ODE at 614-466-0217 to discuss further steps which must be taken, 4. follow further steps to meet ODE requirements.

When determining whether or not to invalidate a student's assessment score, the district test coordinator will 1. Do a thorough investigation, 2. Write up a detailed report, 3. Call ODE at 614-466-0217 to discuss further steps which must be taken, 4. Follow further steps to meet ODE requirements.

Procedures for annually communicating in writing the test security provisions, including but not limited to the department's electronic device policy and social media policy and sharing this information with all district employees, families and students.

A district email will be sent out in the Fall of each school year to share all test security provisions.

District Test Coordinator will contact (email) each test administrator prior to testing to go over test security issues and answer any questions regarding testing in our district.

All electronic devices, other than the testing device, must be turned off and placed away from students (such as cell phones, Kindles, etc.) during the testing window.

No one is permitted to share in writing, verbally, or through social media any part of any state test.