

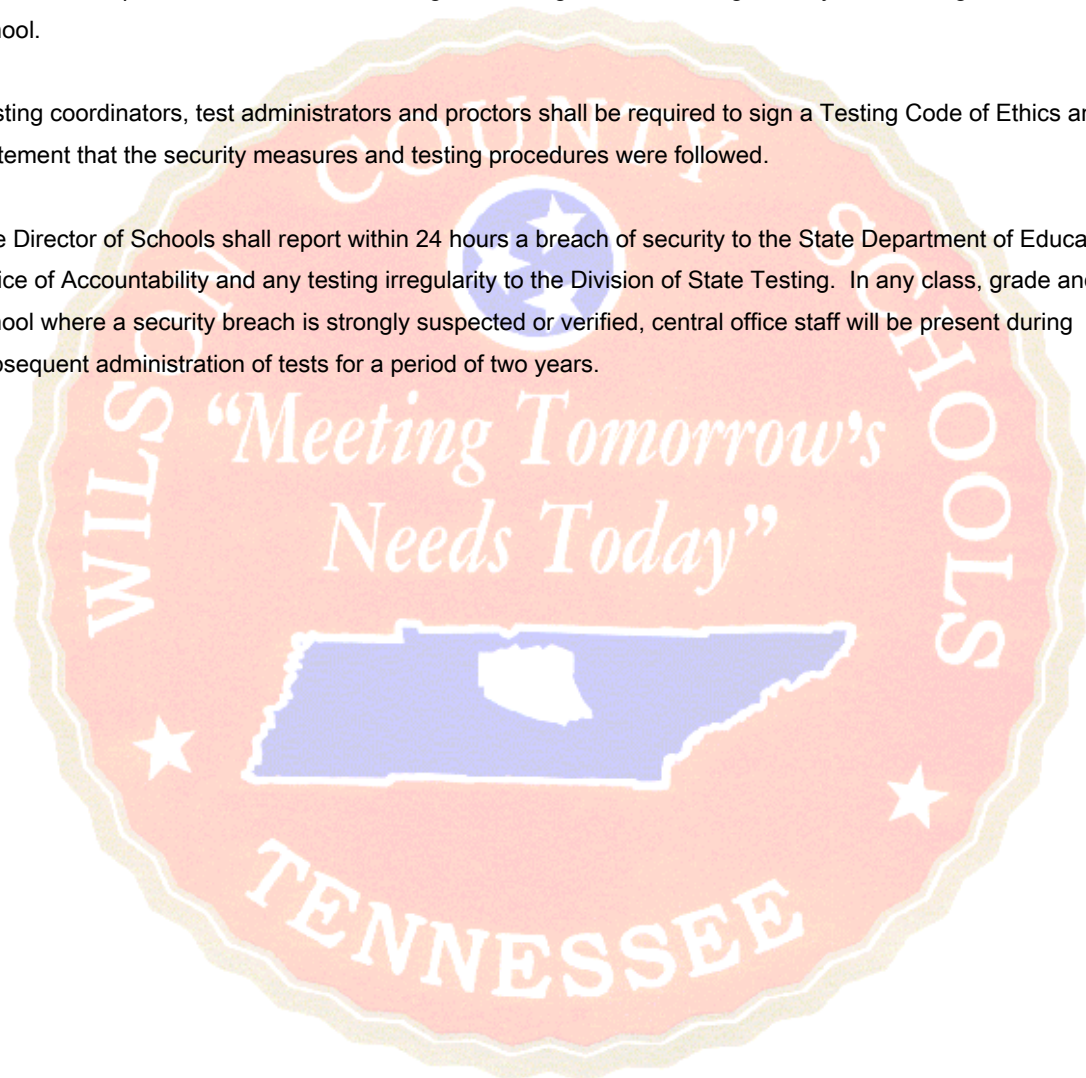
Wilson County Board of Education

Policy Description: Maintaining Test Security	Policy Number: 4.701	Amended Date: 03/31/10
	Rescinds: 500.11	Reviewed: 03/10
		Issued: 03/29/93

1 The Director of Schools will designate a system testing coordinator who shall be responsible for administering,
2 monitoring and maintaining security of all tests to be administered within the school system. The principal of
3 each school shall have input to the system testing coordinator who shall designate a building testing coordinator
4 who will be responsible for the administrating, monitoring and maintaining security of all tests given in his/her
5 school.

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7 Testing coordinators, test administrators and proctors shall be required to sign a Testing Code of Ethics and a
8 statement that the security measures and testing procedures were followed.

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10 The Director of Schools shall report within 24 hours a breach of security to the State Department of Education
11 Office of Accountability and any testing irregularity to the Division of State Testing. In any class, grade and/or
12 school where a security breach is strongly suspected or verified, central office staff will be present during
13 subsequent administration of tests for a period of two years.



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