



Testing Code of Ethics and Security Procedures Building Testing Coordinator 2023-2024

The activities and actions listed below are required as a part of my role as a building testing coordinator for TCAP assessments. These requirements apply to all TCAP assessments:

- TCAP End Of Course
- TCAP Grades 3-8
- ACCESS for ELLs
- TCAP-Alt
- Grade 2 optional assessment/Grade 2-Alt
- Field tests
- ACT and SAT

I understand that I must comply with all testing guidelines & policies established by TDOE, the testing vendor and my local school system. This includes:

- Reviewing the Building Test Coordinator (BTC) Guidebook, Test Administration Manual (TAM), and Test Security Manual for each assessment, including all information on test security procedures and policies.
- Reviewing documentation from the testing vendor, particularly documentation about working with online platforms.
- Reviewing any documentation provided to me by my district testing coordinator.

I understand that it is my responsibility to ensure that all test administrators and proctors comply with all testing guidelines established by TDOE, the testing vendor and my local school system.

This includes:

- Training each test administrator and proctor on State of Tennessee Test Security law, state test security guidelines, local policy, and test administration procedures.
- Informing each test administrator of their responsibilities and verifying that they understand those responsibilities.
- Requiring test administrators and proctors to carefully adhere to all test administration directions and accommodation instructions, following appropriate schedules and time limits.
- Retaining documentation of training for system records of all individuals who will administer or proctor tests or who will be in contact with secure test materials.
- Ensuring all school personnel within proximity to test materials or test administrations have signed the Test Administration and Security Agreement.
- Ensuring all test administrators have turned in a seating chart and security log for each test administration and maintain these documents as required by LEA policy.

I understand that it is my responsibility to take all necessary precautions to safeguard the tests and test materials. This includes:

- Establishing a restricted, secure storage area (centrally-located locked room that is inaccessible to unauthorized persons) for test materials at the school level.
- Restricting handling of test materials to authorized personnel at all times.
- Restricting access to student login codes, access codes, and proctor passwords.
- Implementing check-in, check-out, and quantity verification procedures for all test materials at the school level and for each test session.
- Counting test materials before and after each test session.
- Distributing test materials immediately prior to each test session and collecting immediately after each test session.
- Completing Test Materials Chain of Custody Form and maintaining this document as required by LEA policy.
- Requiring each test administrator's signature for materials before and after each test session.
- Implementing policies and procedures to prohibit all personnel from obtaining knowledge of test items or passage content before, during, and after testing.
- Ensuring 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.
- Ensuring 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.
- Prohibiting discussion of the test content or specific test items with anyone, including students, parents, or professional colleagues.



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Building Testing Coordinator

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I understand that it is my responsibility to create a secure, yet positive, environment for testing.

This includes:

- Ensuring student seating is arranged appropriately so that opportunities for student cheating are minimized.
- Requiring test administrators to remain with students and be observant and non-disruptive throughout the testing session.
- Ensuring that students respond to test without assistance from anyone. Prohibit coaching students in any way during testing.
- Prohibiting reading test items and passages by anyone other than the students being tested, unless indicated in test instructions or accommodations.

I understand that it is my responsibility to monitor testing and respond to issues in a timely and appropriate manner. This includes:

- Conducting spot checks during testing.
- Assisting test administrators with disruptions or emergencies during testing, documenting any irregularities.
- Ensuring 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.
- Immediately reporting a potential breach of test security or other test irregularity to the district testing coordinator.

I understand that it is my responsibility to maintain confidentiality of student-specific accountability demographic information and test results at all times. This includes:

- Restricting access of student-specific information to appropriate authorized personnel.
- Using only secure methods to communicate student-specific information.

This form must be signed prior to testing.

I have reviewed and understand the testing code of ethics and security procedures and have been informed of the consequences for violating these procedures.

Printed Name: _____ Signature: _____

School: _____ Date: _____

Signed forms should be kept on file by the Building Testing Coordinator for 12 months from the date signed.

Office of Assessment Logistics
Tennessee Department of Education