

APPENDIX C

Testing Security Procedures and Expectations

Any individual with a license granted by the IDOE who violates the Code of Ethical Practices and Procedures as established and published may face disciplinary action by RBBCSC, and/or other applicable remedies available under the state and federal laws. Information referenced: http://www.doe.in.gov/sites/default/files/assessment/chapter_10-testing_policies_administration_and_security-2015-2016_final.pdf

Test Examiners and Their Role:

Statewide Tests

The assessments are to be administered only by personnel who hold a license granted by the Indiana Department of Education. The license must be an instructional, administrative, or school services license. Personnel not properly trained and certified (e.g., teacher's aides, secretaries, or substitute teachers who do not hold one of the above mentioned licenses) may not serve as test examiners. (For state assessments, they may serve as proctors.) In no case may unlicensed personnel be allowed to supervise the test administration without the guidance of a test examiner.

Local Assessments

Assessments that impact teachers' Primary or Secondary Measure as part of the RBBCSC Appraisal System should be administered by the classroom teacher, or a certificated employee. The RBBCSC administration understands that circumstances may impact a teacher's ability to administer the assessment on the specified day or individual student circumstances exist impacting the teacher's ability to administer the assessment.

Teachers should:

- Follow department protocol when administering, scoring, recording, and storing student assessments
- Administer assessments themselves whenever possible
- Consult department chair or principal when assessments are scheduled and teacher must be absent
- Use Corporation-wide protocols when administering assessments such as AIMSweb, STAR, Acuity, or other commercially designed assessments
- Follow student's IEP or ILP – if an Instructional Assistant (IA) is trained and approved to administer local assessments, in most cases, the IA will be allowed to administer or proctor
- If an IA or other non-certified staff administers the assessment, take all steps necessary to protect the security, confidentiality, scoring, reporting, and storage of test materials per Corporation/department expectations