

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: ILB-R

**GUIDELINES FOR HANDLING AND ADMINISTERING
DISTRICT AND STATE LEVEL TESTS**

The following guidelines are to be implemented to help protect the integrity of the tests and testing procedures.

Each principal is to annually review the policy and guidelines for test security and administration with the staff in each building. The administrator is also directed to assure that these guidelines are followed and that test security and administration is handled in a manner which protects the validity and reliability of the district's testing program.

LINE OF RESPONSIBILITY

When the standardized tests are in the central office area, for distribution of the tests or following the collection of the tests, the curriculum director shall be responsible for the security of test booklets, test answer sheets, and other test related materials.

When the standardized and WY-TOPP tests are in the buildings, the principal shall be responsible for the overall administration and security of the tests, test booklets and/or answer sheets, and other related test materials.

When the tests are in the care of teachers, the overall administration and security of the tests, test booklets and/or answer sheets, and other related tests materials, shall be the responsibility of the administering teacher.

PREPARATION FOR TESTING

District standardized tests and associated testing materials will be distributed to the schools by the curriculum director.

Principals shall receive the testing materials directly from Harcourt Assessment.

In all cases, except when the tests are in the classrooms during the testing process, the tests and associated materials are to be handled only when two or more PCSD #6 staff members are present.

When tests are in an office area, before, during, or after the testing process, the tests are to be secured in an area where access is limited to the principal or designee.

TEST ADMINISTRATION

Special coding of sensitive information, i.e., special education designations, free and reduced lunch designations, 504 designations, etc., are to be handled in the following manner. The special coding is to be placed on the appropriate testing materials after the administration of the entire test, by two teachers, under the direction of the principal.

Tests are to be secured in the school building office at the end of each day of the test administration period. When the testing is complete for all but makeup tests, the tests are to be taken to the office for secure storage until they are transferred to the central office for shipping. In the case of WY-TOPP, tests are prepared for shipment from the building where they were administered.

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When the standardized tests are complete they are to be transferred to the central office for final preparation and shipping. The curriculum director, together with another PCSD #6 staff member, is to prepare and ship the tests to the company for scoring.

There shall be a sign off system noting when tests were delivered or picked up and to whom the tests were given, at all times during the test preparation, administration and shipping periods.

Adopted: 1/16/01
Revised: 3/21/06
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