

Ohio Test Security Provisions and Procedures



**Department of
Education &
Workforce**

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Ohio Test Security Provisions and Procedures

Test security is vital to the successful administration of state assessments for many reasons, such as:

- Ensuring student results are accurate and meaningful;
- Maintaining confidentiality of tests;
- Safeguarding the investment of resources, time, and effort required to develop assessments at the school, district, and state levels;
- Avoiding investigations, invalidations, or disciplinary actions; and
- Providing accurate measures for use in accountability.

Districts and schools must maintain test and data security before, during, and after all test administrations. All individuals who are involved with test administrations in any way must maintain test security. Under no circumstances shall students have access to secure assessment materials or items before or after any test administration.

Districts and schools shall refer to statutory requirements for test security and test incidents (see [Appendix G](#) of this document for the complete text). Statutory requirements include the following:

- Ohio Revised Code (ORC) [3319.151](#): Confidentiality for State Tests;
- Ohio Administrative Code (OAC) [3301-13-02](#): Administering State Tests;
- OAC [3301-13-05](#): Establishing Security and Security Investigation Provisions for Tests; and
- OAC [3301-7-01](#): Standards for the Ethical Use of Tests.

All online and paper state tests including Ohio's State Tests (OST), the Ohio English Language Proficiency Screener (OELPS), the Ohio English Language Proficiency Assessment (OELPA), the Alternate Ohio English Language Proficiency Assessment (Alt-OELPA), and the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD) are secure. This includes all test passages, test questions, and any other secure material developed for use with any operational test. Practice tests, Readiness Assessments, educator-authored tests (Assessment Authoring), state-developed diagnostic tests, and released test items are not secure.

Release of Secure Test Material

All test booklets and other secure test materials are subject to the same strict test security procedures per OAC [3301-13-05 \(D\)](#):

No person shall reveal, cause to be revealed, release, cause to be released, reproduce, or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

All tests and answer documents, including special versions, are serially numbered, tracked, and kept secure prior to the day of testing, during the test administration, and then returned to the scoring contractor. Special versions of the tests include braille and large print.

Penalty for Revealing Test Questions

ORC [3319.151](#) prohibits any person from revealing in any manner any questions known to appear on a state test to students who will be taking a test. Releasing any test questions or other contents of a test or helping students cheat in any other way may result in an invalidation of test scores, suspension of licenses, certificates, permits, or registrations, termination of employment, and/or prosecution. Violations of test security provisions in a district's written procedures also may be punishable by penalties specified by the district.

District Test Policy and Procedures

To protect the security of tests, each district, community school, and nonpublic school should establish written procedures that address the following components:

- Identification of personnel authorized to have access to the test;
- Procedures for handling and tracking test materials before, during, and after test sessions;
- Procedures for investigating any alleged violation of test security provisions; and
- Procedures for annually communicating in writing the test security provisions, including but not limited to the Ohio Department of Education and Workforce's (Department) electronic device policy and social media policy, and sharing this information with all district employees, families, and students.

Districts, community schools, and participating chartered nonpublic schools must establish a written test security plan no later than **Oct. 1** of each school year. The test security plan must include procedures on test security which includes many areas that are listed in the Ohio Administrative Code (OAC) section [3301-13-05 \(H\) and \(I\)](#). See [Appendix G](#) of this document for the complete text. The test security plan must be presented to all staff who are involved with state tests. Districts must ensure that students are aware of test security requirements and associated consequences.

Electronic Device Policy

Electronic devices such as cell phones, smartwatches, and other wi-fi enabled, non-testing devices in a testing room pose a threat to test security. Ohio law requires that districts and schools adopt a policy prohibiting cell phone use by students during the instructional day. This policy should list exceptions and disciplinary actions for violations. Accessing an electronic device during testing can be grounds for an invalidation. However, if cheating can be ruled out, the district may elect *not* to invalidate the test, and the student can continue testing.

If a student was observed using a cell phone or other wi-fi enabled device during or after the test session, it is important to determine if any test question, passage, or prompt was photographed (including to upload to AI apps like ChatGPT and Claude), texted, shared with other students, or in any way compromised. In extreme cases where test questions, passages, or prompts were posted on any social medium, the school must immediately contact the Office of Assessment. These are test security violations. The student's test opportunity is over for this subject test, and both parts of the test must be invalidated if the student has taken both parts of the test. School policy will determine if an invalidation is required for any other situation.

Ohio law allows for students to use electronic devices for specific purposes related to the student's IEP, 504, student learning, monitoring or addressing health concerns, or an active threat or emergency as detailed in the school's comprehensive emergency management plan. If a student has a device for one of these purposes above, the test administrator must closely monitor the use of the device to maintain test security.

Test administrators may have a cell phone or other wi-fi enabled device for medical and technological emergencies, to use as a timekeeper, or to otherwise perform necessary test-related actions. Test administrators must not use these devices for non-test related activities or for personal use. Test administrators should be reminded to never take photographs of students, tests, computer screens, or the testing room during testing.

For additional information, please visit the [Department's website](#).

Districts and schools may keep security cameras on as usual during test sessions as long as the cameras are not zooming in on a particular testing device or test content.

Social Media

Sharing an image of a test item or a description in words on any social media is a test security violation and identified as cheating. All students deserve a fair testing experience. Sharing images of test items via X, Instagram, Snapchat, Facebook, or other social media sites, or posting a description or basic information about test items, results in an unfair test environment by providing some students and teachers with advanced information about test questions. This also impairs the ability of schools to get valuable information about how their students are performing. In addition, when test items are compromised, they must be replaced at the expense of Ohio taxpayers.

When the Office of Assessment becomes aware of a test item that has been posted to social media sites or elsewhere on the internet, it treats it as a test security violation. When the source is identified, the Department works with the district to request the student or individual who posted the item to remove it immediately. X, Facebook, and other social media sites all have processes for requesting the removal of copyrighted material which are applied when necessary. Social media and other web pages often include information that indicates the name and location of the person who posted the live test item. **Both parts of the test for the student who posted the secure material must be invalidated and no breach form will be allowed.** The district will be asked to conduct an investigation to determine if the test administrator was actively monitoring the testing session.

Test Incidents

A test incident is any event or procedure that may impact a student's performance on a test or may potentially impact the integrity of tests or test results before, during, and after testing.

All reported test incidents and alleged test security violations are confidential. Investigations of irregularities, incidents, and violations are not discussed with anyone other than identified staff. Confirmation of a test or data security violation has the potential to affect a student's score, a staff member's career, and/or a district's accountability. The investigation (including all details) remains confidential until the case is officially closed. Any requests for investigation details once a case is officially closed are referred to the district. All Ohio schools that administer state tests are required to follow standardized test administration and test security procedures.

Types of Test Incidents

There are three types of test incidents:

- **Testing Irregularity:** A testing irregularity is an incident that may or may not compromise test results but could affect a student's performance on the test (for example, a fire alarm is activated in the school). A testing irregularity also could be an unexpected change in the established test administration procedures and protocols that may, or may not, compromise the test result (for example, a student does not receive the appropriate accommodations as determined by an IEP or 504 Plan; or a student receives an inappropriate accommodation).
- **Test Security Violation:** A test security violation is an unethical testing practice or violation of the state or school's test security procedures that compromises test security, data security, or the integrity of a student's results (for example, an individual uses a cell phone to take pictures of the test or test item, including within an AI app to find the answer to an item).
- **Technology Incident:** A technology incident is a technology-related event that may or may not compromise test results but could affect the student's performance on the test (for example, school loses internet access or electric power during the testing session).

For additional guidance on test incidents, refer to the Test Incident Guidance Document located in each test administration manual of a particular assessment. Test administration manuals are posted on the [test portal](#) and each state test has its own test portal page.

Actively Monitor Test Sessions

A test administrator must **actively** monitor the test session. This includes but is not limited to the following:

- Leading the test session;
- Making sure the student's enrolled grade level and the grade or grade band of the test match;
- Observing that students are not cheating;
- Monitoring test completion per student;
- Monitor how much time is left in a test session; and
- Walking around the room (the test administrator may sit for short periods but may not be involved with non-test activities listed below).

These are not active test monitoring behaviors and may be test security violations:

- Reviewing a test so closely that student responses are clearly examined;
- Being involved with non-test administration activities such as grading papers, completing lesson plans, completing tasks on an electronic device for a non-test reason, or having a cell phone conversation that is not test related; and
- Leaving the student(s) unattended while the test is still in session. If local policy allows students to leave the room while testing is in progress, students must first get permission from the test administrator. Districts and schools must follow the guidelines set forth under "Breaks" in the Schedules section located in each test administration manual of a particular assessment. Leaving students unattended is not only a test security issue but a safety issue as well.

Test Security Violations

The following are test security violations, which need to be discussed with the Office of Assessment as soon as the alleged violation is known. This is not an exhaustive list.

Before or during a test administration:

- The test administrator does not have a current license, certificate, permit, or registration issued by the State Board of Education at the **time of the test administration**;
- Reading a test booklet or a student's answer document to review test content or student responses;
- Using a student's login information to access an online test in order to review the test content;
- Reviewing the test and creating a study guide or in some way releasing test items to students;
- Describing or discussing secure test information (for example, giving the definition of a word);
- Indicating in some manner that a student's answer is correct, incorrect, blank, or deficient;
- Changing, revising, or deleting a student's responses with or without the student's knowledge;
- Recording or noting secure test content and/or student responses;
- The test administrator or monitor looking ahead at test subjects or questions printed in a test booklet or on a computer;
- Unauthorized persons present during a state test administration;
- The test administrator having a non-test related conversation on a cell phone or with staff during the test administration;
- Students with tests or tests being left unattended;
- A student having a cell phone, smart watch, or other Wi-Fi-enabled non-testing device during a test administration without a valid reason (for example, medical need).

After the test administration:

- Sharing, recording, or posting any test content, verbatim or paraphrased, and/or students' responses before, during, or after the test administration;
- Marking, tampering with, or contaminating students' responses in any way, unless by a scribe or test administrator with permission to transcribe students' responses making no changes;
- Failing to collect and securely shred any scratch paper provided to and used by students during a test and that contains marks or writing made by students;
- Failing to erase or having students erase any whiteboards used by students before or after a test administration;
- Failing to account for and return any secure paper test materials including secure *Directions for Administration Manuals*;
- Discussing test questions after the test has been administered;
- Altering any student responses or assisting students to cheat in any other way; and
- Releasing secure test material including test items to any person, student, media, or the public at any time.

At any point, if staff believe a violation of test security has occurred, staff should contact the building test coordinator about the alleged test security violation. The building test coordinator will immediately report the alleged test security violation to the district test coordinator. The district test coordinator will immediately contact the Department's Office of Assessment to discuss the situation.

Procedures for a Possible Test Security Violation

- All test incidents **must** be reported immediately to the district's designated staff. Reporting follows this hierarchy: test administrator to building test coordinator; building test coordinator to district test coordinator.
- The district test coordinator shall report to the Office of Assessment as soon immediately after a test security violation becomes known.
- Call the Office of Assessment at 1-614-466-1317. The alleged test security violation will be discussed via telephone. **Do not send any written details** unless requested.
- It may be possible to determine during the initial discussion if a test must be invalidated; if so, the procedure for an invalidation and the possibility of a breach form is discussed.
- The district will be asked to conduct an investigation, which may include interviews with students; if so, parents should be made aware of the interviews. It is expected that the district will complete the investigation as soon as possible to make sure the most accurate evidence is collected. The district determines the scope of the investigation.
- A letter from the Administrator of the Office of Assessment will be sent to the superintendent of the public school district, the sponsor for a community school, or the head of school for a chartered nonpublic school for a case that is opened for a possible test security violation.
- In general, the Department does not investigate anonymous reports but may evaluate the circumstances and determine otherwise.

District Investigation Report

A district conducts an investigation when an alleged test security violation has been reported to the Office of Assessment and the Office of Assessment has determined that the alleged test security violation warrants an inquiry.

The district may take up to two weeks (or longer if necessary) to complete the investigation. Once the district investigation has been completed, a written investigation report is to be submitted electronically to the Office of Assessment. OAC [3301-13-05 \(H\)\(2\)](#) requires the district investigation report to be filed with the Department within 10 days after the completion of the district's investigation.

The investigation report must include the following content:

- Name(s) of the person(s) believed to be involved in the incident, including position(s) and title(s);
- Detailed description of the incident;
- Whether tests were invalidated;
- Interviews and/or testimony (If students are interviewed, do not include student names. Students may be identified as Student 1 or A; Student 2 or B.);
- Statement of evidence or statement of lack of evidence;
- District's conclusion and disciplinary action if applicable; and
- Corrective plan of action.

The report should be submitted in written format electronically. Districts may use the template in [Appendix F](#), but it is not required. A secure upload link will be provided via email along with the formal notification from the Administrator of the Office of Assessment.

Consequences

The investigation report will be reviewed by the Office of Assessment. If the report confirms there is not a test security violation, a letter will be sent to close the case with no further action by the Office of Assessment. If the report confirms there is a test security violation, a letter from the Office of Assessment to close the case may include a statement that the case will be shared with the State Board of Education's Office for Professional Conduct. The Office of Assessment only has authority regarding the test. With authority for school staff conduct, the Office for Professional Conduct will determine further action, which may include an additional investigation. See [Office for Professional Conduct-Statutes and Rules](#). Based on the result of the investigation, the State Board of Education, following appropriate procedures, may suspend a license, certificate, permit, or registration; and a law enforcement agency, following an appropriate investigation, may prosecute under the state criminal code.

If the district investigation determines that a test security violation occurred, the district authority may take several actions: one or more students' tests may be invalidated; a district board of education, after appropriate procedures are followed, may suspend or terminate an employee found guilty of helping a student to cheat or found guilty of another type of test security violation.

Guidelines to Help Districts Document an Inquiry

Describe in the written report what occurred in the building or classroom during the test administration. These questions may help the district or school in writing the report:

- Have you determined that state-mandated testing procedures were followed by all school staff?
- Have you interviewed all individuals who were involved in or may have information about the alleged incident?
- If you found evidence indicating an irregularity, have you described exactly what happened and why?
- If you found evidence indicating an irregularity; did you prepare a timeline, if necessary, to establish when events occurred?

If evidence or indication of a testing irregularity is discovered, appropriately document the testing irregularity. These questions may help you:

- Have you ensured that the report and any provided statements clearly lay out the sequence of events and explain exactly what happened?
- Have you received typed, signed, and dated statements from all individuals who were involved in or may have information about the testing irregularity?
- Do all statements include the name and role (position title) of all individuals involved? (Do not identify students by name.)
- Do the statements include how the individuals were involved in the incident?
- Do the statements include a description of the incident from the individuals' perspectives?

Guidelines to Help Districts Develop a Corrective Plan of Action

If evidence or indication of a testing irregularity is discovered, describe a plan to correct and mitigate any future occurrences of the testing irregularity. A corrective action plan must accompany the written investigation report. Here are some tips to help with preparing the corrective action plan:

- Does the plan include a description of the specific procedure(s) that will be implemented to help prevent future occurrences of this type of testing irregularity?
- Does the plan include the name and role (position title) of the person(s) responsible to implement the plan?
- Have you submitted all statements in letter form on paper with letterhead (either DEW letterhead if using [Appendix F](#), or district letterhead)? Are they typed, signed, and dated?
- Have you submitted a final written determination about what happened and who is responsible?

Procedure for Submitting an Invalidation

An invalidation occurs when a test has been compromised by a student, test administrator, or unauthorized party to the test administration. A confirmed test security violation may require the district superintendent, school administrator, or the district test coordinator to request an invalidation of the test. An inquiry may be required. There are two ways for a district to submit an invalidation:

- Submit the request to invalidate via the online Test Information Distribution Engine (TIDE) system. **If the student took one part, and was caught cheating on the second part, both parts must be invalidated.** The student does not receive a score. The invalidation also is reported on the student data file sent back to the districts by the test vendor.
- Submit the invalidation directly through the Education Management Information System (EMIS) if the deadline was missed to submit the invalidation through the test vendor's TIDE system, and if the test was scored and reported back to the district by the test vendor.

Breach Form for Ohio's State Tests (OST)

The breach form (a different but parallel form of the test) is intended to be used when a student's test has been compromised by a test irregularity or a test security violation. The breach form applies **only** to these Ohio's State Tests (OST):

- Grade 3-8 spring test administration only; and
- High school fall and spring test administrations only.

District test coordinators must contact the Department's Office of Assessment to determine whether a student qualifies to receive a breach form. The Office of Assessment determines if the use of the breach form is an appropriate option as a result of a district test security violation or a test irregularity. If a breach form is warranted, the Office of Assessment will provide the district with the information needed to order the breach form.

Districts are advised to contact the Office of Assessment to discuss the situation that may lead to a breach form *before* an invalidation is entered. ***Student cheating does not qualify for a breach form.*** Test security violations or test irregularities caused by school or district personnel that require an administration of a breach form are at the district's expense. Incidents that are caused by acts of nature or the state (the Department or the test contractor) and require an administration of a breach form are at the state's or the vendor's expense (for example, missing items). Whether or not a breach test is administered, districts should not use the family report of an invalidated test.

Districts are required to administer the breach form in the same test mode that a student was administered the regular test. That is, students testing online take an online breach form, and students testing on paper use a paper breach form. Breach forms are not offered by test part. If a student is approved to take a breach form, the student **must take both test parts** of the breach form.

All breach tests are administered using the same guidelines, processes, and procedures as the general test. If a student is approved to take a breach form, the district must do the following:

- Submit a Test Status Request in [TIDE](#) to invalidate the online test part(s); or
- Apply a Do-Not-Score label to the student's scorable answer document if taken on paper and return with the nonscorable materials.

IMPORTANT: The district test coordinator must **NOT** take either action above before the breach request is reviewed and approved by the Department. All breach test administrations, online and paper, take place during a separate test window after the state test window has closed. There will be no modifications or extensions to the published breach test windows. All breach test administration scores are reported after on-time test results are reported.

Districts must retain scorable return labels to return breach paper test materials to the test vendor at the end of the breach test administration.

Standards for the Ethical Use of Tests for all Tests

The Department of Education and Workforce has adopted rules of ethical practice for the use of state tests and other tests, such as district and school standardized tests. Tests shall include the test itself and any part of the process of assessing a student. District and school personnel may reference OAC [3301-7-01](#) for standards concerning unethical or inappropriate practices that involve preparing students for tests, administering and scoring tests, and interpreting and/or using test results.

SCENARIOS RELATED TO THE STANDARDS FOR THE ETHICAL USE OF TESTS

IS THIS ACTIVITY OR BEHAVIOR AN ETHICAL PRACTICE?	
Using the state-provided practice tests as an activity after students have received instruction on the learning standards and item formats	YES
Preparing students for the tests by incorporating Ohio's Learning Standards and Ohio's English Language Proficiency Standards in the appropriate subject curriculum	YES
Using the results of the tests as one source of information on which to evaluate the effectiveness of curriculum	YES
Providing teachers and counselors with information they need to interpret test results	YES
Using the state-provided practice tests as the sole method of preparing students for the tests without teaching the learning standards measured by the tests	NO
Making a copy of the operational tests and/or preparing a student study guide based on the operational tests	NO
Copying the vocabulary words from a secure published test that will be administered and incorporating them into instruction	NO
Changing answers that students have marked, written, typed, or gridded in	NO
Hinting to a student to reconsider an answer given on a test	NO
Encouraging students who are underperforming to stay home during the administration of a standardized test and/or coding the lower-performing students out of the district or school summaries to exclude their scores from accountability calculations	NO
Correcting student responses to ensure a student a place in a gifted program	NO
Setting a testing schedule that limits students from receiving the maximum time allowed for the test	NO
Revealing the test scores of one student to another student	NO

ADDITIONAL MONITORING PROCEDURES

As needed, the Office of Assessment will analyze results from tests to help ensure valid and fair results for students and districts, including using a variety of commonly accepted statistical and audit procedures to review test score data and individual test documents for anomalies that may be related to testing irregularities. If anomalies appear, districts may be contacted and asked to assist in reviewing and, if necessary, investigating the circumstances surrounding the anomalies. For instance, procedures may identify highly unlikely patterns of responses or specific patterns of erasures and other marks on scannable documents.

The Office of Assessment will also audit vendor testing records to ensure appropriate test participation and test administration procedures are followed (for example, testing at appropriate grade levels). The Office of Assessment and its testing vendors monitor the prompt return of all secure test materials from each test administration by districts. In addition, the Office of Assessment may request permission from a district to observe and inspect test administration procedures in a building during a test window.

Additional Test Security Resources

The resources listed below are additional reference documents on test security.

- [*Code of Fair Testing Practices in Education*](#)
- [*Standards for Educational and Psychological Testing*](#)
- [*Test Security Training Resource for Districts*](#)

On the following pages are resources for districts and schools to use during and after test administration. These resources are provided for reference in the following pages, and fillable Word document versions are available on the Department's Test Security webpage, linked below.

- [Appendix A:](#) District Test Coordinator Agreement Form
- [Appendix B:](#) Building Test Coordinator Agreement Form
- [Appendix C:](#) Test Administrator Agreement Form
- [Appendix D:](#) Nondisclosure Agreement for Translators
- [Appendix E:](#) Scribe Documentation Form
- [Appendix F:](#) Test Security Investigation Report Template
- [Appendix G:](#) Ohio Revised Code and Ohio Administrative Code

Districts and schools may use the agreement forms to document that the district test coordinator, building test coordinator, and test administrators are aware of and understand the district's or school's test security policy and all possible consequences and are aware of other resources regarding test security. While the forms are optional, the Office of Assessment recommends using the forms to document the staff's awareness of the district's or school's test security policy.

A nondisclosure form ([Appendix D](#)) is **required** to be used to document that the translator understands the district's or school's test security policy, agrees not to disclose or discuss the contents of the secure tests, and agrees that all student-specific information remains strictly confidential.

A scribe documentation form ([Appendix E](#)) may be used to document that the student's responses have been accurately transcribed to the test booklet or answer document.

Appendix A

District Test Coordinator Agreement Form

This **optional** form can be used to document that the District Test Coordinator is aware of and understands the district's test security policy and all possible consequences and is aware of other resources regarding test security.

(Use of this form is optional)

TEST PROCEDURES AGREEMENT FOR DISTRICT TEST COORDINATORS

The district test coordinator acknowledges that:

- All Ohio state tests are secure tests (except Ohio Diagnostic Tests, Readiness Assessments, educator-created tests from Assessment Authoring, practice tests, and released test items);
- Procedures shall be implemented to ensure maximum test security;
- Training on Ohio Revised Code (ORC) [3319.151](#) Cheating on Assessments has been provided to all building test coordinators *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-13-05](#) Rule on Test Security has been provided to all building test coordinators *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-7-01](#) Standards for the Ethical Use of Tests has been provided to all building test coordinators *prior* to the test administration;
- Training on the district's test security policy, including possible consequences of test security violations, has been provided to all building test coordinators *prior* to the test administration;
- Test security will not knowingly be violated in any manner;
- Student test scores or test performance data shall not be disclosed to unauthorized persons;
- Any violation of test security, loss of test materials, or other deviation from acceptable test security and test administration procedures shall be reported immediately to the district superintendent and to the Department's Office of Assessment;
- The signed Test Procedures Agreement for each building test coordinator has been collected and retained; and
- Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from the building test coordinator.

DO NOT SEND THIS FORM TO THE OFFICE OF ASSESSMENT. Please keep for district record.

I have read, understand, and with my signature agree to comply with procedural, statutory, and regulatory requirements. I also understand that I must return this signed agreement to the district superintendent before test booklets and other test materials are released to the school. By signing this form and returning it to the district superintendent, I verify that the above conditions have been met.

District

District Test Coordinator Signature

Date

Appendix B

Building Test Coordinator Agreement Form

This **optional** form can be used to document that the Building Test Coordinator is aware of and understands the district's test security policy and all possible consequences and is aware of other resources regarding test security.

(Use of this form is optional)

TEST PROCEDURES AGREEMENT FOR BUILDING TEST COORDINATORS

The building test coordinator acknowledges that:

- All Ohio state tests are secure tests (except Ohio Diagnostic Tests, Readiness Assessments, educator-created tests from Assessment Authoring, practice tests, and released test items);
- Procedures shall be implemented to ensure maximum test security;
- Training on Ohio Revised Code (ORC) [3319.151](#) Cheating on Assessments has been provided to all test administrators *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-13-05](#) Rule on Test Security has been provided to all test administrators *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-7-01](#) Standards for the Ethical Use of Tests has been provided to all test administrators *prior* to the test administration;
- Training on the district's test security policy, including possible consequences of test security violations, has been provided to all test administrators *prior* to the test administration;
- Test security will not knowingly be violated in any manner;
- Student test scores or test performance data shall not be disclosed to unauthorized persons;
- Any violation of test security, loss of test materials or other deviation from acceptable test security, and test administration procedures shall be reported immediately to the district test coordinator;
- The signed Test Procedures Agreement for each test administrator has been collected and retained; and
- Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from each test administrator.

DO NOT SEND THIS FORM TO THE OFFICE OF ASSESSMENT. Send this form to the District Test Coordinator.

I have read, understand, and with my signature agree to comply with procedural, statutory, and regulatory requirements. I also understand that I must return this signed agreement to the district test coordinator before test booklets and other test materials are released to the school. By signing this form and returning it to the district test coordinator, I verify that the above conditions have been met.

District

School

Building Test Coordinator Signature

Date

Appendix C

Test Administrator Agreement Form

(Use of this form is optional)

This **optional** form can be used to document that the Test Administrator is aware of and understands the district's test security policy and all possible consequences and is aware of other resources regarding test security.

TEST PROCEDURES AGREEMENT FOR TEST ADMINISTRATORS

The test administrator acknowledges that:

- All Ohio state tests are secure tests (except Ohio Diagnostic Tests, Readiness Assessments, educator-created tests from Assessment Authoring, practice tests, and released test items);
- Procedures shall be implemented to ensure maximum test security;
- Training on Ohio Revised Code (ORC) [3319.151](#) Cheating on Assessments has been provided *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-13-05](#) Rule on Test Security has been provided *prior* to the test administration;
- Training on Ohio Administrative Code (OAC) [3301-7-01](#) Standards for the Ethical Use of Tests has been provided *prior* to the test administration;
- Training on the district's test security policy, including possible consequences of test security violations, has been provided *prior* to the test administration;
- Test security will not knowingly be violated in any manner;
- Student test scores or test performance data shall not be disclosed to unauthorized persons;
- Any violation of test security, loss of test materials or other deviation from acceptable test security, and test administration procedures shall be reported immediately to the building test coordinator; and
- Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from the test administrator.

DO NOT SEND THIS FORM TO THE OFFICE OF ASSESSMENT. Send this form to the Building Test Coordinator.

I have read, understand, and with my signature agree to comply with procedural, statutory, and regulatory requirements. I also understand that I must return this signed agreement to the building test coordinator before test booklets and other test materials are released to me. By signing this form and returning it to the building test coordinator, I verify that the above conditions have been met.

District

School

Test Administrator Signature

Date

Appendix D

Nondisclosure Agreement for Translators

This form is used to document that the translator is aware of and understands the district's test security policy and all possible consequences and is aware of other resources regarding test security.

This is a Required Form.

I agree not to disclose or discuss the contents of the online and paper tests in a manner that would assist a person to cheat or would in any other way compromise the validity of the test questions. Furthermore, I agree that all student-specific information obtained either prior to or during the oral test administration will remain strictly confidential.

I understand that these test materials are restricted. I understand that all test questions and all other materials related to these tests including, but not limited to, passages, prompts, charts, graphs, and tables are considered secure and subject to the provisions of Sections 3319.151 of Ohio Revised Code and Rules 3301-7-01, 33-0113-02 and 3301-13-05 of the Ohio Administrative Code.

My responsibility for maintaining the security of student information, test questions, and test materials continues even after the test concludes and the test materials have been returned.

Name of Translator Printed

Date

Signature of Translator

District or School

The district or school must maintain a copy of this form and provide it to the Department upon request.

Do *NOT* return with other test materials.

Appendix E

Scribe Documentation Form

This **optional** form can be used to document that the student's responses have been accurately transcribed to the test booklet or answer document.

Student Name:
Grade:
Subject:
District:
School:
Date of Administration:

Test: (Circle/highlight one)

Grades 3-8

End-of-Course

OELPS

OELPA

Alt-OELPA

PLEASE CHECK ONE OF THE FOLLOWING REASONS FOR THE USE OF A SCRIBE:

- ☐ Student identified with disabilities and has a written Individualized Education Program (IEP) or 504 Plan to specify the use of a scribe.
 - Under an IEP or 504 Plan, the student receives a scribing accommodation as a part of daily classroom instruction and assessment.
 - Student is unable to write their answers into a standard test booklet or answer document.
- ☐ Student identified as English learner (EL) who is eligible to receive additional accommodations (translated form of tests) that may require translation and transcription. The translator is the scribe.
- ☐ Student has a short-term medical condition (for example, broken arm or wrist, short-term visual problem, student vomited on test booklet or answer document) that requires scribing or transcribing.

PROVIDE A BRIEF EXPLANATION OF THE MEDICAL CONDITION:

The test administrator and scribe must both sign this form. Signatures verify that no changes, edits, or deletions were made to the student's responses. The student's responses were transcribed by the scribe exactly as given by the student, including errors. Scribing guidelines for Ohio's State Tests have been adhered to as defined in [Ohio's Accessibility Manual](#).

Scribe Signature

Date When Scribing Occurred

Test Administrator Signature

Date

Send this form to the District Test Coordinator. **Do not send this form to the Office of Assessment.**

Appendix F

Investigation Report Template

- ❖ Please do not include student identifying information in the text of the report or associated documents.
- ❖ Any interviews conducted may be added to the bottom of this document or submitted as a separate file.

(Use of this form is optional)

District: _____

School: _____

Test(s) affected: _____

Date of incident: _____

Name of person(s) involved: _____

Description of incident

Were test scores invalidated?

Yes ☐ No ☐

Statement of evidence or lack of evidence

District's conclusion

Disciplinary action (if applicable)

Corrective plan of action and next steps

Appendix G

Ohio Revised Code and Ohio Administrative Code

The following code is applicable to the state test security program.

- ❖ [Ohio Revised Code 3319.151](#): Confidentiality for State Tests;
- ❖ [Ohio Administrative Code 3301-13-02](#): Administering State Tests;
- ❖ [Ohio Administrative Code 3301-13-05](#): Establishing Security and Security Investigation Provisions for Tests;
- ❖ [Ohio Administrative Code 3301-7-01](#): Standards for the Ethical Use of Tests.