

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

4.16

### SECURITY OF TESTS

#### POLICY:

All mandatory tests administered by or through the State Board of Education, District administered national norm-referenced achievement tests, and local assessments adopted under the provisions of 1008.22 F.S. shall be secured pursuant to Florida Statutes and State Board of Education rules.

- (1) District and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
  - (a) The testing coordinator shall instruct school test coordinators and principals on test security measures.
  - (b) Principals shall be responsible for informing their faculty of test security measures.
- (2) The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the District shall be reported to the Florida Department of Education pursuant to provisions in State Board of Education rules.
- (3) The testing coordinator shall coordinate the return and/or destruction of test materials as directed by the Florida Department of Education.

STATUTORY AUTHORITY : 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.11(5); 1001.43; 1008.22; 1008.23; 1008.24; 1008.34, F.S.

STATE BOARD OF EDUCATION RULE: 6A-10.042

#### History:

Adopted: January 14, 1999 Revision Date(s): October 7, 2003; February 10, 2015 Formerly:
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