Horry County Schools
Test Security Guidelines and Requirements

All mandatory tests administered to students by or through the Horry County Schools ("District"), including tests such as MAP, PASS, HSAP, State end-of-course tests, State field-tests, etc., provided by the District or the S.C. Department of Education, shall be administered in accordance with State law, State regulations, and District policy, guidelines, and requirements. Therefore, it is essential for staff members to read, understand, and comply with the information presented herein.

1. Staff members must provide for the security of the materials during testing and the storage of all secure tests and test materials, before, during, and after testing. Before and after testing all materials must be stored at a location or locations in the District under lock and key. Throughout the time that testing materials are under the control of the District, tests must be secured under lock and key when not in use for approved test administration activities.

2. Individuals must adhere to all procedures specified in all operating manuals governing the mandated testing programs.

3. Each of the following is considered a breach of professional ethics which may jeopardize the validity of the inferences made on the basis of test data, and as such is viewed as a security violation which could result in criminal prosecution, disciplinary action by the S.C. Department of Education to an educator's professional certificate (including suspension or revocation of his/her certificate), and/or disciplinary action by the District, up to and including termination of employment:

   a. Failing to administer tests on the test dates specified by the District and/or the S.C. Department of Education;
   b. Failing to maintain an appropriate testing environment, free from undue distractions;
   c. Failing to proctor the test to ensure that examinees are engaged in appropriate test-taking activities;
   d. Providing examinees with access to test questions or specific test content prior to testing;
   e. Providing examinees with access to answer keys prior to or during testing;
   f. Keeping, copying, reproducing, or using in any manner inconsistent with the instructions provided by or through the District and/or the S.C. Department of Education any test, test question or specific test content;
   g. Keeping, copying, or reproducing in any manner inconsistent with the instructions provided by or through the District and/or the S.C. Department of Education any portion of examinee responses to any item or any section of a secured test;
   h. Coaching examinees, altering examinee responses, or interfering with examinee responses in any way prior to, during, or after testing (this includes hinting to examinees about the correctness of their responses);

i. Failing to follow instructions specified in the test manuals for the distribution, storage, or return of test materials or failing to account for test materials before, during or after testing;

j. Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test. This section includes failure to clear the memory of calculators used on a test as directed in the test manual;

k. Allowing, participating in, assisting in, or encouraging any unauthorized access to test materials prior to, during, or after testing;

l. Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing;

m. Leaving in view of examinees during test administration materials that are content or conceptually related to the subject areas being assessed;

n. Providing references or tools other than those specifically allowed in test manuals and/or providing references or tools during test administration at times other than those specifically allowed in test manuals;

o. Not providing accommodations (to include customized test forms and modifications) as appropriate for students with Individual Education Programs or 504 plans (this includes providing more accommodations, e.g., customization and/or modifications, than appropriate);

p. Excluding examinees or exempting from assessment students who should be assessed;

q. Failing to return test materials for all examinees;

r. Engaging in inappropriate test preparation practices that invalidate the test scores;

s. Revealing test scores or test performance to anyone not involved in the education of the examinee;

t. Altering test scores in electronic records or files; and/or

u. Failing to report a security breach.

4. The District and/or the S.C. Department of Education has the right and responsibility to observe test administration activities without prior notice in order to monitor adherence to test security. Examinees should be made aware that monitoring might occur.

5. Any suspected violation of security must be reported to the Director of the District's Office of Accountability Services, who may in turn report the suspected violation to the South Carolina Law Enforcement Division.

I have read and understand the above information, and I agree to comply with the guidelines and requirements.

_____
Printed Name

_____   _____
Signature   Date

_____   _____
Position   School