

PROPOSED REVISIONS

TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS PROCEDURES

~~For Texas Assessment of Knowledge and Skills (TAKS) testing purposes, the following procedures shall be used:~~

- ~~1. Students shall be tested at their enrolled grade level each year.~~
- ~~2. If a student is retained, he or she must continue to test in the subject that matches the enrolled grade level.~~
- ~~3. Starting in the spring semester of their junior year, students shall take the grade 11 exit-level test. Students shall be tested every year thereafter using the exit-level retest exam until they pass all parts of the exit-level examination.~~

~~**Note:** TAKS testing changes reflect the language of Chapter 39 of the Texas Education Code and Chapter 101 of the Texas Administrative Code. It also reflects TEA policy as published in the District and campus coordinator manuals, test administrator manuals, and test security supplement.~~

TEST SECURITY

All test security measures specified by the Texas Education Agency (TEA) shall be followed. This information is found in the District and campus coordinator manual, test administrator manuals, and the test security supplement published by TEA. These documents shall be updated each year to reflect any changes and current practice.

All test booklets, answer sheets, and other secure testing materials shall be secured in a locked storage area, with limited access. Trained, certified personnel and/or their trained designees shall be the only individuals authorized to have access to test materials. All secured items must be properly monitored and accounted for before, during, and after testing and must be kept in locked storage when not in use. An accurate inventory of all test materials must be maintained at all times.

Security measures specified by TEA and the director of assessment of the testing center for the receipt, distribution, and return of test booklets shall be followed.

Test booklets may not be copied or reproduced in any way. Any incident that might compromise the validity of the test results must be reported to the director of assessment of the testing center, who shall report all incidents to the TEA student assessment division according to state guidelines. A report of all missing test materials must be completed and sent to the testing center office.

Damaged test booklets must be reported to the director of assessment of the testing center, who shall determine proper procedures for handling/replacing damaged booklets.

COLLEGE ENTRANCE
EXAMINATIONS

~~College entrance examinations shall be coordinated and administered at the campus level.~~