

DELETE POLICY

~~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.~~