

## **INSTRUCTION - SCHOOL DISTRICT TESTING PLAN AND PROCEDURE**

### **I. PURPOSE**

It is the purpose of this policy to set forth the school district's test security policy.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

### **III. TEST SECURITY**

A. Security Requirements. When administering state tests, the school district shall observe the following test security measures in addition to any requirements imposed by the Minnesota Department of Education:

1. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after the test administration;
2. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. § 13.34;
3. No copies of test booklets or answer sheets shall be made; and
4. The school district shall report any violations of test security to the Department. The Department shall receive reports of violations of test security from anyone with knowledge of such an incident.

B. Security Violations. The Department shall investigate any reported incidents of breaches in test security. The consequences of a violation of test security may include:

1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or
2. Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.