



ADMINISTRATIVE PROCEDURE

TEST SECURITY AND DATA REPORTING

6139

Procedure No.

July 1, 2005

Date

I. **PURPOSE:** Local School systems are required to develop policies and procedures concerning test security and data reporting for programs administered by or through the Maryland State Board of Education including, but not limited to:

A. Tests

1. The norm-referenced test in use by the State;
2. The Maryland Functional Testing Program tests;
3. The Maryland School Assessment Program tests;
4. The High School Equivalency Program test (GED);
5. Teacher certification examinations;
6. High School Assessment Program Tests; and
7. Other test instruments required by the Maryland State Board of Education and/or Prince George's County Board of Education.

B. Data Reporting

Data Reporting required by the Maryland State Department of Education including the data-based areas described in COMAR 13A.01.04 and other measures used to determine the availability of services and funding.

II. **INFORMATION:** The Prince George's County Board of Education's policy on test security and data reporting provides the security and storage of all testing materials before, during, and after test administration and the adherence to approved state testing guidelines. Additionally, the policy provides for the designation of an individual Local Accountability Coordinator (LAC) to assume responsibility for the implementation of the test security policy and to procure commercial test instruments, which are used in Maryland State Board of Education testing programs. Implementation of State testing programs further requires that all individuals adhere to the procedures governing the Maryland School Performance Program and all operating manuals governing mandated testing programs.



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III. PROCEDURES:

A. Invalidation of Test Scores

1. The Maryland State Department of Education may invalidate test scores, which reflect improbable gains and which cannot be satisfactorily explained through changes in the student population or instruction. Invalidation of test results also invalidates any graduation, programmatic, or evaluation criteria dependent upon these test results.
2. Situations in which inappropriate collaboration between or among students occurs during the test administration or data collection and reporting.
3. A student who knowingly causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the aforementioned tests, or who knowingly engages in any activity during testing, which invalidates test results, shall have the test results invalidated and shall be ineligible to retake the test until the next official testing opportunity.

B. Testing Behavior Violations

It is a violation for anyone knowingly and willfully to fail to follow security procedures published in test administration manuals for the aforementioned mandatory tests. Further, it is a violation for anyone knowingly and willfully to:

1. Give examinees access to secure test items or materials before testing;
2. Give unauthorized individuals access to secure test items or materials;
3. Copy, reproduce, deface, destroy, or use in any manner inconsistent with test security regulations, all or any portion of a secure test booklet or administrator's manual;
4. Provide answer keys or answers verbally, in writing, or by any other means, to examinees;



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5. Coach examinees during testing or alter or interfere with examinees' responses in any way;
6. Fail to follow security regulations for distribution and return of secure test materials, or fail to account for all secure test materials before, during, and after testing;
7. Fail to properly monitor test administration, including inappropriate collaboration between or among individuals;
8. Participate in, direct, aid, counsel, assist in encourage, or fail to report any of the acts prohibited by this procedure;
9. Refuse to disclose information regarding test security violations;
10. Administer state-mandated tests on dates other than those specified by the Maryland State Department of Education; and
11. Refuse to or fail to sign and submit test administration and certification of training forms and non-disclosure agreements as appropriate.
12. The Prince George's County Public Schools appointed LAC shall investigate any allegation of violations of mandatory test security and report the results to the Maryland State Department of Education in a timely fashion. If a person violates the regulations of this procedure, Board Policy 6139, and COMAR 13A.03.04, the Maryland State Board of Education may take administrative action beyond that taken by a local Chief Executive Officer, including suspension or revocation of administrative or teaching credentials, or both, and may seek to recover the costs incurred as a result of the violation.

C. Data Reporting Violations

1. It is a violation for any person, school, or school system knowingly and willfully to fail to report test scores, number of students tested, other indicators of test performance and participation for all students participating in state mandated tests, or any other data elements required as part of the Maryland School Performance Program initiative.



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2. It is a violation to report incorrect or otherwise inaccurate data, as described above, or to exclude a student or students from participation in mandatory tests.
 3. The Maryland State Department of Education shall investigate any allegation of data reporting violations, either at its own initiative or at the request of a local school system.
- IV. **RELATED LEGAL REFERENCE:** Code of Maryland Regulations 13A.03.04.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Division of Accountability and will be updated as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6129, dated December 17, 1992.
- VII. **EFFECTIVE DATE:** July 1, 2005.

Approved by:
Howard A. Burnett
Interim Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11