

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 4.700

Testing Program

OAK RIDGE SCHOOL'S TCAP TEST SECURITY AND ADMINISTRATIVE PROCEDURE

Purpose

The purpose of this policy is to ensure security, integrity, and proper administration of all Tennessee Comprehensive Assessment Program (TCAP) assessments across all schools. This policy aligns with the Tennessee Department of Education (TDOE) Test Security Policy and applies to all testing personnel, including administrators, proctors, coordinators, and any other staff involved in TCAP testing.

I. Test Security Expectations

All personnel involved in TCAP testing must:

1. Adhere strictly to all TDOE test security procedures and ethical testing practices.
2. Maintain confidentiality of all test materials and student information before, during, and after testing.
3. Ensure all testing materials are secured when not in use and returned immediately after each session.
4. Refrain from reviewing, copying, photographing, or discussing test items or student responses.
5. Report any testing irregularities, security breaches, or violations immediately to the building test coordinator and district testing director.
6. Understand that violations of test security may result in disciplinary action, up to and including termination.

II. Test Administration and Proctoring Guideline

A. Elementary School Testing

The following guidelines and recommendations apply to elementary school testing. Best practice is for teachers not to test their own students. If this is unavoidable, two adults must be present in the room: a test administrator and a proctor. When teachers are not testing their own students, a hallway proctor who actively monitors multiple rooms is acceptable.

Testing Assignment Priorities:

1. Grades 3-4: The classroom teacher may serve as the test administrator only when a proctor is present in the room.
2. Grade 2: Because the assessment is not tied to accountability measures, a proctor may be stationed in the hallway and rotate between rooms as needed.
3. If a teacher prefers not to test their own students, every effort should be made to accommodate that request.

Note: To address staffing shortages, especially given the number of required small groups, schools may choose to spread testing across additional days to ensure adequate supervision and test security coverage.

B. Middle School Testing

For middle and high school, the following guidelines apply. In all cases, teachers will not test their own students. The only exception is when a need arises with special education students. Having two adults (a test administrator and a proctor) in the room is best practice, though a hallway proctor actively monitoring multiple rooms is acceptable when needed.

Testing Assignment Priorities:

1. Preferred scenario: A teacher will not test within their own grade level and subject area.
2. Acceptable alternative: A teacher may test within their grade level but in a different subject area.
3. If a building test coordinator determines that variation from these expectations is necessary due to staffing limitations, they must contact the district testing coordinator for approval before implementing any alternative arrangements.

Note: To address staffing shortages, especially given the number of required small groups, schools may choose to spread testing across additional days to ensure adequate supervision and test security coverage.

III. Reporting and Compliance

All test security incidents or irregularities must be coordinated by the building test coordinator and reported to the district test coordinator. The district test coordinator may use the TCAP Irregularity Form and will determine if further action or state reporting is required. Compliance with this policy will be reviewed annually as part of the district's test security audit.

IV. Summary of Key Expectations

1. Elementary: Teachers may test their own students only with a proctor present; however, best practice is for teachers not to test their own students.
2. Middle/High: teachers will not test their own students or their own subject area; Strategic use of proctors is necessary. The exception is special education.
3. All Levels: Maintain strict test security and confidentiality, report irregularities promptly, and follow all TDOE guidelines.

V. Questions or Concerns

Questions or concerns about test administration procedures or exceptions to this policy should be directed to the District Testing Coordinator.