



The District of Columbia State Test Security Guidelines are adopted and incorporated by reference as this LEA's guidelines for administering all state tests.

The LEA certifies the following requirements will be met, at a minimum, in administering all state tests. Any additional procedures the LEA will use are included in Appendix A, including the names and positions of key personnel involved in test security and test administration at the LEA.

- A record of training provided to the LEAs' schools will be maintained. Training will address the state requirements on test administration guidelines, test security, and security and confidentiality of individual test data.
- Test administration will be monitored at all of the LEAs' schools in accordance with pages 7-8 of the state test security guidelines for test proctoring or monitoring.
- The LEA Assessment Coordinator will monitor the test administration (in at least a random sample of schools and classrooms within the LEA) to ensure that school personnel involved in the test administration adhere to test security and test administration guidelines (page 4 of the state test security guidelines).
- A list of key personnel involved in testing, with title and contact information for the LEA and each school, will be distributed to school(s) and school personnel prior to the established test administration dates.
- Allegations of state test administration violations against the LEA or school employee(s) will be investigated according to the state test security guidelines. Communication of alleged test security violations will be in accordance with the state test security guidelines (pages 10-11).
- Allegations of student violations of state test administration or security will be investigated according to the state test security guidelines. Communication of alleged test security violations will be in accordance with the state test security guidelines (pages 10-11).
- Security and confidentiality of individual student test data in electronic and paper formats will be maintained according to the state test security guidelines before, during and after test administration.
- Student test reports will be delivered to the LEAs' schools in a timely, secure manner.
- After student test results are verified, student test results will be released only to parents or legal guardians of the student and in accordance with LEA policy.

Test Security Plan Adoption (check the appropriate box):

- The LEA adopts the state test security plan as written (you are required to sign the state LEA Test Security Plan document as well)
- The LEA intends to create a Test Security Plan which is attached.

Testing calendar for reading, math, science, composition, health and biology

Date of Test:

Grades:

Time	Subject



Date of Test:

Grades:

Time	Subject

Date of Test:

Grades:

Time	Subject

Date of Test:

Grades:

Time	Subject

Date of Test:

Grades:

Time	Subject

Submitted by:

Name:

Title:

Signature: _____ Date: _____