



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## 2022-23 Test Security File Documents

The District of Columbia Testing Integrity Act, as amended (D.C. Law 20-27; D.C. Law 21-44; D.C. Official Code § 38-771.01 *et seq.* and § 38-2602(b)(20)) requires that schools maintain a Test Security File for a period of four years. If monitored by OSSE during testing, the monitor will ask to see your school's Test Security File during the visit. Documentation is required to be maintained in hard copy but may also be kept electronically.

**The following documents must be kept in your school's test security file.**

- School Test Security Plan, including the following:
  - OSSE-Approved School Test Plan
  - Up-to-Date Authorized Personnel Roster
  - Up-to-Date Testing Schedule
- Test Security Training Attendance for Authorized Personnel
- Test Security Training Materials
- Family Notification Letters  
*Sample parent letters in English, Spanish, French, Chinese, Amharic, Korean, and Vietnamese are located on OSSE's [website](#).*
- Test Materials Chain of Custody Forms
- Form to Return Secure Materials (only applicable to PARCC/DC Science)
- Incident Reports
- During Testing Notes, including Minor Deviations from School Plan
- Plans to Improve School Policies and Procedures (if applicable)
- Test Security Fact Finding Inquires (if applicable)
- Test Integrity and Test Security Affidavit(s)

For questions about Test Security Files, contact [OSSE.Assessment@dc.gov](mailto:OSSE.Assessment@dc.gov).