



2023-24 Test Security File Documents

The District of Columbia Testing Integrity Act, as amended (DC Law 20-27; DC Law 21-44; DC 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 the Office of the State Superintendent of Education (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. *Italicized* items can be kept electronically during administration of assessments but must be printed and filed with the remaining items on the list for a minimum of four years at the end of testing.

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

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

For questions about Test Security Files, contact OSSE.TestIntegrity@dc.gov.