

Obion County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Maintaining Test and Data Security	Descriptor Code: 4.701	Issued Date: draft
		Rescinds:	Issued:

1 *General*

2 Security procedures shall adhere to guidelines issued by the State Department of Education.¹

3 **TESTING SECURITY**

4 Annually, the Board shall designate a system testing coordinator who shall be responsible for
5 administering, monitoring, and maintaining security of all tests to be administered within the school
6 district. The principal of each school shall serve as or designate a building testing coordinator who
7 shall be responsible for the administering, monitoring, and maintaining security of all tests given in
8 his/her school. Testing coordinators, test administrators and proctors shall be required to sign a
9 statement that the security measures and testing procedures were followed.

10 Any employee found to have not followed security guidelines shall be placed on immediate
11 suspension, and such actions shall be grounds for dismissal. Such actions shall be grounds for
12 revocation of state license.² The Director of Schools shall report a breach of security to the State
13 Department of Education's Office of Accountability and any testing irregularity to the Division of State
14 Testing within twenty-four (24) hours of such events. In any class, grade, and/or school where a
15 security breach is strongly suspected or verified, central office staff shall be present during subsequent
16 tests for a period of two (2) years.

17 **DATA SECURITY**

18 Embargoed data may be shared with personnel as determined by the Director of Schools as set forth in
19 procedure. Personnel shall not share embargoed data with external parties.³

Legal References

1. TRR/MS 0520-01-03-.03(7)(b)
2. TCA 49-1-607
3. State Board of Education Policy 2.600