

TEST SECURITY FOR OAT'S and OGT'S

1. With the exception of test materials specifically designed as “practice test” by the Ohio Department of Education, all test questions and all other materials which are considered part of the Third, Fourth, Fifth, Sixth, Seventh, and Eighth Grade Achievement Tests and the Tenth Grade Graduation Test shall be considered secure.
2. The Arlington Local School District Elementary Principal is designated as the district coordinator for the Ohio Achievement Tests (Grades 3 – 8). The High School Guidance Counselor is designated as the district coordinator for the Ohio Graduation Test (Grade 10-12). The Elementary Guidance Counselor and the High School Principal shall be designated as the respective associate district coordinators. These individuals shall be responsible for ensuring that all test security provisions stated in this section are met while test materials are in the district/building.
3. The following shall be published in all handbooks of the school district:

“No person shall release, cause to be released, reproduce or cause to be reproduced any secure test materials pertaining to the Ohio Achievement Tests or the Ohio Graduation Test through means or medium including, but not limited to electronic, photographic, written, or oral. No unauthorized person shall have access to any secure test materials at any time such materials are in the school district or district buildings. No person shall cheat, accept assistance in cheating, or assist in cheating in any way, manner, or form. Cheating shall be defined as but not limited to copying from the test of another or from a test not legally given to the pupil being tested at the designated time of the examination. Violations of these provisions shall be investigated and prosecuted by law.”
4. Board Policy ILD-E shall be used to record all movement of test materials from the point of receipt to the point of shipment. Copies of this completed form shall be retained in the elementary and high school offices and in each guidance office. While tests are in the custody of the Arlington Local School District, they shall be stored in a metal container secured by a combination lock or key lock that does not have a “master key access”. The combination/key shall be retained only by the district coordinators and associate district coordinators. Tests not being administered must be stored in this location unless being sent for scoring.
5. Only persons designated by the district coordinators or associates shall be authorized to transmit or have access to the Ohio Achievement Tests or the Ohio Graduation Test.
6. The Ohio Statewide Testing Program Rules Book created by The Ohio Department of Education’s Office of Assessment will be the guide for OAT and OGT testing questions.
7. The District Test Coordinators and associate coordinators will develop a set of guidelines to be followed by all individuals involved with the handling, administering, and distribution of secure and non secure testing materials. These guidelines will be discussed with all staff prior to the arrival of testing materials.

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