

**MSBA Core Manual  
Basic Policy Management Services**

**Policy ILA: TEST INTEGRITY AND SECURITY**

**Status:** ADOPTED

**Original Adopted Date:** 01/23/2020 | **Last Revised Date:** 07/01/2024 | **Last Reviewed Date:** 07/01/2024

November 21, 2024

Accurate information about student performance is integral to the district's mission of improving student achievement. In order to make sure the information is valid, the district must protect the integrity of the testing process. This policy shall become part of the district assessment plan. All staff associated with the assessment process are responsible for understanding and implementing the security measures in this policy. For the purposes of this policy, "staff associated with the assessment process" includes test coordinators, examiners, translators, proctors, and any district staff who have responsibilities in providing, monitoring, or overseeing student testing as designated by the superintendent or designee.

### **Districtwide Test Coordinator**

The superintendent or designee will appoint a districtwide test coordinator who will perform the duties as described in the most recent version of the Guide to the Missouri Assessment Program published by the Department of Elementary and Secondary Education (DESE).

### **Training on Integrity and Security for Each Assessment**

Each assessment has a testing manual that includes the security and integrity requirements for the assessment to produce valid results. The board requires that test-specific integrity and security measures be implemented as directed by the manual and that any breach, or suspected breach, of those integrity and security measures be reported promptly to the districtwide test coordinator.

Prior to test administration, the districtwide test coordinator must require, as part of general staff training for the assessment, that all staff associated with the assessment process familiarize themselves with the testing manual's section for the security and integrity requirements and practices for the relevant test(s) and participate in any other district-created training.

### **Sanctions Against Improper or Unethical Practices**

All district staff are required to take action to prevent improper or unethical practices regarding test administration and report any concerns to the districtwide test coordinator. Improper and unethical practices include, but are not limited to:

1. Violating any provision of this policy.
2. Copying any part of the standardized test materials or online test unless authorized by test protocol.

3. Removing any test materials from the secure storage area or device except during test administration unless authorized by the test coordinator and otherwise allowed by test protocol.
4. Accessing test questions prior to when the test is given unless authorized by the test coordinator and otherwise allowed by test protocol.
5. Copying, printing, downloading, or duplicating in any way any part of an online assessment for any reason unless authorized by the test coordinator and otherwise allowed by test protocol.
6. Failing to return all test materials following test administration.
7. Directly teaching any actual test item or taking actions to discover test items included on a test.
8. Altering in any way a student's responses on a test.
9. Indicating to students during testing that they have missed items and need to change them; giving students clues or answers to questions; and allowing students to give each other answers to questions or copy off each other's work.
10. Altering test administration procedures in any other way to give students an unfair advantage or otherwise permitting students to breach security and integrity protocols applicable to the test-taker.
11. Administrators or other staff members pressuring or encouraging teachers to engage in any practice that is contrary to test integrity and security.

District employees are required to immediately report any suspected violation of this policy to the districtwide test coordinator. The districtwide test coordinator or designee will immediately investigate to determine whether a district employee engaged in any improper or unethical practices. If the allegations against the employee are proven, the districtwide test coordinator or designee will generate an investigation report and forward it to the superintendent, who will take appropriate disciplinary action, up to and including termination. The district will conduct an investigation of any student suspected of engaging in any improper or unethical practice. If allegations are proven, the student will be disciplined in accordance with district policy.

The districtwide test coordinator is responsible for reporting to and cooperating with DESE in the event of a suspected or known breach of the security and integrity requirements for an assessment.

If the districtwide test coordinator is alleged to be involved in behavior prohibited by this policy, the report shall be made to the superintendent or designee, who shall assume the responsibilities of the districtwide test coordinator for purposes of the report.

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Version ILA-C.1E (07/24)

Dent-Phelps R-III School District, Salem, Missouri

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Cross References**

<b>Code</b>	<b>Description</b>
GCPD	<a href="#"><u>SUSPENSION OF PROFESSIONAL STAFF MEMBERS</u></a>
GCPE	<a href="#"><u>TERMINATION OF PROFESSIONAL STAFF MEMBERS</u></a>
GDPD	<a href="#"><u>SUSPENSION OF SUPPORT STAFF MEMBERS</u></a>
GDPE	<a href="#"><u>NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS</u></a>
JG	<a href="#"><u>STUDENT DISCIPLINE</u></a>
JG-AF(1)	<a href="#"><u>STUDENT DISCIPLINE - (Receipt of Student Handbook)</u></a>
JG-AF(2)	<a href="#"><u>STUDENT DISCIPLINE - (Initial Referral)</u></a>
JG-AF(4)	<a href="#"><u>STUDENT DISCIPLINE - (Letter for Suspensions of Ten or Fewer Days)</u></a>
JG-AF(5)	<a href="#"><u>STUDENT DISCIPLINE - (Letter for Suspensions of Ten or Fewer Days and Recommendation of More than Ten Days)</u></a>
JG-AF(6)	<a href="#"><u>STUDENT DISCIPLINE - (Letter for Suspensions of 11-181 Days)</u></a>
JG-AF(7)	<a href="#"><u>STUDENT DISCIPLINE - (Superintendent Review/Hearing Preparation Checklist)</u></a>
JG-AF(8)	<a href="#"><u>STUDENT DISCIPLINE - (Acknowledgment of Request for Hearing)</u></a>
JG-AF(9)	<a href="#"><u>STUDENT DISCIPLINE - (Letter to Parents Recommending Suspension of More than 181 Days or Expulsion)</u></a>
JG-AF(10)	<a href="#"><u>STUDENT DISCIPLINE - (Letter to Parents Recommending Expulsion)</u></a>
JG-AF(11)	<a href="#"><u>STUDENT DISCIPLINE - (Notice of Charges for Suspension Greater than 180 Days or Expulsion)</u></a>
JG-AF(12)	<a href="#"><u>STUDENT DISCIPLINE - (Waiver of Right to Hearing)</u></a>
JG-AF(13)	<a href="#"><u>STUDENT DISCIPLINE - (Final Administrative Adjudication)</u></a>
JG-AF(14)	<a href="#"><u>STUDENT DISCIPLINE - (Expulsion Notice)</u></a>

