

Weakley County Board of Education



Monitoring:

Descriptor Term:

Maintaining Test Security

Descriptor Code:

4.701

Issued Date:

5/3/2018

1
2 Annually, the Board of Education will designate a system testing coordinator who shall be
3 responsible for administering, monitoring and maintaining security of all tests to be administered
4 within the school system. The principal of each school shall serve as or designate a building
5 testing coordinator who shall be responsible for the administering, monitoring and maintaining
6 security of all tests given in his/her school. Test security procedures shall adhere to guidelines
7 issued by the State Department of Education.¹

8
9 Testing coordinators, test administrators and proctors shall be required to sign a statement that
10 the security measures and testing procedures were followed.²

11
12 The director of schools shall report within 24 hours a breach of security to the State Department
13 of Education Office of Accountability and any testing irregularity to the Division of State
14 Testing. Reporting and recording of irregularities will follow guidance provided and updated
15 regularly by the Tennessee Department of Education.

Legal References:

¹ TRR/MS 0520-1-3-.03(8)(b)

² TCA 49-1-607