

# **Private School Application to Administer 2024–25 Florida Statewide Assessments**

## **Attachment B: Test Security Policies and Procedures**

- Test security policies and procedures as explained in the Test Administration Manual (see Attachment E for a complete test administration manual).
- Refer to statement number 3 in 2024–25 application.
- Sign and return the signature page at the end of this attachment with your application.

# Test Security Policies and Procedures

Florida State Board of Education Rule 6A-10.042, F.A.C., was developed to meet the requirements of the Test Security Statutes, s. 1008.23, F.S., and s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. See Appendix D for the full text of the Florida Test Security Statutes and State Board of Education Rule. **Please remember that inappropriate actions by school or district personnel can result in student or classroom invalidations, loss of teaching certification, and/or involvement of law enforcement.**

Examples of prohibited activities include the following:

- Reading or viewing the passages or test items before, during, or after testing
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading the passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

School personnel and proctors must read and familiarize themselves with the Statutes and Rule in Appendix D.

If ELLs, recently exited ELLs, or students with current IEPs or Section 504 Plans have allowable accommodations documented, test administrators may provide accommodations as described in the [2023–2024 Statewide Assessments Accommodations Guide](#) and may modify the scripts as necessary to reflect the allowable accommodations.

**The security of all test materials must be maintained before, during, and after test administration. Under no circumstances are students permitted to assist in preparing secure materials before testing or in organizing and returning materials after testing.**

After **any** administration, initial or make-up, secure test materials (e.g., passage booklets, test and answer books, test tickets, used worksheets, used work folders) must be returned to the school assessment coordinator immediately and placed in locked storage. The [Test Materials Chain of Custody Form](#) must be maintained at all times to track test materials with security barcodes. **No more than three people should have access to the locked storage room.** Secure materials must never be left unsecured and must not remain in classrooms or be taken off the school’s campus overnight.

**Any monitoring software that would allow test content on student computers/devices to be viewed or recorded on another computer or device during testing must be turned off.**

District assessment coordinators must ensure that all school administrators, school assessment coordinators, technology coordinators, test administrators, and proctors receive adequate training prior to this administration, and that all personnel sign and return a [2023–2024 Test Administration and Security Agreement](#), located in Appendix E, stating that they have read and agreed to abide by all test administration and test security policies and procedures. Additionally, any other person who assists a school assessment coordinator, technology coordinator, or test administrator must sign and return an agreement, as well as any district personnel involved in test administration activities.

Test administrators must sign the [2023–2024 Test Administrator Prohibited Activities Agreement](#), located in Appendix E.

An accurate Security Log, provided in Appendix E, and an accurate seating chart must be maintained in each testing room. Anyone who enters a testing room **for any length of time** is required to sign the log. This applies to test administrators, proctors, and anyone who enters the room, regardless of how much time he or she spends in the testing room. A new Security Log should be used for each session.

Test administrators must **not** administer tests to their family members. Students related to their assigned test administrator should be reassigned to an alternate test administrator. In addition, a student’s parent/guardian should not be present in that student’s testing room.

## **Admission of Students to Testing**

Precautions must be taken at testing sites when students are unknown to the test administrator or other school staff. Ensure that school staff have checked identification for unfamiliar students prior to admitting them into your testing room.

## **Proctors**

To ensure test security and to avoid situations that could result in test invalidation, FDOE strongly discourages testing students in large groups (e.g., in a cafeteria or an auditorium). If students are tested in a large group, the appropriate number of proctors **must** be assigned to the room to assist the test administrator. Refer to the table below for the required number of proctors.

<b>Number of Students</b>	<b>Proctors Required</b>
1–25	Test Administrator*
26–50	Test Administrator and 1 Proctor
51–75	Test Administrator and 2 Proctors

\*FDOE **strongly recommends** that proctors be assigned to rooms with 25 or fewer students whenever possible.

**School personnel** and **non-school personnel** may be trained as proctors. Prior to testing, proctors must be informed of their duties and of the appropriate test security policies and procedures. **School personnel** proctor duties may include preparing and distributing secure materials and providing accommodations. **Non-school personnel** may assist test administrators during test administration; however, non-school personnel may **not** participate in any of the test administration procedures (e.g., distributing and collecting secure materials, providing accommodations). Volunteers (e.g., parents, retired teachers) may be trained as proctors and may perform non-school personnel duties.

All proctors may help monitor rooms during test administration; however, they may **not** assist in rooms where their family members are testing.

Proctors and anyone who assists with any aspect of test preparation or administration must be informed of the test security laws and rules prohibiting any activities that may threaten the integrity of the test. Each proctor who enters a testing room for any length of time must sign a [2023–2024 Test Administration and Security Agreement](#) and the Security Log for that room. These forms are located in Appendix E.

## Test Irregularities and Security Breaches

### Test Irregularities

Test administrators should report any test irregularities (e.g., disruptive students, timing issues, loss of Internet connectivity) to the school assessment coordinator immediately. A test irregularity may include testing that is interrupted for an extended period of time due to a local technical malfunction, severe weather, or an issue with an individual student’s test. School assessment coordinators must notify district assessment coordinators of any test irregularities that are reported. Decisions regarding test invalidation should not be made prior to communicating with the district assessment coordinator. If further guidance is needed or to report an irregularity requiring action by FDOE (e.g., reporting teacher misconduct to the Office of Professional Practices Services), district assessment coordinators should contact the Bureau of K–12 Student Assessment. For any test irregularities that require investigation by the district, a written report must be submitted as indicated below.

### Security Breaches

Test administrators should report possible breaches of test security (e.g., secure test content that has been lost, photographed, copied, or otherwise recorded) to the school assessment coordinator immediately. If a security breach is identified, the school assessment coordinator must contact the district assessment coordinator, and the district assessment coordinator should contact the Bureau of K–12 Student Assessment immediately to discuss a plan of action. This action may include the involvement of local law enforcement personnel. For all security breaches, a written report must be submitted as indicated below.

### Submit a Written Report

For test irregularities requiring further investigation by the district and for security breaches, **a written report must be submitted within 10 calendar days after the irregularity or security breach was identified.** District assessment coordinators should submit the report through FDOE’s ShareFile site using the following procedure:

1. Log in to ShareFile at [fdoe.sharefile.com](http://fdoe.sharefile.com) and retrieve the blank Test Administration Incident Report Form or the Test Administration Security Breach Report Form from the Forms and Templates folder. (Note: FDOE recommends that districts download the file each time a new investigation is initiated to guarantee the use of the most up-to-date form.)
2. Save the file locally and change the file name to the appropriate district name, underscore, the word “Incident” or “Breach,” underscore, the name of the school, underscore, and the date submitted (e.g., [District Name]\_Incident\_[School Name]\_MMDDYYYY or [District Name]\_Breach\_[School Name]\_MMDDYYYY).
3. Complete the form.
4. Upload the completed form to the district’s Test Administration/Investigations folder (K-12 Administration > Districts > [District Name] > Test Administration > Investigations > 2023-24 Investigations).
5. Send an email to notify FDOE that a document has been uploaded to the folder.
6. FDOE will then determine whether the incident warrants further investigation and, if necessary, request additional information/documentation from the district. Additional requested information or documentation should also be uploaded to the district’s ShareFile folder.

**Private School Application to Administer  
2024–25 Florida Statewide Assessments**

**Attachment B: Test Security Policies and Procedures**

**SIGNATURE PAGE**

I hereby confirm that I have read and will abide by Attachment B: Test Security Policies and Procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date