



EXHIBIT AU
SAYRE AREA SCHOOL DISTRICT
TENTATIVE ADOPTION/POLICY REVIEW

Book	Policy Manual
Section	200 Pupils
Title	Copy of Test Security Policy
Code	213.1
Status	draft
Adopted	August 21, 2017

Purpose

The Board recognizes the critical nature of maintaining consistent test security measures that preserve the integrity of a fair testing environment for all students.

Definition

For all standardized testing administrations at Sayre Area School District, faculty, staff and administration work collaboratively and diligently to preserve the integrity of a fair testing environment for all students. We routinely follow the recommendations set forth in the guidelines included in the Handbook for Assessment Coordinators available at <https://pa.drccedirect.com>, through the Data Recognition Corporation (DRC), the organization which coordinates the testing for all school districts in the Commonwealth under the Pennsylvania System of School Assessment (PSSA). These guidelines further indicate that it is necessary to ensure validity and security of the PSSAs and Keystone Exams. Therefore, all school assessment coordinators, test administrators, and proctors are required to read and understand the new Handbook for Secure Test Administration. In addition, all coordinators and test administrators must understand the Ethical Standards of Test Preparation and Administration, and they must complete the online Pennsylvania State Test Administration (PSTAT) Training at www.pstattraining.net. Test Administrators are required to review these requirements (found in Appendix D of the manual) with all students in advance of the testing day. Prior to starting the assessment, students will be required to indicate that they understand the Code of Conduct for Test Takers that was reviewed with them by their Test Administrators (or teachers). Our security procedures also emphasize that all test materials, including test booklets, answer booklets, test tickets, and content in the online test must be kept secure at all times prior to, during, and after the assessment, and that completed booklets must be kept secure. To prevent any suspicion of testing anomalies, we follow the recommendation from the Pennsylvania Department of Education (PDE) that encourages school entities not to allow teachers to be Test Administrators and/or Proctors of their own students. As such, we follow the recommendation that other teachers be used as Test Administrators and/or Proctors, or that a Proctor be in the testing room with the teacher if the teacher acts as the Test Administrator of his/her own class. Finally, in all testing environments, computers used for testing have attached privacy screens which prevent other students from inadvertently looking at the screens of their classmates.

Authority

The Board directs that the district's standardized testing system include test security measures that are strictly adhered to by all students, staff, and administration to preserve the integrity of a fair testing environment for all students.

Delegation of Responsibility

The Superintendent or designee shall develop and implement a system to ensure that test security measures for all standardized testing administrations are followed in accordance with district goals and state regulations.

Last Modified by Patti Ball on August 24, 2017