

Millington Board of Education

Monitoring: Review: Annually, in December <u>Review:</u> <u>Annually</u>	Descriptor Term: Maintaining Test and Data Security	Descriptor Code: 4.701	Issued Date: -04/21/14
		Rescinds:	Issued Reviewed/Revised: <u>12/03/18</u>

1 General

2 Security procedures shall adhere to guidelines issued by the State Department of Education.¹

3 TESTING SECURITY

4 Annually, the Board shall designate a system testing coordinator who shall be responsible for
5 administering, monitoring, and maintaining security of all tests to be administered within the school
6 district. The principal of each school shall serve as or designate a building testing coordinator who
7 shall be responsible for the administering, monitoring, and maintaining security of all tests given in
8 his/her school.

9 Any employee found to have not followed security guidelines shall be placed on immediate
10 suspension, and such actions shall be grounds for dismissal. Such actions shall be grounds for
11 revocation of state license.² The Director of Schools shall report a breach of security to the State
12 Department of Education's Office of Accountability and any testing irregularity to the Division of State
13 Testing within twenty-four (24) hours of such events. In any class, grade, and/or school where a
14 security breach is strongly suspected or verified, central office staff shall be present during subsequent
15 tests for a period of two (2) years.

16 DATA SECURITY

17 Embargoed data may be shared with personnel as determined by the Director of Schools as set forth in
18 procedure. Personnel shall not share embargoed data with external parties.³

Legal References

1. TRR/MS 0520-01-03-.03(7)(b)
2. TCA 49-1-607
3. State Board of Education Policy 2.600