

DISTRICT ASSESSMENT SECURITY POLICY

Confidentiality of State Assessments

State laws provide penalties for the unauthorized use or disclosure of test content and flagrant disregard of generally recognized professional standards in test preparation and administration. Examples of prohibited activities are:

- Reading the passages, test items, or performance tasks
- Revealing the passages, test items, or performance tasks
- Copying the passages, test items, or passages for students
- Interpreting or reading test items or passage for students
- Changing or otherwise interfering with student responses to test items
- Causing achievement of schools to be inaccurately measured or reported
- Copying or reading student responses

If any of the above are allowable accommodations for students with current IEPs, 504 Plans or enrolled in Bilingual/Migrant Programs, proctors are permitted to provide the accommodations as described in each state test's *Directions for Administration Manual* and the *Guidelines on Tools, supports and Accommodations for Washington State*.

Viewing Test Booklets

State laws limit access to tests and are designed to protect the integrity of the test. All state test booklets are confidential and must not be reviewed except to the extent necessary for test administration. Proctors must ensure the confidentiality of the test booklets under their control and take no actions that review, record, or reveal the content of the tests. No part of any test booklet may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or placement in any information storage and retrieval system.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) guarantees access to a student's education record only to parents and legal guardians. The District Assessment Coordinator will direct parents wishing to view their children's state test booklets to the OSPI assessment office. OSPI requires parents and guardians to complete a request form to certify their relationship to a student and provided identifying information about their student so test booklets can be pulled from storage. The District Assessment Coordinator will receive test booklets, facilitate parents' review and return materials to OSPI.

Media

Reporters are not to be in a classroom while test booklets are in the open or while students take the test. Not only does it detract from student concentration, but it also compromises the security of the assessment. Photographs or video taken of the actual test booklets are also inappropriate and against the law.

Legal References:	RCW 28A.635.040	Examination Questions
	RCW 42.56.250	Employment Licensing
	WAC 180-87-060	Professional Conduct

Concrete School District
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