

Cordell Public Schools

Cordell, Oklahoma 73632

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Test Security Breaches Procedure Policy:

Test Invalidation Procedures:

If a test administrator or test proctor has reason to believe any of the following (or other possible security breaches) may have taken place in the testing environment, the TA/TP must contact the BTC immediately. The BTC will then contact the DTC for further guidance.

Reasons for possible test invalidations include, but are not limited to:

- *Cheating
- *Large-scale security violation
- *Presence of a cell phone (or other smart technology including smart watches) in the testing environment
- *Testing outside the test window
- *TA/TP/Student are related in the testing room
- *Student received read-aloud on ELA and was not supposed to
- *ELA writing section was started and didn't finish until days after
- *TP not employee of district for Human Reader

If a security breach is found, the DTC will contact the OSDE and will complete the Testing Status Application in Accountability on Single Sign On as necessary. If the SDE approves the invalidation, the student will be considered a non participant unless a Breach Assessment is administered. If administered, all test security procedures must be followed.

Test Irregularities Procedures:

If a test administrator or test proctor has reason to believe any of the following (or other possible test irregularities) may have taken place in the testing environment, the TA/TP must contact the BTC immediately. The BTC will then contact the DTC for further guidance.

Reasons for possible test invalidations include, but are not limited to:

- *Sickness
- *TA/TP is distracting
- *STudent received read aloud for Math/Science and should not have
- *Misread script
- *Parent picked up student during testing
- *Wrong accommodation

*Sections not given on consecutive days in correct order

*Technical issues during online testing

The DTC (with assistance from the TA) will complete the Test Irregularity Form on the Oklahoma Measured Progress website. The TA should document the testing irregularity.

If necessary, re-administer the same test form. The student may need a new answer document or booklet depending on the circumstance. Contact the DTC to obtain a Proctor Password to complete online testing. All Proctor Passwords must be manually reset by the DTC periodically throughout the testing window.

Also, the DTC should maintain an electronic or hard copy of submitted Testing Irregularity Forms for district's records.

2019 Info:

DTC is Angela Caler for 751078.

BTCs are Michelle Russell for site 105 and Angela Caler for sites 610 and 705.