

# Appendix B

## Test Integrity and Test Security Notification Statement



## District of Columbia Districtwide<sup>1</sup> Test Integrity and Test Security Notification Statement

---

*This statement must be distributed to all authorized personnel involved in Districtwide assessment testing at LEAs, including each school site within the LEA and nonpublic special education schools.*

As required by section 103 of the Testing Integrity Act, of 2013, as amended (D.C. Law 20-27; D.C. Law 21-044; and codified at D.C. Official Code § 38-771.03), all authorized personnel, defined as “an individual who has access to Districtwide assessment materials or is directly involved in the administration of a Districtwide assessment,” shall:

1. Complete testing integrity training, as developed by OSSE, before the administration of a Districtwide assessment;
2. Receive the testing integrity and security notification statement distributed by OSSE the administration of a Districtwide assessment;
3. Immediately report any breach of testing security to the test monitor, LEA test integrity coordinator, or OSSE;
4. Cooperate with OSSE in any investigation concerning the administration of a Districtwide assessment;
5. Be prohibited from:
  - a. Photocopying, or in any way reproducing, or disclosing secure test items or other materials related to Districtwide assessments;
  - b. Reviewing, reading, or looking at test items or student responses before, during, or after administering the Districtwide assessment, unless specifically permitted in the test administrator's manual;
  - c. Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment;
  - d. Altering student responses in any manner;
  - e. Altering the test procedures stated in the formal instructions accompanying the Districtwide assessments;
  - f. Allowing students to use notes, references, or other aids, unless the test manual specifically allows;
  - g. Having in one's personal possession secure test materials except during the scheduled testing date;
  - h. Allowing students to view or practice secure test items before or after the scheduled testing time;
  - i. Making or having in one's possession answer keys; except that it shall not be prohibited to have an answer key for a Districtwide assessment that has already been administered and released by OSSE;
  - j. Leaving secure test materials in a non-secure location or unattended by authorized personnel;
  - k. Using unapproved electronics during the administration of a Districtwide assessment;

---

<sup>1</sup>The terms “Districtwide” and “Statewide” with respect to assessments are interchangeable as they relate to the assessments covered under federal accountability requirements and the Test Integrity Act of 2013, as amended in 2015.

- l. Making a false certification on any Districtwide assessment forms established and required by OSSE;
- m. Failing to actively supervise students at all times during test sessions;
- n. Allowing any form of cheating;
- o. Being present in the test environment or handling the test materials for one's own family member;
- p. Failing to account for all secure test materials before allowing any pupil to leave the testing room; and/or
- q. Failing to observe the test material chain of custody procedures as outlined in the school test security plan,

Failure to comply with prohibitions set forth herein shall not be considered a violation of a test security plan if the action is:

- 1. necessary to provide for an accommodation that is explicitly identified in a student's IEP or an approved accommodation plan for a English learner student; provided, that any accommodation shall be limited to the eligible student or students; or
- 2. limited to supporting students to stay on task and focused, as defined and described as an acceptable action under OSSE guidance, and does not impact the content of students' answers.

An individual who knowingly and willfully violates, assists in the violation of, solicits another to violate or assist in the violation of, or fails to report a violation of the Testing Integrity Act, the OSSE Test Integrity Guidelines, the school test security plan, , or other test integrity policy or procedure, , shall be subject to sanctions, which shall include:

- 1. Denial, suspension, revocation, or cancellation of, or restrictions on the issuance or renewal of a teaching or administrative credential or teaching certificate issued by OSSE, or both for a period of not less than one year;
- 2. Payment of expenses incurred by the LEA or OSSE as a result of the violation; and/or
- 3. An administrative fine, not to exceed \$1,000 for each violation. (See D.C. Code §38-771.04)

No employee of a LEA shall retaliate against any other employee, parent, or student solely because that individual reports or participates in an investigation of a potential failure of the test security plan or other testing integrity and security policy or protocol. (See D.C. Code §38-771.02(c).)

