

**STANDARDIZED TEST ADMINISTRATION**

**FILE: ILB**

**TITLE:** Testing Program

**POLICY:**

The purpose of standardized achievement testing in the Orange County Public Schools is to provide information to teachers, administrators, parents, and community members about the academic progress of students compared to appropriate norms and standards. The information provided should be used as one source of information by educators at all levels to help improve the education of all students in the district. Information from standardized tests should be used in conjunction with other information in making educational decisions about students.

The superintendent shall direct the establishment of guidelines for the district and statewide testing program for students. No student shall be denied participation in, be denied the benefit of or be subjected to discrimination under any district testing program on the basis of race, sex, national origin, marital status, handicap, religion, gender identity, and/or sexual orientation.

- (1) Each principal shall designate a person(s) or representative(s) to administer school testing.
- (2) The superintendent shall designate a coordinator(s) for all district standardized testing.
- (3) It shall be the responsibility of the superintendent or designee to approve all standardized tests for use in the district school system.

**LAWS IMPLEMENTED:** Sections 1008.22; 1003.435; 1006.08; 1012.28; 1001.54;;, Florida Statutes

ADOPTED: 09/12/95  
REVISED: 11/07/17

**STANDARDIZED TEST ADMINISTRATION – cont’d**

**FILE: ILB**

**TITLE:** Security of Tests

**POLICY:**

All mandatory tests administered by or through the State Board of Education, district-administered national norm-referenced achievement tests and district-administered school ability tests shall be stored, processed, administered and secured pursuant to Sections, 1008.22, 1008.34, 1001.11(5) Florida Statutes and State Board of Education Rule 6A-10.042.

- (1) District and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
  - (a) The coordinator for district standardized testing shall instruct school test coordinators and principals on test security measures. District and school personnel shall acknowledge receipt of the training.

- (b) School test coordinators and principals shall be responsible for informing any school personnel participating in the administration or proctoring of assessments of test security measures. School test coordinators and principals shall be responsible for the execution of test security measures.
- (2) The loss of district or state-mandated tests, cheating or any other breach of test security procedures and laws shall be reported immediately to the coordinator for district standardized testing. Any unresolved problems in the district regarding state-mandated tests shall be reported to the Florida Department of Education pursuant to provisions in State Board of Education Rule 6A-10.042.
- (3) The coordinator for district standardized testing shall coordinate the destruction of test materials as directed by the Florida Department of Education and shall inform the department in writing to certify that the designated testing materials were destroyed in a secure manner.

**LAWS IMPLEMENTED:** Sections 1008.24; 1008.22; 1012.28; 1001.54; Florida Statutes

**STATE BOARD OF EDUCATION RULE:** 6A-10.042

ADOPTED: 10/12/93  
REVISED: 11/07/17