

School personnel must follow proper testing administration and security procedures to ensure the integrity of the North Carolina state testing program and to provide accurate test data for making decisions for the improvement of student learning and achievement. The state testing program must be conducted in a manner that is fair, consistent, and equitable for all students. This regulation establishes school system personnel responsibilities pertaining to the testing program.

**I. DESIGNATION AND RESPONSIBILITIES OF THE SCHOOL SYSTEM TEST COORDINATOR**

- A.** The Director of Accountability and Technology shall serve as the school system test coordinator.
- B.** The school system test coordinator is responsible for:
  - 1. developing a written testing calendar/plan for the school system and providing it to each school before the beginning of the school year;
  - 2. assisting the principal at each school in understanding the requirements of the state testing program;
  - 3. training all school-level test coordinators in (1) proper security and administration procedures, (2) the appropriate use of accommodations, (3) scanning and scoring answer sheets, and (4) preparation of test materials for scoring at a central site;
  - 4. communicating in a timely manner to school personnel updated guidance from the North Carolina Department of Public Instruction to meet the standards for security and test administration procedures specified in the most current version of the [\*North Carolina Test Coordinators' Policies and Procedures Handbook\*](#);
  - 5. managing the ordering and delivery of secure test materials to the school system in accordance with processes established by the North Carolina Department of Public Instruction; and
  - 6. fulfilling all other responsibilities for the position of school system test coordinator established in the [\*North Carolina Test Coordinators' Policies and Procedures Handbook\*](#) for the security, administration, reporting, and interpretation of tests and other accountability measures.

**II. RESPONSIBILITIES OF THE SCHOOL PRINCIPAL**

- A.** Each principal is responsible for the secure and proper administration of the testing program in his or her school in accordance with all procedures and requirements

specified in the most current versions of the [\*North Carolina Test Coordinators' Policies and Procedures Handbook\*](#), the North Carolina [\*Testing Security Protocol and Procedures for School Personnel\*](#) publication, the [\*Test Administrators' Guide: NC Final Exams\*](#), the North Carolina *Assessment Guides*, and other publications relevant to the North Carolina testing program.

**B.** The principal's responsibility includes, but is not limited to, complying with the procedures and requirements related to the following:

1. implementing secure and uniform testing protocols and procedures;
2. accounting for, storage of, and destruction of test materials;
3. communicating and enforcing the rules regarding items that are prohibited in the testing room;
4. limiting access to secure test materials to those school personnel who have a legitimate need;
5. maintaining the confidentiality and security of testing and accountability data in compliance with state and federal law, including using secure methods for the transfer or transport of confidential data;
6. complying with state law limitations on school counselor duties in the testing program;
7. ensuring that only school system certified employees administer secure state tests;
8. appointing and assigning test administrators and proctors;
9. complying with the applicable conditions for the approval and use of roving proctors; and
10. providing appropriate testing areas and testing environments.

**III. RESPONSIBILITIES OF SCHOOL TEST COORDINATORS**

**A.** Each school principal shall designate an employee who has professional training in education and in the state testing program to serve as school test coordinator.

**B.** The duties and responsibilities of the school test coordinator must be in accordance with those established in the most current version of the North Carolina [\*Testing Security Protocol and Procedures for School Personnel\*](#) publication and must not include administering individual tests. These duties and responsibilities include,

but are not limited to:

1. developing a written schoolwide plan for secure test administration that includes documentation of the accommodations for eligible students;
2. accounting for and maintaining the security of test materials;
3. arranging the assignment of test administrators and proctors and/or roving proctors (if approved);
4. training all school personnel involved in the testing program on the appropriate use of test materials, test security, and the North Carolina [\*Testing Code of Ethics\*](#), the [\*Testing Students with Disabilities\*](#) publication (as appropriate), the [\*Guidelines for Testing Students Identified as Limited English Proficient\*](#) document and published supplements (as appropriate), and any other relevant publications of the North Carolina testing program; and
5. documenting and reporting all testing irregularities to the Director of Accountability and Technology or designee.

#### **IV. TEST ADMINISTRATOR ELIGIBILITY, TRAINING, AND RESPONSIBILITIES**

##### **A. Eligibility**

Test administrators must be current certified employees of the school system.

##### **B. Training**

Employees assigned to serve as test administrators must attend a test administration training session before each testing cycle and must read and study thoroughly the North Carolina [\*Testing Code of Ethics\*](#) before the test administration.

##### **C. Responsibilities of the Test Administrator**

The test administrator is responsible for:

1. following all test administration procedures established in the North Carolina *Assessment Guide* for the specific test(s) administered;
2. ensuring that appropriate students receive the accommodations identified on their current IEP, Section 504 Plan, LEP plan, or transitory impairment document in accordance with the procedures in the [\*Testing Students with Disabilities\*](#) publication and the [\*Guidelines for Testing Students Identified as Limited English Proficient\*](#) publication, and any published supplements or updates for providing accommodations to these students;

3. complying with the North Carolina [Testing Code of Ethics](#); and
4. fulfilling all other test administrator responsibilities outlined in the [Testing Security Protocol and Procedures for School Personnel](#) publication.

**V. PROCTOR ELIGIBILITY, TRAINING, AND RESPONSIBILITIES**

**A. Eligibility**

Individuals who may serve as proctors are:

1. school system employees; and
2. responsible community volunteers who are at least 18 years of age, who are not currently enrolled as students in the school system, and who have been vetted through a background check.

**B. Training**

Individuals assigned to serve as proctors must attend a test administration training session before each testing cycle and must read or review thoroughly and adhere to the North Carolina [Testing Code of Ethics](#). Proctors shall not be provided copies of the *Assessment Guide* for any tests during training or at any other time.

**C. Responsibilities of the Proctor**

Individuals assigned to serve as proctors must comply with all duties of proctors described in [The Proctor's Guide](#).

**VI. GENERAL REQUIREMENTS FOR ALL EMPLOYEES**

**A. Compliance with State Testing Procedures Requirements**

It is the responsibility of all employees to comply with all applicable requirements, standards, and rules established by the North Carolina Department of Public Instruction for the secure and uniform administration of the state testing program as outlined in the North Carolina [Testing Code of Ethics](#), the [Testing Security Protocol and Procedures for School Personnel](#) publication, and other publications relevant to the North Carolina testing program.

**B. Copyright Compliance**

Secure tests, including all test materials and test questions, are not to be copied, reproduced, or paraphrased in any manner or for any reason without the prior written consent of the North Carolina Department of Public Instruction. Copying, reproducing, or paraphrasing test materials represents a breach of test security and

is a violation of federal copyright laws, the North Carolina Administrative Code, SBE policy, and the North Carolina [\*Testing Code of Ethics\*](#).

**C. Limitations on Access to and Disclosure of Test Materials**

1. Access to secure tests is limited to school personnel who have a need to know.
2. Persons who have access to secure test materials shall not use their access to those materials for personal gain.
3. School personnel shall not disclose the contents of secure tests nor discuss with each other or with students specific test questions or information contained within the tests.
4. Excerpts from the tests must not be used at any time during classroom instruction or in resource materials such as study guides.

**D. Disciplinary Consequences for Violation of the [\*Testing Code of Ethics\*](#)**

An employee who violates the [\*Testing Code of Ethics\*](#) may be subject to disciplinary action up to and including termination, license revocation, and/or criminal prosecution.

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