

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### SECURITY OF TESTS

4.16

- (1) All tests required by the State Board of Education and District administered national norm-referenced achievement tests shall be secured pursuant to state laws and State Board of Education Rules.
- (2) 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 District testing coordinator shall instruct school test coordinators and principals on test security measures.
  - (b) Principals shall be responsible for informing their faculty of test security measures.
- (3) The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the District shall be reported to the Florida Department of Education pursuant to provisions in State Board of Education Rule 6A-10.042.
- (4) The testing coordinator 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.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.11(5); 1001.43; 1008.22; 1008.24; 1008.34, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-10.042**

**HISTORY:**

**ADOPTED:  
REVISION DATE(S): 01/11/05  
FORMERLY: NEW**