



FSD5 Testing Security Policy

The following procedures will apply when a state assessment is being given to prevent and minimize testing violations at the following locations:

- Johnsonville Elementary School, 160 East Marion Street, Johnsonville, SC 29555
- Johnsonville Middle School, 415 Maple Avenue, Johnsonville, SC 29555
- Johnsonville High School, 237 South Georgetown Highway, Johnsonville, SC 29555

No technology use permitted on state assessments – this includes, but is not limited to, cell phones, smart watches, smart eyewear, computers, laptops and iPads (other than devices approved to take the assessment). This also includes any other electronic devices/technology that emit an audible signal, vibration, displays of messages, or otherwise summon or deliver communication to the possessor during unauthorized times during the state assessment.

Students: Students may not be in possession of any electronic or other device that can be used for communicating, recording, timing, creating images, or storing images during state testing. These devices include, but are not limited to, cell phones, media players, electronic readers, headphones, smart watches and eyewear, stop watches, electronic translators, handheld devices, or any electronic imaging or photographic devices. This restriction does not apply to devices documented for use in a student's IEP, 504, Individual Health Plan, ILAP, or any such medical devices for monitoring diabetes, cardiac monitoring, or headphones for oral administration, etc.

Procedures for Testing Day:

- a. All students will power off all electronic devices.
- b. All students will place their electronic devices in their book bags. All book bags will be placed at the front of the classroom or in the hallway just outside of the classroom door until testing has been completed for the entire school. A plastic bag and label will be provided for students who do not have a book bag.
- c. Students who do not voluntarily turn in their electronic devices will have those devices confiscated and a parent/guardian will have to come collect the phone at the end of the school day.
- d. Students who are in possession of an unapproved electronic device while taking a state test are in violation of the state testing regulations. Consequences could include but are not limited to the invalidation of the test score, suspension from school, and/or any other consequences as outlined in the Testing Administration Manual.
- e. Test administrators and test monitors will notify the School Test Coordinator immediately for suspected violations.
- f. For electronic medical devices or those required per IEPs, 504s, ILAPs, the test administrator and monitor will need to monitor the student to ensure no other applications are used.

Teachers/Staff

During all testing times/blocks, teachers will not have access to any technology device. The mode of communication will be classroom phones and radios. Teachers/staff member devices must be secured during testing. No technology should be seen or on during testing times. If staff members have a device that

has been discussed with administration and given prior approval for a medical need/situation, the device should only be used for that purpose. Any other use will be in violation of the policy and the incident will be documented in their personnel file. The staff member could face other disciplinary actions if a violation has occurred. The violation will be handled as outlined in the Testing Administration Manual. Any violations will be communicated to the School Testing Coordinator and District Test Coordinator as soon as possible.

Testing Administration and Security Requirements

To the extent possible, all SC Ready and EOCEP testing rooms (all subjects) will have both a Test Administrator and Monitor. If staffing prohibits monitors in all testing rooms, monitors will be stationed in the hallway to assist testing administrators. All teachers, staff members, and testing monitors will participate in test security training prior to state assessments being given. Testing security agreements will be signed and kept on file by the District Test Coordinator. Any testing violations reported at any of the testing locations should be communicated to the District Testing Coordinator. The DTC will then follow state protocols in documenting these violations, including communication with district-level administration.

Testing signs will be displayed on doors of all rooms in the school building where testing will be conducted. No covers will be placed on classroom door windows for monitoring of testing by administration and the DTC/STC.

Parent communication concerning state testing and security policies will be given via school and district webpages, school and district social media accounts, and grade level newsletters at least three weeks prior to the start of testing.