

TEST SECURITY AND ETHICS

This circular will remain in effect unless rescinded or superseded by a subsequent version.

The purpose of this circular is to ensure that all BPS staff understand and follow the appropriate procedures for test administration and security on all state and local tests where some or all content is deemed to be secure content that must not be given to or accessed by unauthorized persons. This includes, but is not limited to, paper or digital information. This circular also outlines the reporting requirements in the case of a security breach or a test irregularity.

REQUIREMENTS

Testing is not at the option of parent/guardian or the school, except if a student is not required to be tested based on certain conditions that are specified in the specific testing requirements. Appropriate testing accommodations must be provided to eligible students on test day as documented in the students' current Individualized Education Programs (IEPs), Section 504 Plans, or English Learner (EL) plans.

School leaders and test administrators must read and adhere to all test procedures in the instructions that are issued by the Massachusetts Department of Elementary and Secondary Education (MA DESE) and/or the Boston Public Schools. Visitors

are never permitted in the school's designated testing area; but MA DESE and/or BPS staff may make announced or unannounced visits to schools during testing days to ensure compliance with testing procedures.

Schools must enforce a strict electronic devices policy during testing to maintain test security. The term electronic device includes any personal, non-educational device with an on-off switch (with the exception of medical equipment), most commonly cell phones, smart phones, iPods, iPads, iWatch, tablets, laptops, and pagers.

Schools must clearly inform students that bringing an electronic device into the testing area violates district and state policy, and violation of this policy is grounds for confiscation. If brought to school during testing, electronic devices must be stored in a secure location away from students. Acceptable storage includes in a bag, backpack, locker, central location in a classroom, or school office.

Consistent with the district's [Acceptable Use Policy](#) (AUP), school leaders have the authority to enforce security measures on electronic devices when used to access testing materials and remove devices found to be in violation of the AUP. If any of the electronic devices are accessed during testing, the student's test is compromised and is to be invalidated due to prohibited behavior, even if the student did not use the device. For suspected student cheating or electronic device violations, the school should conduct the investigation of the incident, report the test violation, and follow their school's disciplinary procedures to impose sanctions.

PENALTIES

Failure by BPS staff to adhere to the Test Security and Ethics Requirements may result not only in sanctions and consequences imposed by the state as outlined in the specific assessment policy, but also in disciplinary action by the superintendent.

PROCEDURES IF TEST IRREGULARITIES OCCUR OR IF YOU SUSPECT A SECURITY VIOLATION

Each person directly involved in secure test administrations is responsible for immediately reporting any violation or suspected violation of test security. If questions arise concerning test security or if any situation occurs that could compromise any part of the test administration process and procedure for any state tests, call the MA DESE at 781-338-3625 immediately and/or report the incident using any required form. Please also advise your immediate supervisor and the Office of Data and Accountability. For any suspected BPS district assessment test violations or irregularities, contact the Office of Data and Accountability at 617-635-9450.

For additional information about this circular, contact:

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