

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>		
<b>TEST SECURITY</b>		<b>4701</b>
<b>ADOPTED:</b> <b>April 9, 2021</b>	<b>REVISED:</b>	<b>MONITORING:</b> <b>Review: Annually</b>

Annually, the Director of Schools shall designate a district testing coordinator (DTC) who shall be responsible for monitoring and maintaining security of all state-mandated tests to be administered at authorized charter schools. The school leader of each school shall serve as or designate a building testing coordinator (BTC) who shall be responsible for administering, monitoring, and maintaining security of all tests given in his/her school. The DTC shall be responsible for training the BTC on administering, monitoring, and maintaining test security. The BTC shall then be responsible for training all school level employees associated with testing.

Test security procedures shall adhere to the Test Security Law, T.C.A. § 49-1-607, guidelines issued by the Department of Education,<sup>1</sup> and district test security procedures. Any employee found to have not followed security guidelines shall be placed on immediate suspension by the authorized charter school, and such actions shall be grounds for dismissal. Such actions shall also be grounds for suspension or revocation of the employee’s state license.<sup>2</sup>

The BTC for each authorized charter school shall report a potential testing irregularity or breach of testing security to the DTC, who will be responsible for reporting all testing irregularities and breaches of testing security to the Department of Education's Office of Assessment Logistics. Each authorized charter school shall also report teachers who are suspended or dismissed for misconduct relating to a breach of test security to the Commission pursuant to TRR/MS 0520-02-03-.09.

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**Legal References**

1. TRR/MS 0520-01-03-.03
2. T.C.A. § 49-1-607