

## TESTING PROGRAM

The Louisiana Board of Elementary and Secondary School policy and the Morehouse Parish School Board Test Security policy to be of utmost importance and deems any violation to test security to be serious. Any teacher, administrator, student, or other personnel who breaches test security or allows breaches in test security shall be disciplined in accordance with the provisions of R.S. 17:81.6 et seq., R.S. 416 et seq., and R.S. 441 et seq., policy and regulations adopted by the Board of Elementary and Secondary Education and the Morehouse Parish School Board, and any and all laws that may be enacted by the Louisiana Legislature. Any changes made by the Louisiana Board of Elementary and Secondary Education (BESE) and incorporated into Bulletin 118, Statewide Assessment Standards and Practices, Chapter 3, Test Security, will be considered as part of this policy and will be implemented by the Board.

### TEST SECURITY

1. Tests administered by or through the State Board of Elementary and Secondary Education shall include, but not be limited to:
  - A. all alternate assessments;
  - B. all criterion-referenced tests (CRTs and norm-referenced tests (NRTs);
2. It shall be a violation of test security for any person to do any of the following:
  - A. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education (LOE) that would give examinees an unfair advantage or disadvantage;
  - B. Give examinees access to test questions prior to testing;
  - C. Examine any test item at any time (except for students during the test or test administrators while providing the accommodations Tests Read Aloud or communication Assistance, Transferred Answers, or Answers Recorded for students determined to be eligible for those accommodations);
  - D. At any time, copy, reproduce record, store electronically, discuss, or use at any time in a manner inconsistent with test regulations all or part of any secure test booklet, answer document, or supplementary secure materials (e.g., writing prompts, science tasks);
  - E. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;

- F. Provide answers to students in any manner during the test, including provisions of cues, clues, hints, and/or actual answers in any form, written printed, verbal, or nonverbal;
  - G. Administer published parallel, previously administered, or current forms of any statewide assessment e.g. Louisiana Educational Assessment Program 2025 High School (LEAP 2025 HS), Louisiana Educational Assessment Program 2025 Grades 3-8 (LEAP 2025 Grades 3-8), English Language Proficiency Test (ELPT), LEAP Connect/Alternate Assessment, **ELPT Connect, K-3 Literacy Assessment Screeners, and Literacy Assessment Rubric Level 1 (LAA 1)**, ~~End of Course Tests (EOCT)~~ as a practice test or study guide.
  - H. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks), as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
  - I. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the Louisiana Department of Education, Division of Student Standards and Assessments;
  - J. Conduct testing on dates other than those designated by the Louisiana Department of Education, Division of Standards, Assessment, and Accountability;
  - K. Fail to report any testing irregularities immediately to the District Test Coordinator (a testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report such incidents to the LOE, Division of Standards, Assessments, and Accountability;
  - L. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section;
3. Morehouse Parish School Board's District Test Security Policy, in compliance with the State Test Security Policy provides:
- A. a Statement of Assurance regarding the LEA's test security policy from the superintendent will be submitted annually to the Louisiana Department of Education, Division of Standards, Assessments, and Accountability;
  - B. a signed Oath of Security Statement will be submitted by each Test Administrator and proctor to the School Test Coordinator to be kept on file for a period of not less than 3 years;

- C. a signed Oath of Security Statement will be submitted by each School Test Coordinator and Principal to the District Test Coordinator to be kept on file for a period of not less than 3 years;
- D. for the security of the test materials during testing, including test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks), video tapes, cassette tapes, CDs and completed observation sheets.
- E. for the storage of all test materials, except district and school test coordinator manuals and test administration manuals, in a predetermined, secure, locked area before, during, and after testing; all secure materials, including any parallel forms of a test, must be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended;
- F. a description and record of professional development on test security, test administration, and security procedures for individual student test data provided for all individuals with access to test materials or individual student test data ("access" to test materials by school personnel means any contact with or handling the materials but does not include reviewing test or analyzing test items, which are prohibited);
- G. a list of personnel authorized to have access to the locked, secure storage area;
- H. procedures for the investigating any testing irregularities, including violations in test security such as plagiarism and excessive wrong-to-right erasures identified through erasure analysis;
- I. procedures for the investigation of employees accused of irregularities or improprieties in the administration or standardized tests, as required by the amended R.S. 17:81.6 and/or other applicable provisions of law;
- J. procedures for the investigation of any missing test booklets, answer documents, or supplementary secure materials (e.g., writing prompts, science tasks);
- K. procedures for ensuring the security of individual student test data in electronic and paper formats-including encryption of student demographics in any email correspondence;
- L. to the extent practicable, procedures to assign a different test administrator for a class rather than the teacher of record for the class, except for teachers testing students with accommodations and younger students, grades 3 through 6.

- M. procedures for monitoring of test sites to ensure that appropriate test security procedures are being followed and to observe test administration procedures. District personnel will be assigned to monitor school sites. Any testing irregularities will be reported to school principal, school testing coordinator and district testing coordinator.
4. Procedures for investigating missing secure materials, any test irregularity (including cheating), and any employees accused of improprieties must, at a minimum, include the following:
- A. The district test coordinator shall initiate the investigation upon the district's determination of an irregularity or breach of security or upon notification by the State Department of Education. The District Test Coordinator and other central office staff as designated by the District Superintendent shall conduct the investigation;
  - B. The location of the predetermined locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;
  - C. Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s) and proctor(s) at the identified schools. All individuals who had access to the test materials at any time must be interviewed;
  - D. Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials (during testing);
  - E. After completion of the investigation, the district shall provide a report of the investigation and a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witnesses to the occurrence. Officials from the Louisiana Department of Education are authorized to conduct additional investigations;
  - F. Any employee of the Morehouse Parish School Board who has cause to believe that irregularities or improprieties in the administration of standardized tests is occurring or has occurred may also report such information directly to the state Department of Education which may investigate the allegations.

- G. No employee shall knowingly and willfully obstruct the procedures for receiving and investigating the report of irregularities or improprieties in the administration of standardized tests. No employee shall make a report of irregularities or improprieties in the administration of standardized tests knowing the information therein is false. No school administrator or school board member shall retaliate against an employee who in good faith participates in an investigation of irregularities or improprieties in the administration of standardized tests or reports such irregularities or improprieties to the state Department of Education or any public school administrator or the Morehouse Parish School Board.
- 5. All test administrators and proctors must sign the Oath of Security and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and the Principal must sign an Oath of Security and return it to the District Test Coordinator to be kept on file at the district for three (3) years
  - 6. Test materials, including all test booklets, answer documents, and supplementary secure materials (e.g., writing prompts, science tasks) containing secure test questions, shall be kept secure and accounted for in accordance with the procedures specified in the test administration manuals and other communications provided by the Louisiana Department of Education. Secure test materials include test booklets, answer documents and any supplementary secure materials (e.g., writing prompts, science tasks).
  - 7. Procedures described in the test manuals shall include, but are not limited to the following:
    - A. All test booklets, answer documents, and supplementary secure materials (e.g., writing prompts, science tasks) must be kept in a predetermined, secure, locked storage area prior to and after administration of any test:
      - i. test administrators are to be given access to the tests and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a locked, secure location each day of testing.
    - B. All test booklets, answer documents, and supplementary secure materials (e.g., writing prompts, science tasks) must be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned;
    - C. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials (e.g., writing prompts, science tasks), or the quantity received from contractors must be reported to the Division of Standards, Assessments and Accountability (LOE) by the

designated institutional or school district personnel prior to the administration of the test;

- D. In the event that the test booklets, answer documents, or supplementary secure materials (e.g., writing prompts, science tasks) are determined to be missing while in the possession of the school or school district or in the event of any other testing irregularities or breaches of security, the designated District Test Coordinator must immediately notify by telephone the Division of Standards, Assessments, and Accountability (LOE) and follow the detailed procedures for investigating and reporting specified in this policy;
8. Only personnel trained in test security and administration shall be allowed to have access to or administer any standardized tests.
  9. Each district superintendent or institution must annually designate one individual in the district or institution as District Test Coordinator who is authorized to procure test materials that are utilized in testing programs administered by or through the State Board of Elementary and Secondary Education or the Louisiana Department of Education. The name of the individual designated must be provided in writing to the Division of Student Standards and Assessments (LOE) and included on the "Statement of Assurance..."
  10. If during the academic year the person appointed as district test coordinator changes, the district superintendent must notify the LOE, Division of Assessments and Accountability. The notification must be in writing and must be submitted within 15 days of the change in appointment.
    - i. The former district test coordinator must inform the new district test coordinator of passwords for Louisiana eDirect, PA Next (for ACT and WorkKeys) AIR Tide (for ELPT), location of placement tests, and location of "Old" testing materials.
  11. Testing shall be conducted in class-sized groups. *Bulletin 741* (913A) states that K-3 classroom enrollment should be no more than 26 students, and in grades 4-12, no more than 33, except in certain activity types of classes in which the teaching approach and the materials and equipment are appropriate for large groups. For grades K-8, the maximum class size for Health and Physical Education classes may be no more than 40. Class size for exceptional students is generally smaller (*Bulletin 741*, 915). Permission for testing in environments that differ from the usual classroom environment must be obtained in writing from the Louisiana Department of Education, Division of Standards, Assessments, and Accountability, at least thirty days prior to testing. If testing outside the usual classroom environment is approved by the Division of Standards, Assessments, and Accountability, the LEA must provide at least one proctor for every 30 students.

12. The State Superintendent of Education may disallow test results that may have been achieved in a manner that is in violation of test security.
13. The Louisiana Department of Education shall establish procedures to identify:
  - A. Improbably achievement of test score gains in consecutive years;
  - S. Situations in which collaboration between or among individuals may occur during the testing process;
  - C. A verification of the number of all tests distributed and the number of tests returned;
  - D. Excessive wrong-to-right erasures for multiple-choice tests;
  - E. Any violation to written composition or open-ended responses that involves plagiarism;
  - F. Any other situation that may result in invalidation of test results;
14. In cases in which test results are not accepted because of a breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met, but individuals will be allowed to retake the test at the next administration.
15. Individuals shall adhere to all procedures specified in all manuals that govern mandated testing programs.
16. Any individual who knowingly engages in any activity during testing that results in invalidation of scores derived from the Louisiana Educational Assessment Program 2025 High School (LEAP 2025 HS), Louisiana Educational Assessment Program 2025 Grades 3-8 (LEAP 2025 Grades 3-8), English Language Proficiency Test (ELPT), LEAP Connect Alternate Assessment, ~~Level 1 (LAA 1), End of Course Tests (EOCT)~~ **ELPT Connect, K-3 Literacy Assessment Screeners, and Literacy Assessment Rubric** online assessments shall forfeit the test results but will be allowed to retake the test at the next test administration.
17. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through the State Board of Elementary and Secondary Education or the Louisiana Department of Education shall have breached test security. Any individual who knowingly causes or allows the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site must forfeit all test scores but will be allowed to retake the test at the next test administration.



18. School districts must ensure that individual student test data are protected from unauthorized access and disclosure.

- A. The Louisiana Department of Education's eDirect is designed for the State, District, and School level personnel and contains confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a user name and password for access. The secure test materials are proprietary, confidential information of its owner(s) and are provided to those individuals who are legally bound to maintain the security of test in accordance with the Louisiana State Board of Elementary and Secondary Education's Bulletin 118. Bulletin 118 may be viewed at <https://www.doe.la.gov/media/jvkiixid/28v11.doc>  
~~<http://doe.louisiana.gov/esr/lac/28v111/28v111.doc>~~

The system is not for public use, and any student information from the system must not be disclosed to anyone except a state, district, or school official as permitted by the Family Educational Rights and Privacy Act of 1974 (FERPA) and Louisiana Revised Statute 17:3914. Personally-identifiable student information can only be disclosed to local school officials, as permitted by Louisiana Revised Statute 17:3914 and who also, under FERPA, have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility. State, district and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA) and Louisiana Revised Statute 17:3914. Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to his/her parent must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OM/fpc/ferpa/>.

For more information about Louisiana Revised Statute 17:3914 ~~see the Louisiana State Legislature website at : <https://legis.la.gov/Legis/Law.aspx?d=920124> see the Louisiana Department of Education website at [https://www.louisianabelieves.com/docs/default-source/data-management/2015-student-privacy-planning-guide-\(web\).pdf?sfvrsn=6](https://www.louisianabelieves.com/docs/default-source/data-management/2015-student-privacy-planning-guide-(web).pdf?sfvrsn=6)~~

- i. eDirect. Principals should contact their DTC or Backup DTC for assistance in training teachers. After training, all school users (e.g., teachers, counselors, test coordinators) must read and sign the security agreement and return it to the principal. Signed security agreements are valid until the DTC receives notification that the Security Agreement available online has been revised. A new security agreement should be signed by all users each year after the *new* password letters for schools and districts are automatically generated in August. If a breach in security occurs, principals should immediately contact the DTC or the backup DTC for a replacement password. Principals should always contact their DTC or backup DTC



for assistance and training.

- B. The Louisiana Department of Education's AIR Tide portal for ELPT is designed for administrators only and contains students' private information, including state test scores and state identification numbers. The system is password protected and requires a user ID and an assigned password for access. The system is not for public use and any student information from the system must not be disclosed to anyone other than a state, district, or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). A state, district, or school official is a person employed by the state, district, or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, and the principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility. District Test Coordinators and other authorized users of the AIR Tide portal must ensure the security of passwords, and disks or CDs with downloaded individual student test data and student level test data open on a computer screen. Curiosity does not qualify as a right to know. State, district and school users who are granted a password to this system must abide by FERPA. Disclosure of passwords to anyone other than those authorized is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U. S. Department of Education Web page at <http://www.ed.gov/offices/OM/fpo/ferpa/>.
- i. AIR Tide Portal. At the school level only principals (not teachers) and their designated school personnel (test coordinators, counselors or office staff with whom the principal shares his/her PIN) should have access to the system and must sign a security agreement. Signed security agreements are valid until the DTC receives notification that the Security Agreement available online has been revised. A new security agreement should be signed by all users each year after the *new* password letters for schools and districts are automatically generated in August. If a breach in security occurs, principals should immediately contact the DTC or the backup DTC for a replacement password. Principals should always contact their DTC or backup OTC for assistance and training.
  - ii. Security agreements must also be signed by DTCs for the AIR Tide and returned to the LOE.
- C. The Louisiana Department of Education's ACT WorkKeys Online Testing Platform called Validus VTC contains students' private information, including test scores and state identification numbers. Authorized users of the Validus VTC must ensure the security of passwords, and disks or CDs with downloaded individual student test data and student-level test data

open on a computer screen. This system is password protected and requires a user ID and an assigned password for access. Any student information from the system must not be disclosed to anyone other than a state, district, or school official, or parent/guardian as defined by The Family Educational Rights and Privacy Act of 1974 (FERPA). For more information on FERPA, see the U. S. Department of Education Web page at <http://www.ed.gov/offices/OM/fpc/ferpa/>. A state, district, or school official is a person employed by the state, district, or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or support staff member. This user has a legitimate educational purpose to review an educational record in order to fulfill his or her professional responsibility. Curiosity does not qualify as a right to know. All users who are granted a password to this system must abide by FERPA law. Disclosure of passwords to anyone other than those authorized is prohibited.

- i. Validus VTC. Principals should contact their district designee, OTC, Backup OTC, or District Curriculum Supervisor for assistance in training teachers. After teaching, all users (e.g., teachers, counselors, test coordinators) must read and sign the security agreement and return it to the principal. Signed security agreements are valid until the OTC receives notification that the Security Agreement available online has been revised. A new security agreement should be signed by all users each year after the *new* password letters for schools and districts are automatically generated in August. Keep copies signed by all school users on file at the school. If a breach in security occurs, principals should immediately contact the District Designee, District Test Coordinator, or the Backup District Designee for a replacement password. Principals should always contact their district designee, OTC, or backup OTC, or District Curriculum Supervisor for assistance and training.

All users who have access to these systems and leave their positions at a district or school site must not use or share the password. District Test Coordinators are responsible for providing training regarding the security and confidentiality of individual student test data (in paper and electronic format) and of aggregated data of fewer than ten students.

19. The Louisiana Department of Education staff will conduct site visits during testing to observe test administration procedures and to ensure that appropriate test security procedures are being followed. Schools with prior violations of test security or other testing irregularities will be identified for visits. Other schools will be randomly selected.

20. Any teachers, other school personnel, or students who breach test security or allow breaches in test security shall be disciplined in accordance with the provisions of R.S. 17:416 et seq., R.S. 17:441 et seq., R.S. 17:81.6 et seq., policy and regulations adopted by the Board of Elementary and Secondary Education and any and all laws that may be enacted by the Louisiana Legislature.

Erasure Analysis

1. To investigate erasures on student answer documents for the multiple-choice portions
2. Of the state criterion-referenced and norm-referenced testing programs, the SBESE and the LOE have developed the following procedures.
  - A. Scoring contractors scan every answer document for wrong-to-right erasures, and the state average and standard deviation are computed for each subject at each grade level.
  - B. Students whose wrong-to-right erasures exceed the state average by more than four stand deviations are identified for further investigation. For each student with excessive erasures, the proportion of wrong-to-right erasures to the total number of erasures is considered.
  - C. Based on the criteria for excessive wrong-to-right erasures, scoring contractors produce the following reports:
    - I. District/School Erasure Analysis Report. This report identifies districts and schools within the districts whose answer documents have excessive wrong-to-right erasures.
    - i. Student Erasure Analysis Report. This report identifies Individual students whose answer documents have excessive wrong-to-right erasures. The answer documents of students identified as having excessive wrong-to-right answers are available for review at the LOE upon request.
  - D. Once districts, schools, and individual students have been identified, the state superintendent of education sends letters to district superintendents stating that students in those districts have been identified as having excessive wrong-to-right erasures. Copies of the District/School and Student Erasure Analysis reports are enclosed with the letters. Copies of the correspondence are provided to the deputy superintendent of education, the assistant superintendent of the Office of Student and School Performance, the director of the Division of Assessments and Accountability, and the district test coordinator.

- E. The local superintendent must investigate the case of the irregularity and provide a report of the investigation and a written plan of action of the state superintendent of education within 30 calendar days.
- F. A summary report of erasure analysis irregularities will be presented to the Louisiana Educational Assessment Testing Commission and the SBESE after each test administration.

Addressing Suspected Violations of Test Security and Troubling Content in Written Responses (Constructed Responses, Short Answers, and Essays)

1. Violation by Student as Observed by Test Administrator
  - A. The test administrator must notify the school test coordinator about any suspected incident of cheating and provide a written account of the incident. Answer documents in such cases should be processed like all other answer documents.
  - B. The school test coordinator must then convene a school-level test security committee consisting at a minimum of the principal, the school test coordinator, and the test administrator to determine whether a test should be voided.
  - C. If it is deemed necessary to void the test, the school test coordinator must notify the district test coordinator of the void request in a letter written on school letterhead, signed by the school principal and the school test coordinator. The original account of the Incident written by the test administrator must be enclosed.
  - D. The district test coordinator must then fax a completed void form to the LOE, Division of Assessments and Accountability, as directed in the District and School Test Coordinators Manual. The original Void Verification form, along with a copy of the school test coordinator's request for the void, must also be mailed to the LOE, Division of Assessments and Accountability, as directed in the manual.
2. Reported Violations by School Personnel or Other Person. All suspected instances of cheating should be reported directly to the school's district test coordinator for further investigation, and a report of the incident must be sent to LOE, Division of Assessments and Accountability. If it is deemed necessary to void tests, the OTC must fax a completed void form to the LOE, Division of Assessments and Accountability. The original Void Verification form along with a written report of the investigation carried out must be mailed to the LOE, Division of Assessments and Accountability.
3. Suspected Violations Discovered by Scoring Contractors

- A. In addition to erasure analysis for multiple-choice items, possible incidents of the following violations may be discovered during the scoring process:
    - i. Plagiarism. Responses contain exact or almost exact content, and/or words or phrases, and/or format;
    - ii. Use of unauthorized materials. Students brought unauthorized materials into the testing environment and used them to assist in written responses.
  - B. If possible incidents of violations are discovered in the scoring process, the scoring contractor notifies the LDE, Division of Assessments and Accountability, of suspect documents with a summary of its findings.
  - C. Professional assessment and related-content personnel from the Division of Assessments and Accountability review the suspect documents and determine whether the evidence supports voiding the responses.
  - D. If voiding is recommended, LDE mails the district superintendent a letter of what was observed during the scoring process that caused the alert and identifies the correspondence are provided to the deputy superintendent of education, the assistant superintendent of the Office of Student and School Performance, the director of the Division of Assessments and Accountability, and the local district test coordinator.
  - E. Within 30 calendar days of the receipt of such a letter, the district must investigate the incident and provide a written plan of action to the state superintendent of education. If the district and/or parent/guardian(s) wish to discuss the situation further or to examine the student responses, a meeting may be scheduled at the LDE offices between staff members from the Division of Assessments and Accountability district representatives, and parent/guardian(s.)
4. Disturbing Content. If student responses with disturbing content are discovered during the scoring process, the scoring contractor will notify the appropriate staff member at the LDE, Division of Assessments and Accountability.
- A. Professional assessment personnel review the responses. If it is determined that disturbing content causes a compelling need to break confidentiality, LDE will contact the district superintendent by telephone to summarize findings and inform him or her that materials are being mailed regarding the alert.
  - B. Issues regarding troubling content are for the district's Information to assist the student and do not require further communication with LDE.

### Administrative Error

1. Administrative errors that result in questions regarding the security of the test or the accuracy of the test data are considered testing irregularities. If it is deemed necessary to void the test, the district test coordinator must email a completed void form to the LOE, Division of Standards, Assessments, and Accountability, as directed in the District and School Test Coordinators Manual. The original Void Verification form, along with a copy of the account of the incident must also be mailed to the LOE, as directed in the manual.
2. If tests are voided by the district due to administrative error, the LEA superintendent, on behalf of individual students, may initiate a request to the state superintendent of education for an opportunity to retest prior to the next scheduled test administration on behalf of individual students.
3. If administrative errors result in a question of the accuracy of the test data but do not require the voiding of the tests, the LEA superintendent or the parent, or legal guardian of an affected student may initiate a request for an opportunity to retest prior to the next scheduled test administration. The LEA superintendent or parent must provide the state superintendent of education with school- and student-level documentation describing the administrative error.
4. If the LOE determines that an administrative error did occur that allows for a retest, it will notify the LEA of the determination and arrangements for the retest. The LEA must provide a corrective plan of action.
5. To offset costs involved in retesting, the vendor will assess the LEA a fee for each test.
6. The LOE will provide a report to the SBESE of retests due to administrative errors.
7. Administrative errors that result from failure to transfer answers from a test booklet onto an answer document require the following steps:
  - A. the LEA superintendent will place a request on behalf of individual students, which request must include a description of the administrative error and a corrective plan of action, to the state superintendent of education to have the testing vendor send to the district the student's test booklet and a new answer document,
  - B. the OTC and STC will transfer only the answers not initially transferred from the test booklet onto the new answer document, and
  - C. the DTC will return all testing materials to the vendor, who will assess the LEA a fee for the service.

8. LEAs have the right to appeal to SBESE to replace the voided or invalid scores with the results from the administrative error retests for accountability purposes. The appeal must include a description of the testing irregularity; a summary of the LEA's investigation including who conducted the investigation; the findings of the investigation; and a corrective action plan. After review of the submitted documentation by LDOE, the State Superintendent will make a recommendation to SBESE.
9. When retests are available, LEAs may request that SPS calculations include retest through a waiver request to SBESE for accountability purposes. In such waiver request, the LEA shall demonstrate that it financed retests for all affected students and that it took appropriate corrective action as necessary to prevent a recurrence of the irregularity, including specific measures regarding any employee found to have willfully caused the irregularity.

#### Viewing Answer Documents

1. A parent, guardian, student, school, or district must place a request to view an answer document through the district test coordinator
2. The district test coordinator must send a written request to view the answer document to the LOE, Division of Assessments and Accountability. The request must include:
  - A. The student's name;
  - B. The student's state ID number or social security number;
  - C. The student's enrolled grade;
  - D. The type of assessment (i.e., LEAP 2025, LEAP Connect/LAA 1, ELPT, ACT/WorKeys) and the content area of the answer document or documents requested; and
  - E. The district name and code and school name and code where the student tested.
3. LOE will notify the testing contractor of the request; the testing contractor will send a copy of the requested answer document(s) to LOE.
4. Upon receipt of the requested answer document(s), LOE will contact the district test coordinator who placed the request to schedule an appointment to review the answer document(s)
5. The district test coordinator or his or her designee must accompany the school personnel, parent, guardian, and/or student to the appointment.



6. LDE will black out test items on answer documents prior to viewing. Only the student's responses may be observed.
7. LOE staff will remain in the room during the viewing of the answer document(s). Answer documents may not be copied or removed from the room. Written notes of student responses may not be made.

#### Emergencies During Testing

1. For emergencies (e.g., fire alarms, bomb threats) that require evacuation of the classroom during administration of statewide assessments, the following procedures should be followed. If the room can be locked, the test administrator should direct the students to place the answer document inside the test booklet and leave both on the desk. Before students are allowed back into the room, the test administrator should return to the room, pick up the test booklets, answer documents, and other secure materials, and then distribute them individually to the students when they have returned to their desks.
2. If the room cannot be locked and if at all possible, the test administrators should direct students to place the answer document on top of the test booklet and hand both along with any other secure materials to the test administrators should carry the documents with them to their designated location outside the building. If return to the building is delayed, the school test coordinator should pick up and check in the materials from the test administrators
3. If testing has not started prior to the emergency and the students have not yet opened their test booklets and answer documents, testing should start when students return to the room.
4. If students have opened their testing materials to begin testing and test security has been maintained, testing may continue after students return to the room.
5. If the test booklets have been opened and test security has been compromised, testing should not be continued. The answer documents should be sent to the testing company with the responses that were completed prior to the emergency.
6. As a precautionary measure, graduating seniors might be tested together in a single group or in several smaller groups so test security is easier to maintain if there is an emergency.
7. If test security has been compromised, the district test coordinator must notify the LDE, Division of Assessments and Accountability, as soon as possible.

#### Cell Phone Usage

If district and school policy allow for students and school personnel to carry cell phones

or other similar technological devices such as smart watches with imaging or text-messaging capability, test administrators must make certain that the devices are in the off position while test booklets and answers documents are in the vicinity.

1. Except for devices required for approved accommodations or online assessments, if a student is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device.
2. If evidence exists on the cell phone or other electronic device that indicates the device was used during the test administration and/or test material was recorded and/or transmitted, the student's score is voided.
3. Violation of the no cell phone or electronic device rule may result in discipline by the district in accordance with local policy.
  - A. The use of cell phones or any smart devices in the classroom or any other location in a school building is prohibited except as hereinafter provided. If the teacher or other school employee brings a cell phone to the classroom the phone must be turned off. The only exception may be if specific permission is given by the school principal in exceptional circumstances for a specific period of time. The use of cell phones will be allowed ONLY during the teacher's planning time.
  - B. Any misuse of cell phones or any smart devices in the classroom may result in an exception sheet issued by the school principal. Student usage of cell phones is governed by policy JCDAE, *Student Use of Cell Phones, Electronic Games, and Toys*, made a part hereof by reference.
  - C. Notwithstanding the provisions hereinabove set forth, this policy shall not affect the conduct of law enforcement activities including the use of electronic detection devices, dogs or other means of conducting searches for weapons, drugs or other contraband in whatever manner is otherwise permitted by law and consistent with local School Board policy.
  - D. Nothing in this section shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. "Emergency" means an actual or imminent threat to public health or safety which may result in the loss of life, injury, or property damage.

If any provision of this policy shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provisions of this policy and all such provisions shall remain in full force and effect; and it is the intention that any

provision of this policy is capable of two constructions, one of which would render the provision void and the other which would render the provision valid, then the provision shall have the meaning which renders it valid.

Approved: November 7, 2024

Ref: La. Rev. Stat. Ann. §§17:24, 17:81, 17:81.6, 49:953; Statewide Assessment Standards and Practices, Bulletin 118, Louisiana Department of Education; Board minutes, 11-7-24.