



# LOUISIANA DEPARTMENT OF EDUCATION

## Statement of Assurance Checklist

In order for Local Education Agencies (LEA) to be in compliance with Bulletin 118 LEAs must develop a test security policy that meets certain minimum requirements. In order to aid districts in compliance the Louisiana Department of Education (LDOE) has developed the following check-list of items that are to be included in the LEA test security policy.

### Test Security Plans Must Include the Following:

- Procedures for the distribution, collection and storage of secure test materials at the school and district level.
- A description and record of professional development on test security for individuals involved in testing.
- A list of personnel with access to the secure testing area at the school and district levels.
- Procedures for investigating the following:
  - Test irregularities including but not limited to voided test
  - Employees accused of irregularities
  - Missing secure materials
- Procedures for ensuring the security of individual student test data in electronic and paper formats.
- Procedures for assigning a different test administrator for a class than the teacher of record for that class, except for teachers testing students with accommodations and grades 3 through 8, to the extent possible.
- Procedures for coding testing materials at no more than two secure central locations and to house the testing materials at the central locations until no more than three working days prior to test administration; to the extent possible.
- Procedures for monitoring of test sites within the LEA to ensure proper administration of state-wide assessments.

The LDOE will take all submitted plans and review them to ensure they meet the minimum requirements listed above. LDOE will contact the LEA within 10 working days of the plans submission to announce the results. Plans that fail to meet the minimum requirements will require resubmission to LDOE within 10 working days.

**Louisiana Believes**