

## **2.012 RIVERSIDE LEADERSHIP ACADEMY TESTING SECURITY POLICY**

Riverside Leadership Academy Board of Directors recognize the importance of securing testing materials associated with the State Testing Program. Any breach of security, loss of materials, failure to account for materials, or any other deviation from required security procedures shall be reported immediately to Riverside Leadership Academy's Executive Director, testing coordinator, and the regional accountability coordinator.

### **Security Procedures**

In compliance with the [NC Board of Education's testing code of ethics and Policy TEST 001](#), all Riverside Leadership Academy employees shall adhere to the procedures below regarding test security:

1. The Executive Director shall ensure test security within the school building. Riverside Leadership Academy administration shall store all state testing materials in a secure, locked facility.
2. The proposed secure testing storage facility shall be in the main administrative office and shall only be accessible by authorized personnel. This could include a locked closet, conference room, or storage cabinet within the main office. If a locked storage cabinet is utilized, access to the main office must have the capability of being secured with a locked door.
3. The Executive Director shall designate the personnel who are authorized to have access to secure materials. "Access" to test materials by school personnel means handling the materials but does not include reviewing tests or analyzing test items.
4. The Executive Director shall only allow test materials to be distributed immediately before the test administration.
5. Persons who have access to secure test materials shall not use those materials for personal gain.
6. No person may copy, reproduce, or paraphrase in any manner or for any reason the test materials without express written consent of the test publisher.