

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### SECURITY OF TESTS

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All mandatory tests administered by or through the State Board of Education, District administered national norm-referenced achievement tests, and local assessments adopted under the provisions of §1008.22, F.S. shall be secured pursuant to Florida Statutes and State Board of Education rules.

- I. District and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
  - A. The district testing coordinator shall instruct school test coordinators and principals on test security measures.
  - B. Principals shall be responsible for informing their faculty of test security measures.
- II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the district testing coordinator. Any unresolved problems in the District shall be reported to the Florida Department of Education pursuant to provisions in State Board of Education rules.
- III. The district testing coordinator shall coordinate the return and/or the destruction of test materials as directed by the Florida Department of Education and shall inform the Department, in writing, to certify that the designated testing materials were destroyed in a secure manner.
- IV. Violation of test security procedures and/or cheating will result in penalties as stated in State Statutes.

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**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.11(5), 1001.43,  
1008.22, 1008.23, 1008.24, 1008.34, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-10.042

**HISTORY:** ADOPTED: 08/21/01  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: NEW

**NOTES:**

No Procedure Necessary