



School Testing Materials Policy

Purpose: This policy is in place to clearly identify the process for maintaining and holding testing materials while they are at School.

All testing materials at School will be kept secure at all times. Testing materials will be kept in a locked filing cabinet or locked closet of one of the lead administrator's offices. The secure location must be approved by the Director. Testing materials will only be handled by a School administrator. The Director may appoint an additional staff member to handle testing materials if necessary. For the purpose of this policy, the term "testing materials" refers to all state mandated testing materials including End of Grade test materials and End of Course test materials.