

## TEST SECURITY POLICY

Calcasieu Parish School Board holds the test security policy to be of utmost importance and deems any violations of test security to be serious.

Formal and informal assessment and testing measures are used in Calcasieu Parish schools to provide diagnostic information, to determine grade or program placement, to validate and/or award credits, to assess individual student performance, to assess student group and sub-group performance, to assess instructional program effectiveness, to provide information for counseling students, to provide information for curriculum planning and decision-making, to evaluate grant-awards and/or locally-funded pilot programs, and for student, school, and district accountability measures.

Assessment and testing programs in Calcasieu Parish consist of the following types:

- Louisiana statewide accountability testing programs prescribed by the Louisiana legislature, the Board of Elementary and Secondary Education, and/or the Louisiana Department of Education. These shall include, but not be limited to:
  - a. All criterion-referenced tests (CRTs)
  - b. All on-level norm-referenced tests (NRTs)
  - c. All alternate assessments
  - d. All placement tests
- Louisiana statewide diagnostic reading assessments grades 1-3.
- End-of-Kindergarten screening program implemented with state funding.
- Informal tests, inventories, and activities designed and administered by teachers to diagnose student needs and/or to assess student performance; entry-level and on-going assessments to evaluate student performance in computer labs and/or other instructional programs.
- Parishwide criterion-referenced testing programs in reading, language arts, and mathematics prescribed for elementary grades.
- Screening, readiness tests, and/or checklists in pre-school, kindergarten, and grade one.
- Commercially-published criterion-referenced tests and norm-referenced achievement tests administered to selected student groups.

- Reports from college admissions and armed services testing agencies on Calcasieu student performance.
- School-level screening for suspected 504 handicapping conditions.
- Individual pupil appraisal evaluations for suspected handicapped and gifted students prescribed by State guidelines.

The Calcasieu Parish School Board shall take every precaution to assure that all state and local tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. Testing materials and procedures, as well as electronic data or computer media related to student testing, shall be properly supervised in strict compliance with regulations outlined by the State Board of Elementary and Secondary Education and the Calcasieu Parish School Board. In addition, all secure tests and test documents shall be stored under lock and key at the School Board office when not in use.

#### TEST SECURITY

1. 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 administration instructions provided by the Louisiana Department of Education (LDE) and/or Calcasieu Parish Department of Assessment which 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” for students determined to be eligible for those accommodations).
  - d. Copy, reproduce, or use at any time in any 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; (except that test administrators and/or proctors should monitor during testing and make sure students have test

questions and answer documents aligned – especially young primary-age children and/or older students who have difficulty aligning the test booklet with the answer document). Monitoring of older students should be done from the front of classroom if the test administrator is the only adult monitor.

- f. Provide answers to students in any manner during the test, including provision 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 or locally-adopted systemwide assessments (e.g. Louisiana Educational Assessment Program for the 21<sup>st</sup> Century [LEAP 21], Graduation Exit Examination for the 21<sup>st</sup> Century [GEE 21], Graduation Exit Examination [“old” GEE], LEAP Alternate Assessment [LAA], or Forms K, L, M, and all new forms of The Iowa Tests) 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.
  - i. Fail to account for and secure test materials before, during, or after testing; all secure materials must be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended.
  - j. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the Calcasieu Parish Department of Assessment and/or *Louisiana Department of Education, Division of Student Standards and Assessments*.
  - k. Fail to report any testing irregularities or discrepancies to the District Test Coordinator; (a testing irregularity or discrepancy 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). The District Test Coordinator must report such incidents to the Calcasieu Superintendent (and to the Louisiana Department of Education (LDE) Division of Student Standards and Assessments if the testing irregularity involves any state testing program).
  - l. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.
2. A “Statement of Assurance” regarding the Calcasieu Parish School Board’s test security policy that is in compliance with the State’s test security policy shall be submitted annually to the *Louisiana Department of Education, Division of Student Standards and Assessments*. This statement shall include the name of the individual designated by the Calcasieu Superintendent to procure test materials.

3. Test materials, including all test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks), video tapes, and completed observation sheets, shall be kept secure and accounted for in accordance with the procedure specified in the assessment program coordinator and/or administrator manuals and other communications provided by the Louisiana Department of Education and/or the Calcasieu Parish Department of Assessment and/or their vendors. Secure test materials include test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks), video tapes, completed observation sheets, all individual student test data in paper and/or electronic format, and all aggregated data of fewer than ten students.
  - a. All test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks), and test administrator manuals for grades K, 1, and 2 which contain the actual test items shall be kept in a predetermined, secure, locked storage area prior to and after administration of any test. Test administrators are to be given access to the tests only on the day the test is to be administered, and tests 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, supplementary secure materials (e.g., writing prompts, science tasks), and test administrator manuals K, 1, 2 which contain actual test items shall be accounted for and written documentation kept by school test coordinators, test administrators, and proctors for each point at which test materials are distributed and returned.
  - c. Any discrepancies noted in the number or serial numbers of test booklets and answer documents received from contractors for state tests shall be reported to the *Director, Division of Student Standards and Assessments* (LDE) by the Calcasieu District Test Coordinator prior to the administration of the test.
  - d. Any discrepancies noted in the number of test booklets and answer documents received by the school shall be reported in writing to the District Test Coordinator by FAX, dated and signed by the School Test Coordinator and the Principal prior to the administration of the test.
  - e. In the event test booklet/s or answer document/s are determined to be missing while in the possession of the school, the School Test Coordinator, with principal's signature, shall immediately notify the District Test Coordinator by FAX. The principal and school test coordinator shall investigate the cause of the discrepancy and provide a report of the investigation on a special form provided by the District Test Coordinator at the time of turning in test materials to the District for scoring. If the documents are determined to be missing while in the possession of a test administrator, signed written detailed explanation from the test administrator of events surrounding the missing documents and what was done to find them should be a part of the investigative report. The District Test

Coordinator, with assistance of other district administrator/s appointed by the Calcasieu Superintendent, is authorized to conduct additional investigations.

- f. In the event state-contracted test booklets or answer documents are determined to be missing while in the possession of the school district, the Test Coordinator shall immediately notify by telephone the *Director, Division of Student Standards and Assessments* (LDE). The District Test Coordinator shall investigate the cause of the discrepancy and provide the Louisiana Department of Education with a report of the investigation 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.
4. ***Only trained personnel*** shall be allowed to have access to or administer any standardized tests. "Access" to test materials means any contact with or handling the materials, but does not include reviewing test items or analyzing test items, which are prohibited.
5. The Superintendent shall designate annually one individual in the district authorized to procure test instruments which 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 shall be provided in writing to the *Director, Division of Student Standards and Assessments, Louisiana Department of Education*, and included on the Statement of Assurance.
6. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be coordinated and maintained by the District Test Coordinator. School personnel authorized to have access to the locked secure storage area at the district level shall include the District Test Coordinator, clerical staff of the Department of Assessment, Research, and Special Services, temporary help employed by the Department of Assessment, Research, and Special Services, and loaned help employed in the Calcasieu Textbook Depository or other departments in Calcasieu Parish School Board, all of whom shall be trained in test security policies and procedures.
7. Each school principal shall complete, sign, and submit to the District Test Coordinator each year an updated list of personnel who have access to the locked secure storage area where all test materials are stored in the school. The principal and the School Test Coordinator shall maintain a copy of the access list in their files. The school test coordinator/s shall inservice all school-level personnel having access to test materials on test security. School personnel authorized to have access to the locked secure storage area include the School Test Coordinator/s, Principal, Assistant Principal, school janitor, or other personnel designated by the principal, all of whom shall be trained in and held accountable for carrying out test security policies and procedures.

8. All persons involved in the administration of tests shall annually receive proper training and professional development for handling and security of all testing materials. Such activities shall be coordinated and supervised by the District Test Coordinator. A record of such activities shall be maintained by the District Test Coordinator. School test coordinators shall inservice all school test administrators and other school-level personnel having access to testing materials on test security and/or test administration.
9. Testing shall be conducted in class-size groups. No group size shall exceed 30 students without written signed approval. Permission for administering state tests in environments that differ from the usual classroom setting must be obtained in writing from the *Louisiana Department of Education, Division of Student Standards and Assessments* at least thirty (30) days prior to testing. If testing outside the usual classroom setting is approved by the Division of Student Standards and Assessments, the school shall provide at least one proctor for every thirty (30) students. Small-group testing for students eligible for test accommodations shall not exceed 8 students.
10. The Louisiana State Superintendent of Education may disallow test results on any state test which may have been achieved in any manner which is violative of test security.
11. The Louisiana Department of Education shall establish procedures to identify the following in state testing programs:
  - a. Improbable achievement of test score gains in consecutive years.
  - b. Situations in which collaboration between or among individuals occurs during the testing process.
  - c. A verification of the number of all tests distributed and the number of tests returned.
  - d. Excessive erasures for multiple-choice tests.
  - e. Any violation to written composition, open-ended or constructed responses that involves plagiarism.
  - f. Any other situation which may result in invalidation of test results.
12. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, promotion, or graduation criteria dependent upon the data shall be deemed not to have been met.
13. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated and locally-adopted testing programs.
14. Any individual(s) who knowingly engages in any activities during testing which results in invalidation of scores derived from the Graduation Exit Examination or LEAP for the

21<sup>st</sup> Century test shall forfeit the test results and will be allowed to retake the test at the next test administration.

15. 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, the Louisiana Department of Education, and/or Calcasieu Parish School Board, shall have breached test security. Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores and will be allowed to retake the test at the next test administration.
16. Any teacher, administrator, or other school personnel who allows or breaches test security shall be disciplined in accordance with statutory provisions, policy and regulations adopted by the Board of Elementary and Secondary Education, and the School Board, and any laws that may be enacted by the Louisiana Legislature.
17. Calcasieu Parish School Board shall ensure that individual student test data are protected from unauthorized access and disclosure. The Calcasieu District Test Coordinator and other authorized users of the LEAP Web Reporting System shall ensure the security of passwords, any disks or CDs with downloaded individual student test data, and student-level test data open on a computer screen. The District Test Coordinator shall provide training to authorized personnel regarding security and confidentiality of individual student test data in paper and/or electronic format and of aggregated data of fewer than ten students. All users shall be required to sign a statement guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the signed statement shall be sent to the District Test Coordinator to be kept on file. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords.
18. The following alleged violations of test security shall be investigated by the district:
  1. any testing irregularities, including violations in test security, such as plagiarism and excessive wrong-to-right erasures identified through erasure analysis
  2. employees accused of irregularities or improprieties in the administration of standardized tests
  3. missing test booklets, answer documents, or supplementary secure materials (e.g., writing prompts, science tasks)
19. District procedures for conducting an investigation shall include, at a minimum, the following:

- a. The District Test Coordinator shall notify the Calcasieu Superintendent of the alleged violation; the superintendent shall appoint one or more members of the administrative staff to assist the District Test Coordinator with the investigation.
- b. The investigative staff shall meet to review the alleged violation and to determine specific investigative procedures.
- c. The investigative staff shall set a meeting with the principal, school test coordinator, and test administrator/s of the identified class/es.
- d. The investigative staff shall conduct a group interview, or individual interviews if deemed more appropriate, with the principal, school test coordinator, school test administrator/s, proctor/s, and if deemed necessary, with any school staff who had access to test material at any time.
- e. The investigative staff shall conduct individual interviews with students from identified class/es if deemed necessary regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials or information during testing.
- f. The investigative staff shall meet with the principal and school test coordinator (and/or other school staff as appropriate) to report findings and to request development and submission of a School Test Security Corrective Action Plan to the investigative staff.
- g. The investigative staff shall meet with the principal and school test coordinator to review and approve or recommend changes to the School Test Security Corrective Action Plan.
- h. The investigative staff shall develop a District Corrective Action Plan including district follow-up activities and timelines to check on the school's implementation of its School Test Security Corrective Action Plan. The entire school and district document shall be submitted to the Calcasieu Superintendent for review and approval.
- i. The Calcasieu Superintendent shall determine what, if any, disciplinary action shall be taken against any employee/s accused and found by the investigative staff to be in violation of test security irregularities or improprieties in the administration of standardized tests. Should disciplinary action be taken by the Superintendent that warrants revision of the District Test Security Corrective Action Plan, those written changes shall be made to the document at this point.
- j. The School and District Test Security Corrective Action Plan shall be submitted to the Louisiana Department of Education Division of Student Standards and Assessments, and any follow-up activities shall be implemented by the District Test Coordinator.

20. Hospital/Homebound students will be tested on state and locally-adopted achievement and/or criterion-referenced tests as follows:
- a. A Hospital/Homebound Test Coordinator shall be designated by the District Test Coordinator in collaboration with the Director of Special Education for coordinating testing of hospital/homebound and/or other students taught by itinerant teachers. The Hospital/Homebound Test Coordinator will function like a School Test Coordinator.
  - b. Hospital/Homebound teachers will submit through their supervisor to the Hospital/Homebound Test Coordinator four lists of students from each school by grade:
    - (1) Those students able to be tested at their home school site.
    - (2) Those students unable to be tested with their peers at their local school but able to be grouped for testing by the Hospital/Homebound (itinerant) teachers at a designated School Board site.
    - (3) Those few students too ill or incapacitated to the extent they cannot be transported to a school site but well enough to be tested individually in the home by the Hospital/Homebound teachers.
    - (4) Those students too ill to test during the assigned testing dates.
  - c. The Hospital/Homebound Test Coordinator or designee will notify each school test coordinator of the testing status of each of their students.
  - d. The School Test Coordinator at each student's enrolled school will arrange for testing students in category 1 in the school setting.
  - e. The Hospital/Homebound Test Coordinator or designee will pick up from each school test coordinator all testing materials for students in categories 2 and 3 and will arrange for their testing at a designated School Board site or in the home.
  - f. The Hospital/Homebound Test Coordinator or designee will deliver all testing materials to the school test coordinator of each student's enrolled school for packaging and return following test administration.
  - g. Written documentation of test security will be maintained throughout the process on special forms prepared by each test vendor and/or by the District Test Coordinator.
21. Responsibilities of Parish Test Coordinator

- a. Attend regional and/or state test coordinators' meetings conducted by the Louisiana Department of Education.
- b. Order, receive, and inventory all testing materials. Secure test booklets, answer sheets, supplementary secure materials (e.g., writing prompts, science tasks), and manuals for grades K-2 that contain actual test items under lock and key.
- c. Maintain a list of school district personnel by name and position authorized to have access to the locked, secure storage area where all test materials are stored within the district and within each school.
- d. Investigate and report discrepancies or irregularities to the Calcasieu Parish Superintendent of Schools and, if a state test, to the *Division of Student Standards and Assessments, Louisiana Department of Education*.
- e. Inform principals and school test coordinators of test security laws, policies, regulations, and administrative procedures.
- f. Conduct annual inservice for principals and school test coordinators on test security and test administration.
- g. Maintain a dated and signed roster of all school system personnel trained in test security and test administration.
- h. Distribute taped boxes of test booklets, answer sheets, manuals, and other materials needed for test administration to school test coordinators and/or principals.
- i. Keep written dated and signed documentation of testing materials distributed and returned.
- j. Provide test schedules to principals, school test coordinators, and to the public through the media.
- k. Conduct training inservice for monitors as deemed appropriate.
- l. Oversee local monitoring of all test sites.
- m. Pack tests and ship to scoring service or place in secure locked district storage.
- n. Follow all policies of BESE, testing vendors, and Calcasieu Parish School Board with regard to requests from parents or others to examine secure tests.

- o. Train authorized users of the LEAP Web Reporting System and ensure that individual student test data are protected from unauthorized access and disclosure. This includes ensuring the security of passwords to authorized users only of the LEAP Web Reporting System, any disks or CDs with downloaded individual student test data, student-level data open on a computer screen, individual student data in paper and electronic format, and of aggregated data of fewer than ten students.

## 22. Responsibilities of Principals

- a. Attend annual district principals' inservice sessions on test security, accountability data on state assessment answer documents, and interpreting and using test data.
- b. Oversee and be responsible for total school adherence to test security laws, policies, regulations, and administrative procedures.
- c. Appoint school test coordinators, see that they attend parish inservices for school test coordinators, and that they provide test security and test administration inservice to school staff.
- d. Submit a list to the District Test Coordinator annually of school personnel by name and position authorized to have access to the locked, secure storage area where all test materials are stored. Give a copy to each School Test Coordinator and maintain a file copy.
- e. Assign only certified personnel who have been trained on test security and test administration to administer tests; assign other certificated personnel and para-professionals to assist with monitoring or proctoring during testing.
- f. Fully inform all faculty, students, and parents of test security policies, procedures, and schedules; and inform them of high-stakes testing requirements.
- g. Provide a school environment conducive to good testing practices and procedures throughout the week/s of testing:
  - (1) Rearrange regular schedule to adhere to parish and state testing schedules.
  - (2) Turn off bells.
  - (3) Avoid and disallow fire drills, use of PA system, and other interruptions during test administration.

- (4) Monitor testing and cooperate with district and state monitors. Follow Calcasieu Parish School Board policy when identifying all district and state monitors as authorized visitors in the school.
  - (5) Report any discrepancies or testing irregularities to the District Test Coordinator immediately.
  - (6) Keep written documentation of all discrepancies/irregularities and how each discrepancy/irregularity was investigated and handled within the school. Submit a written report to the District Test Coordinator of any investigation and maintain a file copy.
- h. Cooperate with the District Test Coordinator, other administrator/s appointed by the Calcasieu Superintendent, and/or Louisiana Department of Education (LDE) staff on any investigation of a suspected test security violation by student/s and/or staff.
  - i. Ensure protection of individual student test data in paper and electronic format, and of aggregated data of fewer than ten students.

23. Responsibilities of School Test Coordinators

- a. Attend district in-service sessions on test security, test administration, and/or interpreting/using test data as scheduled.
- b. Recognize that the School Test Coordinator is a designee of the School Principal. Keep the principal informed of all testing requirements, schedules, and irregularities.
- c. Conduct inservice on test security for all persons having access to secure test materials; conduct inservice for test administrators on test security and on test administration procedures.
- d. Submit to the District Test Coordinator a dated and signed roster of all school personnel attending the annual in-school inservice on test security and another roster on each test administration inservice. Maintain a file copy of each.
- e. Keep secure test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks), and all K-2 test administrators' manuals that contain actual test items under lock and key before and after each testing session.
- f. Keep accurate written documentation of distributed and returned test materials each day with date, time, serial numbers, to whom distributed, by whom returned.

- g. Report in writing, with principal's signature and date, any missing test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks), and any discrepancies in serial numbers of testing materials to the District Test Coordinator prior to administration of the test.
- h. In the event test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks) are determined to be missing while in the possession of the school, immediately notify the District Test Coordinator by FAX with signatures of the School Test Coordinator and Principal and the date. Under the Principal's leadership, investigate the cause of the discrepancy and submit a written report of the investigation at the time of turning in test materials to the District for scoring. If the documents are determined to be missing while in possession of a test administrator, obtain a signed and dated written detailed report from the test administrator of what happened and submit this as part of the written investigative report.
- i. Monitor administration of tests. Be available during the testing period to answer any questions that arise. Report testing irregularities to the Principal and the District Test Coordinator immediately.
- j. School Test Coordinator should not be responsible for administering tests during peak testing periods.
- k. Pack and return all used and unused answer sheets, test booklets, manuals, secure supplemental materials (e.g., writing prompts, science tasks) and other required documents to the District Test Coordinator according to instructions. **DO NOT** destroy any items at the school building level!
- l. Maintain security of individual student test data in paper and electronic format, and of aggregated data of fewer than ten students.

#### 24. Responsibilities of Test Administrators

- a. Attend in-school inservice on Test Security and Test Administration.
- b. Disseminate all testing materials in the same manner each time. **Do not** allow students to pass materials to others. Before beginning each testing session, check to see that each student has his/her own test booklet and answer document.
- c. Before and after testing periods, and during any recess breaks, keep all testing materials under lock and key until returned to the School Test Coordinator. Test materials should never be left out in the open in an unlocked and unattended room.

- d. When taking any short break within the classroom, make sure all test materials are picked up off all students' desks. Monitor the class during the break by standing at the front of the classroom and observing carefully.
- e. Code student answer documents according to specific instructions provided. Because answer documents are secure materials, this activity should be treated with the same security measures and procedures as test administration.
- f. Adhere to test schedule provided by the District and School Test Coordinators. Administering any test section out-of-schedule shall be treated as a test security irregularity.
- g. Conduct testing in a classroom environment unless small-group or individual testing is provided as an allowable accommodation to eligible 504, special education, or limited English proficient students.
- h. Administer make-up testing if allowed. Makeup testing is mandatory for all LEAP 21, GEE 21, and Iowa Tests.
- i. Adhere to all test administration procedures as outlined in test administrator's manual and instructions provided by the District Test Coordinator.
- j. Adhere to all test security measures as outlined in administrators' manuals, this Calcasieu Parish School Board Test Security policy, and the state Board of Elementary and Secondary Education Test Security policy.
- k. Return all scorable and non-scorable materials, signed Security and Confidentiality Statement, and any other requested documents to the School Test Coordinator. **DO NOT** destroy any items at the school building level!
- l. Submit signed and dated written documentation of any testing irregularity or materials discrepancy to School Test Coordinator and Principal. Maintain a file copy.

25. Testing Schedules

- a. All Calcasieu Parish schools shall follow testing schedules established at the state and/or district levels. Administering any state test section at a time that is different to the state or district schedule without specific approval of the Louisiana Department of Education, Division of Student Standards and Assessments and/or Calcasieu District Test Coordinator shall be treated as a test security violation.

- b. Any school, single student, or group of students that requests early or late test administration of any whole test or test section on any LEAP test (LEAP 21, GEE 21, “old” GEE, the Iowa Tests, LAA) because of a school trip, convention, other Calcasieu Parish approved student activity, or any other reason, must make a written request signed and approved by the school principal to the District Test Coordinator. The District Test Coordinator will refer the request to the Louisiana Department of Education, Division of Student Standards and Assessments, seeking their approval prior to test administration.

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Ref.: La Rev. Stat. Ann. 17:81, 49:953; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education, Board minutes 3-18-97; 2-2-99; 8-23-01; 8-05-03.