

TEST/ASSESSMENT ADMINISTRATION

Code **ILB** Issued **12/03**

Purpose: To establish the basic structure for administering standardized tests.

All mandatory tests administered by or through the state board of education to the students of the center will be administered in accordance with state law and regulations. Violation of any state law or regulation or any of the guidelines in this policy will subject the individual to liability and may lead to criminal proceedings (resulting in fines and/or imprisonment), termination, suspension or revocation of administrative and/or teaching credentials.

Individuals will adhere to all procedures specified in all operating manuals governing the mandated assessment programs. The board and state regulation specifically prohibits the use of current tests as instructional tools.

Adopted 12/9/03

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 59-1-445 - Violations of mandatory testing security; penalties; investigations.
2. Section 59-1-447 - Regulations for mandatory test security procedures.

B. State Board of Education Regulations:

1. R43-100 - Test security.
2. R43-262 - Assessment programs.
3. R43-262.4 - End of course tests.