



Summary of Legal and Contractual Obligations on Test Monitoring, Administration, and Security

This informational overview is a general reference guide intended only to clarify for schools relevant legal and contractual obligations, including OPSB Policy. It is NOT a substitute for understanding federal and state guidelines and/or the appropriate state and local policies nor is it a comprehensive description of all applicable legal and contractual obligations. Additionally, it is not meant to explain or delineate OPSB strategic priorities.

OPSB expects all charter schools and charter school operators to comply with state requirements for test monitoring, administration, and security in La. R.S. 17:10.7.1; BESE Bulletin 118; OPSB Policy HA.

| Summary of Test Monitoring, Administration, and Security Requirements | |
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| Test Monitoring | <ul style="list-style-type: none"> Each charter school must, at its own expense, annually provide for one day of independent test monitoring from a third-party entity approved by the Superintendent, for one or more tests that contribute to the school's Assessment Index calculated by the LDE. (OPSB Policy HA and La. R.S. 17:10.7.1) The OPSB Superintendent may, without advance notice, assign test monitors to a charter school and charter schools must grant such monitors access to the school's facilities, classrooms, and testing materials. (OPSB Policy HA) |
| Test Administration | <ul style="list-style-type: none"> Each charter school must have a School Test Coordinator to fulfill the state-mandated responsibilities, including supervising testing procedures and materials controlled at the school. (BESE Bulletin 118) Each LEA must have a District Test Coordinator to fulfill the state-mandated responsibilities, including making arrangements for testing, handling and maintaining the security of test materials, and training school test coordinators. (BESE Bulletin 118) |
| Test Security | <p>In accordance with BESE Bulletin 118:</p> <ul style="list-style-type: none"> Each charter school serving as its own LEA must develop a test security policy that provides for: <ul style="list-style-type: none"> The security of test materials The storage of test materials, a description and record of professional development on testing A list of personnel authorized to have access to the locked secure storage area Procedures for investigating any testing irregularities Procedures for the investigation of any missing test materials Procedures for ensuring the security of individual student test data Each charter school serving as its own LEA must have test administrators and proctors sign the state's <i>Oath of Security</i> and return it to the LEA's Test Coordinator |

References: La. R.S. 17:10.7.1; BESE Bulletin 118; OPSB Policy HA

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