

**KNOX COUNTY CAREER CENTER WRITTEN TEST
SECURITY PLAN
FOR
PARENTS/GUARDIANS AND STUDENTS**

ODE is requiring all schools to establish a security testing plan accord to Rule 3301-13005 of the Ohio Administrative Code for students, parents, guardians, and teachers. Before your son or daughter can be administered a standardized test such as EOC, WEBXAM, WORKKEYS, ACT, ACCUPLACER, etc., they must sign the testing agreement.

Please read and sign below. If you have questions, please contact Vicki Clark, Testing Coordinator at the Knox County Career Center, 740-397-5820.

A STUDENT TEST TAKER MAY NOT:

1. Discuss any specific test items on the tests with fellow students before, during, or after the administration of the tests.
2. Take tests in an environment that are not proctored or an approved district location.
3. Use any technology or material during the test other than what is allowed by a student's Individualized Education Plan (IEP).
4. Access an electronic device during testing (grounds for test invalidation).
5. Students must not describe test questions in an e-mail, or discuss specific test questions with anyone (including parents, guardians, teachers, or peers).
6. If paper is provided during testing, it must be turned into test proctor and shredded. It must not leave the testing area (grounds for test invalidation).

Student Signature _____

Parent Signature _____

Date _____