



**Section:** 5000 Academic Achievement  
**Title:** Testing Material Storage on Site Policy  
**Code:** 5006  
**Status:** Active  
**Adopted:** May 25, 2016  
**Revised:**

The Board recognizes its obligation to ensure that testing materials are stored with appropriate measures of security and in accordance with applicable state and federal requirements. Maximum test security will be maintained at all schools in coordination with the policies and procedures developed by the test publisher.

Test materials will be stored in locked cabinets located within a designated locked closet on the school campus. The closet will NOT be keyed to the master key system. A separate key for the testing closet and interior cabinets will be held by the principal and the testing coordinator only. The principal will allow test materials to be distributed immediately before the test administration.

Any breach of security, loss of materials, failure to account for materials, or any other deviation from required security procedures shall be reported immediately to the principal, school test coordinator, and regional accountability coordinator.

Adopted: 5/25/16  
Reviewed:  
Revised:  
Legal Reference: