

Reporting Test Security Violations

All suspected test security violations as defined in S.C. CodeAnn. §59-1-445 (2004) or 2 S.C. CodeAnn. Regs. 43-100 (2016)

Supporting Documentation—This information would include all of the following items:

- a. written statements from all adults involved in the incident,**
- b. summaries of any interviews with students**
- c. IEP team meeting minutes with an indication of their recommendations, if applicable, and**
- d. a summary written by the DTC, highlighting all applicable information and indicating actions, if appropriate, taken by the DTC or the district office.**

The supporting documentation can be encrypted and sent to Christopher Seay (cseay).

How to Conduct an Investigation and Document the Information

The following paragraphs outline more specific information about how to conduct an investigation and how to document the information included in the test security violation report.

- A. If a test security violation is observed within a school, the individual(s) observing the incident must notify the School Test Coordinator (STC) or the District Test Coordinator (DTC) as soon as possible. The STC must notify the DTC immediately regarding the violation. The DTC must notify the appropriate Office of Assessment program manager.**

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