

## **Reporting Test Security Violations**

All suspected test security violations as defined in S.C. Code Ann. §59-1-445 (2004) or 2 S.C. Code Ann. Regs. 43-100 (2016) must be reported to the South Carolina Department of Education (SCDE).

The District Test Coordinator (DTC) and School Test Coordinator (STC) are responsible for conducting a comprehensive investigation of each allegation. The DTC must prepare and submit to the SCDE all required documentation.

Following an internal SCDE review of the submitted documentation, and considering the gravity of the alleged violation, the SCDE will take one of three actions:

1. the incident will not be reported to the South Carolina Law Enforcement Division (SLED);
2. the incident will be reported to SLED for information; or
3. the incident will be reported to SLED for investigation.

As appropriate, the DTC and/or the Superintendent will receive an e-mail or a letter indicating which of these actions is being pursued by the Office of Assessment.

Reports may serve as a basis for

2. **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 via e-mail ([cseay@ed.sc.gov](mailto:cseay@ed.sc.gov)). Do not send unencrypted supporting documentation via e-mail. Supporting documentation may also be sent by secure fax (803-734-8886), or postal mail (South Carolina Department of Education, Office of Assessment, 1429 Senate Street, Suite 210-A, Columbia, SC 29201).

### **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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