

## Procedures for Exposed Assessment Items

Last revised **April 9, 2025**

When SCDE assessment items have been exposed to the internet or AI application(s), District Test coordinators (DTCs) or another appointed school official **must** do the following:

1. Take photos of the exposed test items on the student's device with a district-owned device.
2. Upload the photos of the exposed items to the district's **Test Security Folder** in ADTS. If the DTC (or other appointed school official) does not currently have access to the Test Security folder in ADTS, contact your Web Access Coordinator (WAC) for immediate access. **DO NOT UPLOAD SECURE TEST ITEMS TO ANY OTHER FOLDER IN ADTS BESIDES THE TEST SECURITY FOLDER.**
3. Contact the **SCDE Test Security Program Manager**, Tonya Kinard, to ensure images of test items have been properly uploaded into the ADTS Test Security Folder. **DO THIS BEFORE DELETING ITEMS FROM DISTRICT-OWNED DEVICE.**

**Tonya Kinard**

SCDE Test Security Program Manager

Office of Assessment and Standards

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If Tonya Kinard is not available, please contact Devin Waldrop at [dwaldrop@ed.sc.gov](mailto:dwaldrop@ed.sc.gov) or David Trombly at [dctrombly@ed.sc.gov](mailto:dctrombly@ed.sc.gov).

4. Upon written email confirmation by the **SCDE Test Security Program Manager** or designee (*Devin Waldrop or David Trombly for SY2024-25*) that all images have been properly uploaded into the ADTS Test Security Folder, delete all images from student's device **AND** district-owned device. This includes deletion from recently deleted folders and the AI application(s) used by the student.
5. Send a statement to the **SCDE Test Security Program Manager** stating that these steps have been completed.

**It is the DTC's responsibility to ensure that all images are uploaded into the ADTS Test Security Folder and have been completely deleted from the district-owned device used to capture the item(s). Images must be uploaded to the ADTS Test Security Folder and deleted from all devices on the same day to prevent the images from being saved to the cloud during a normal evening back up. *If the DTC is not physically able to travel to the school where the incident occurred, then it is the DTC's responsibility to ensure the steps are followed.***