

Directions for Reporting Test Security Violations

The District Test Coordinator (DTC) and School Test Coordinator (STC) are responsible for conducting a comprehensive investigation of each test security allegation. The DTC must prepare and submit to the SCDE all required documentation. Please use the following directions to access the online Test Security Violation (TSV) Action Form.

DTCs must complete an online Test Security Violation (TSV) Action Form that is located on the **SCDE website** membership login page: <https://ed.sc.gov/>.

Follow these directions once you are on the SCDE website:

- 1) Click the login button on the right side of the screen on the aqua bar that is across the main SCDE web page.
- 2) Under “Application Web Portal” click on “Proceed to Application Web Portal.”
- 3) Enter your username and password. If you don’t have an account, click on “Create it.”
- 4) After login, the Member Center page will open.
- 5) Under Applications, click on the Test Security Violations block at the top of the page.
- 6) When the page opens, click on Add Violation (left side of the screen) to get you into the form.
- 7) Fill in all applicable fields. The TSV Form will automatically be directed to the Office of Assessment.

The TSV Form must include all of the requested information, including the identification of the person(s) who allegedly committed the violation and each person’s certification number. Indicate the section of the law that is violated and the regulation(s) violated. There are drop down menus for each of these sections.

The “Description of Violation” section on the TSV Form should provide a concise summary of the incident. The summary should include the basic elements answering the “who, what, where, when, and how” of the violation incident. This brief summary does not replace the more detailed summary written by the DTC.

Supporting documentation must be attached. This information includes all of the following items:

- 1) Written statements from all adults involved in the incident;
- 2) Summaries of any interviews with students, if applicable;
- 3) IEP, 504, or ILAP team meeting minutes with an indication of their recommendation regarding the potential validity of the student’s test scores, if applicable, and
- 4) A summary written by the DTC, highlighting all applicable information and indicating actions, if applicable, taken by the DTC, district office, or the school;

More detailed information regarding how to conduct an investigation and to document the information are provided in each statewide assessment program Test Administration Manual (TAM) in the “Test Security” sections—usually near the front of each TAM—and posted on this Test Security Web page.

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 a letter indicating which of these actions is being pursued by the Office of Assessment.

Test security reports may serve as a basis for initiating invalidation of test scores or other actions to be taken by the Certification Review Committee and/or the State Board of Education.