

# PROCEDURES FOR PROHIBITED DEVICES DURING TESTING

The following statement should be shared with Students and Families prior to testing via Parent Notification Letter. It is recommended that schools also include this information in School Parent Newsletters and/or weekly Parent Phone Calls leading up to testing. Additionally, this statement should be read to students by the Test Administrator prior to testing.

*In conjunction with York School District One Board Policy, South Carolina Code of Law, South Carolina Department of Education Regulations, York School District One has established procedures for student participation in state assessments. It is a Testing Violation for a student to be in possession of any electronic device at any time during testing. If a student is found to have any electronic or other communication device during a state test the device is to be confiscated and will be directed to the school testing coordinator, district testing coordinator, and school administration for investigation and disciplinary action.*

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## ***The following information is for York School District One internal use.***

During testing, students are not permitted to use, or be in possession of any electronic device (e.g., cell phone, smartphone/watch camera, PDA, or playback device, etc.) that could allow them to view, access, retain, or transmit information for any state-mandated assessment. Students who use an electronic device for medical purposes (e.g., glucose monitoring, cardiac monitoring) may be allowed access to the device(s) during testing.

Schools must have a plan to collect and secure such devices so that they are not accessible during testing. If the student is found to have a device at any time in the testing environment, regardless of if the student is actively testing, the test administrator is to confiscate the device and notify the School Testing Coordinator (STC) immediately.

## **PROHIBITED DEVICE NOT DURING TESTING**

In the event a student brings a prohibited device into the test environment **but does not have the device out during testing**, the Test Administrator (TA) must collect the device if they become aware of its presence and should allow the student to continue testing. If the student refuses, the TA is to notify an administrator. If the student refuses to give the device to the administrator, the School Resource Officer has the authority and responsibility to remove the device from the student. Procedures should be carried out discretely to minimize disruptions to other students.

The TA and any other adult witnessing or involved in the incident must write a statement. Statements should include full and factual details of the incident; who, what, when, where, and how. Statements should be signed and dated and submitted to the DTC within 24-hours of the incident occurring.

## **PROHIBITED DEVICE FOUND DURING TESTING**

If a TA, monitor, or STC discovers that a student was using a prohibited device during a test, the below general procedures should be followed. The TA and any other adult witnessing or involved in the incident must write a statement. Statements should include full and factual details of the incident; who, what, when, where, and how. Statements should be signed and dated and submitted to the DTC within 24-hours of the incident occurring.

If a student is viewed with a prohibited device during testing:

1. The TA must collect the prohibited device from the student and notify the STC immediately.
2. Stop testing the student by selecting PAUSE and remove the student from the testing environment. Removal of the student should be discrete to minimize disruptions to other students.
3. The STC should contact the DTC immediately following removal of the student from the testing environment.
4. If the student refuses to give the device to the school testing coordinator or a school administrator, the SRO has the authority and responsibility to remove the device from the student. The student should not maintain possession of the device.
5. In collaboration with the DTC, a School Administrator must conduct a full investigation of the incident to include:
  - a. Contacting Parent/Guardian to inform of the incident and notify of need to search the device.
  - b. A reasonable search of the device. The search should include accessing open applications, text messages/various messaging apps (i.e., Messenger, WhatsApp, etc.), and social media sites (i.e., SnapChat, Instagram, TikTok, etc.). Look for recent, deleted and hidden photos. In addition, search for other electronic communication and support applications (i.e., Notes, Translate, Google Photos, Google Drive, Dropbox, Photomath, CyMath, etc.), and recent search history on web browsers (Chrome, Safari, Firefox, etc.). Note that there may be more than one browser on the device. Check for multiple profiles; students may have one profile their parents monitor and another profile the parent(s) do not know about. Staff should check for discussions of items, pictures of the class, images of test forms, test items, answers to item questions, or anything associated with testing.
  - c. Document the prohibited messages, text, or images found on the device.
6. The DTC will notify the Office of Assessment and Standards (OAS) that a test security violation occurred using a prohibited device. The DTC will provide school staff additional directions following correspondence with OAS.
7. The TA and any other adult witnessing or involved in the incident must write a statement. Statements should include full and factual details of the incident; who, what, when, where, and how. Statements should be signed and dated and submitted to the DTC within 24-hours of the incident occurring.
8. Enforce school/district procedures for disciplinary actions as outlined in the district discipline policy.

## **PROHIBITED DEVICE REPORTED (SUSPECTED) AFTER TEST SESSION COMPLETED**

If a TA, STC, or other educator learns that a Test Security Violation is suspected, but not yet confirmed, the below general procedures should be followed. The TA and any other adult involved in the incident must write a statement. Statements should include full and factual details of the incident; who, what, when, where, and how. Statements should be signed and dated and submitted to the DTC within 24-hours of the report.

1. If possible, collect the prohibited device from the student and/or notify the STC immediately. The STC should contact the DTC immediately.
2. If the student refuses to give the device to the school testing coordinator or a school administrator, the SRO has the authority and responsibility to remove the device from the student. The student should not maintain possession of the device.
3. The DTC will notify the Office of Assessment and Standards (OAS) that a test security violation occurred using a prohibited device. The DTC will provide school staff additional directions following correspondence with OAS.
4. In collaboration with the DTC, a School Administrator must conduct a full investigation of the incident. The student may need to provide any password, facial recognition, or biometric-protected data to open the device. Failure to provide any password, etc. may automatically lead to invalidating the test score.
  - a. Contacting Parent/Guardian to inform of the incident and notify of need to search the device.
  - b. A reasonable search of the device. The search should include accessing open applications, text messages/various messaging apps (i.e., Messenger, WhatsApp, etc.), and social media sites (i.e., SnapChat, Instagram, TikTok, etc.). Look for recent, deleted and hidden photos. In addition, search for other electronic communication and support applications (i.e., Notes, Translate, Google Photos, Google

Drive, Dropbox, Photomath, CyMath, etc.), and recent search history on web browsers (Chrome, Safari, Firefox, etc.). Note that there may be more than one browser on the device. Check for multiple profiles; students may have one profile their parents monitor and another profile the parent(s) do not know about. Staff should check for discussions of items, pictures of the class, images of test forms, test items, answers to item questions, or anything associated with testing.

- c. Document the prohibited messages, text, or images found on the device.
- 5. If cheating or test exposure occurred, the student's test will be invalidated.
- 6. Enforce school/district procedures for disciplinary actions as outlined in the district discipline policy.

These procedures comply with the expectation of the SC State Department of Education, York School District One Board *Policy JICJ Possession/Use of Electronic Communication Devices in School*, *Policy JIH Student Interrogations, Searches, and Arrests*, S.C. Code Ann. § 59-1-445, and State Board Regulations S.C. Code Ann. §59-1-447, S.C. Code Ann. Regs. 43-100.