

It is the policy of the Universal Academy Open-Enrollment Charter School to administer assessment instruments adopted under Subchapter B, Chapter 39 Texas Education Code in accordance with the requirements of that subchapter and rules adopted thereunder.

It is the policy of the Universal Academy Open-Enrollment Charter School to comply with all procedures published by the Texas Education Agency (TEA) in its annual test administration manuals with regard to test security and confidentiality. Procedures can be found in the *Test Security Supplement* at the following link:

http://www.tea.state.tx.us/index3.aspx?id=3206&menu_id3=793

The chief executive of the school shall be responsible for ensuring that:

- Procedures are developed to ensure the security and confidentiality of state assessments in compliance with all requirements established by TEA.
- District and campus testing personnel are trained in test security and confidentiality, as well as test administration procedures, in accordance with TEA's published requirements.
- Any violation of the state's security or confidentiality procedures is reported to TEA in accordance with established procedures.

TEA's Test Security Supplement shall serve as the "best practices" document to guide the school in the implementation of this policy.