

Designated Secure, Secure for Local Use, and Released Tests/Forms North Carolina Testing Program

The NCDPI makes the determination regarding the status of North Carolina-developed tests. Tests are categorized in one of the following three categories: (a) secure, (b) “secure for local use,” or (c) released.

Secure Tests. Each local school and school system must store all *secure* test materials in their possession in a secure, locked facility except when in use. State Board of Education policy specifies (1) that secure tests and secure test questions are not to be reproduced in any manner, (2) that school personnel are not to disclose the contents of the tests by discussing specific test questions, and (3) that excerpts from secure tests must not be used at any time during classroom instruction or in creating test preparation materials or in resource materials such as study guides. Access to secure tests shall be limited to school personnel who have legitimate need. Persons who have access to secure test materials shall not use those materials for personal gain.

Secure state tests shall not be copied, filed, or used directly in instructional activities. No person may copy, reproduce, or paraphrase in any manner or for any reason secure test materials without the express written consent of the test publisher (i.e., the NCDPI Division of Accountability Services/Testing Section). Copying, reproducing, or paraphrasing secure test materials represents a breach of test security and is a violation of federal copyright laws, North Carolina Administrative Code, State Board of Education policy, and North Carolina Testing Code of Ethics.

Secure for Local Use. Tests/forms designated as “secure for local use” are available through the LEA central office. The local central office leadership *must* adhere to the NCDPI policy for authorized use (see Side 2). Each LEA then determines how the secure for local use tests/forms are to be used within the school system.

Released. Released tests/forms are public domain. They may be photocopied and used by anyone for any purpose without restriction.

The following table identifies all “secure for local use” and released tests/forms from the North Carolina Testing Program as of this publication date. A number of tests/forms are not designated as “secure for local use” or released because there are not enough items/forms. ***Tests/forms not listed below must remain secure.***

Tests	Secure for Local Use	Released	EOC Tests	Secure for Local Use	Released
Grade 3 Pretest	None	None	Algebra I	Forms S, T	None
			Algebra II	Form I	None
EOG Grade 3	Forms L, M	None	Biology	Form J	None
EOG Grade 4	Forms L, H, M	None	Chemistry	None	None
EOG Grade 5	Forms L, H, M	None	ELPS	Form B	None
EOG Grade 6	Forms L, H, N	None	English I	Forms M, O	None
EOG Grade 7	Forms L, H, J	None	Geometry	Form G	None
EOG Grade 8	Forms M, J	None	Physical Science	Form A	None
			Physics	None	None
Computer Skills	None	Performance & Multiple-Choice ¹	US History	Forms P, O	None
			Biology Pretest	None	Form A ¹
High School Comprehensive Test	Yes, no form designation	None	Algebra I, English I, & US History Pretests ²	Form A	None

¹ Released tests are available on the NCDPI Website at <http://www.dpi.state.nc.us/accountability/testing>.

² The LEA test coordinator may purchase these forms by contacting TOPS at (919) 515-4632. Purchased “secure for local use” tests/forms must not be reproduced or photocopied at the local level without permission from the NCDPI due to possible copyright restrictions.

Authorized Use of Secure, Secure for Local Use, and Released Tests/Forms North Carolina Testing Program

The table below is the NCDPI guide for authorized use of secure, secure for local use, and released tests/forms.³

	Secure	Secure for Local Use	Released
<i>Must Apply the Testing Code of Ethics</i>	Yes	Yes	Yes
<i>Must Administer for State Accountability Purposes</i>	Yes	Not Permitted	Not Permitted
<i>Must Re-test After Declaring a Misadministration</i>	Yes	<i>Only with permission of superintendent or LEA test coordinator</i>	Not Applicable
<i>Must Use to Meet Competency or Computer Skills Requirement for High School Diploma</i>	Yes	Not Permitted	Not Permitted
May Conduct an Item Analysis	Not Permitted	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes
May Put in Test Item Banks	Not Permitted	<i>Only mathematics with permission of superintendent or LEA test coordinator</i>	Yes
May Photocopy Test Books	Not Permitted	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes
May Use as Practice Tests	Not Permitted	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes
May Use During Instruction (e.g., teach test-taking skills)	Not Permitted	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes
May Use for Staff Development	Not Permitted	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes
May Retest Students After Remediation or Focused Intervention	Not Permitted	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes
May Conduct Research Studies	<i>Only permitted with written NCDPI approval⁴</i>	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes
View Tests and Test Items by Non-Authorized Personnel (e.g., parents)	<i>Only permitted at NCDPI by appointment</i>	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes
Copy or Make Notes About Tests or Test Items by Non-Authorized Personnel (e.g., parents)	Not Permitted	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes
May Test Incoming Transfer Students to Determine Next Class Sequence	Not Permitted	<i>Only with permission of superintendent or LEA test coordinator</i>	Yes

³ All NCDPI field tests are secure state tests and must not be used for any purpose other than those specified in the instructions that accompany those materials. The materials are not to be filed, retained, or copied by any means in whole or in part.

⁴ Send a written request to Louis M. Fabrizio, Director, NCDPI/Division of Accountability Services at (fax) 919-715-1204 or (e-mail) lfabrizi@dpi.state.nc.us to obtain written approval to conduct a research study using secure state tests.

