AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #540390

Ohio Administrative Code

Rule 4765-24-23 Establishing Test Security and Reporting.

Effective: November 1, 2026

(A) All test questions and all other materials, which are considered part of a test, including, but not limited to, oral or written directions, shall be considered secure and prohibit any person from revealing any specific question and/or materials that are part of a test.

(B) No person shall reveal, cause to be revealed, release, cause to be released, reproduce, or cause to be reproduced any secure test materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

(C) No unauthorized person shall be permitted to be in a test room during any test administration session or be permitted to have access to any secure test materials at any time.

(D) Each fire charter shall establish written procedures to protect the security of computer-based examinations.

(E) Each fire charter shall establish written procedures to protect the security of the online test in these areas, including, but not to be limited to, the following:

(1) Investigating any alleged violation of a test security provision or any alleged unethical testing practice, including ensuring due process for any individual accused;

(2) Determining an action or actions to be taken in response to any confirmed violation of the charter's security procedures, including, but not limited to:

(a) Cheating by a student;

(b) Anyone assisting a student to cheat;

(c) Anyone compromising a student's test.

(3) Determining whether to invalidate a student's test in response to a test security violation caused either by a student and/or by any other person; and

(4) How the written procedures will be communicated in writing and discussed each school year with test proctors who have access to secure test materials, students enrolled in the fire charter who are being tested, and with any other person authorized to be present in a testing room and/or have access to any secure test materials.

(F) Any alleged test security violation must be reported to the division as soon as it becomes known to the fire charter.

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #540390

(G) Upon receipt of information about an alleged test security violation, the fire charter shall open an investigation of the alleged test violation:

(1) Within ten calendar days after the completion of the fire charter's investigation, a written incident report shall be filed with the division delineating the cause and results of the investigation including any corrective action taken;

(2) After a determination that a test security violation has occurred, the division may take any necessary action or actions;

(3) Each fire charter shall ensure the cooperation of all of its employees in any investigation that is conducted by the division pursuant to any allegation or other indication that a test security violation may have occurred.