LOUISIANA DEPARTMENT OF EDUCATION

Test Administrator Exemption for the Use of Devices with Imaging or Text-messaging Capability During the Administration of State Assessments

In accordance with BESE policy, student telecommunication devices are not permitted in any secure testing environment. This includes, but is not limited to, cell phones, smart watches and smart glasses. Any test administrator (TA) requiring a device for medical or other emergency purposes in the secure testing environment must have this form on file with the Louisiana Department of Education.

- This form must be completed with all required assurances and signatures for each TA who requires a medical exemption.
- Incomplete forms will be returned to the DTC as unapproved.
- The form must be submitted to assessment@la.gov by the District Test Coordinator (DTC) **no later than 30 days prior to the testing window.**
- The school test coordinator (STC) must apply their initials to all assurances below.

The test administrator agrees to the following statements:

_____ test administrator knows state and district policy regarding cell phone and other smart device usage during the administration of all state testing

_____ the cell phone can be turned on only for the use of a medical alert that cannot be issued in another way or in cases where the device is the only form of communication with the school's office and there is an emergency that must be reported

_____ test security and test administration training must be completed to administer assessments

_____ an oath of security must be signed prior to administering assessments

_____ use of a cell phone or other smart device to provide cues, clues, hints, or any other unallowable prompting related to test content is forbidden

_____ use of a cell phone or other smart device to capture either an audio or video record of any form of test content on a personal device is a serious violation of test security policy

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_____ cell phone or other smart device use shall not interfere with test administrator responsibilities during testing, including regular monitoring of students during administration

_____ violations of test security can result in voided tests and disciplinary actions

3 Digit LEA Code: _____ District Name: _____

6 Digit School Code: _____ School Name: _____

By signing below, the individuals attest that either (1) the TA has a documented medical condition on file with the local education agency (LEA) that necessitates telecommunication device monitoring, or (2) the TA may need to briefly turn on the device while administering a test in a location without communication access to the school's office in the event of an emergency.

_____ _____

School Test Coordinator Name School Test Coordinator Signature

_____ _____

Test Administrator Name Test Administrator Signature

_____ _____

District Test Coordinator Name District Test Coordinator Signature