**Campus Community School DeSSA Test Policy**

Campus Community School students shall participate in all Delaware System of Student Assessments (DeSSA) testing set forth by the Delaware Department of Education.

Campus Community School staff shall adhere to all guidelines for test training, security and administration set forth by the Delaware Department of Education.

 At least once a year, the District Test Coordinator will engage all test administrators and related staff (principal, paras, etc.) in a face-to-face training. These same staff will complete all relevant and necessary online modules, as well. The purpose of this training is to ensure a secure, valid, and quality assessment environment for all Campus Community School students.

The District Test Coordinator and Special Services Department will work collaboratively to identify the staff who will administer each assessment. Only those people whom have completed all trainings will be authorized to administer an assessment.

Any alleged security violations shall be reported to the District Test Coordinator immediately, whom will conduct a thorough investigation of all violation reports within 24 hours. Security violations will be reported to the Department of Education. Students and staff who violate security procedures may face serious consequences, including dismissal from the school.

The policy will be reviewed yearly with staff, will be included in the staff and student handbooks, and will be posted on the CCS website.