

CERTIFICATION OF RESOLUTION
TEST SECURITY POLICY

Parma Academy
(An Ohio Non-Profit Corporation)

The Governing Authority (the "Board") of **Parma Academy** (the "School"), a non-profit corporation organized under the laws of the State of Ohio, hereby resolves as follows:

WHEREAS the School shall designate a test administrator pursuant to ORC 3301.0711; and

WHEREAS the School shall follow pre-test security measures, during test security measures, and after testing security measures, pursuant to Chapters 3313 and 3319 of the Ohio Revised Code and 3301-7-01, 3301-13-05 and 3301-13-02 of the Ohio Administrative Code.

IT IS HEREBY RESOLVED that the School shall adopt the Test Security Policy, attached as Exhibit A, and directs the School's Operator to prepare and implement any and all necessary plans, policies, and protocols to conform to the aforementioned State of Ohio laws and administrative rules to securely administer state tests.

IT IS FURTHER RESOLVED that the Board Chair is authorized and directed to execute any and all forms, and/or documents required in connection or by reason of this resolution.

APPROVAL AND ADOPTION

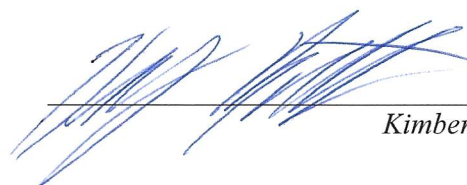
Motion to adopt the Test Security Policy (with / without amendment(s),

Made by PETREA

Seconded by SANZOTTA

Board Member <i>Name</i>	AYE	NAY	Other <i>(Not present, abstain, etc.)</i>
Diane Faehnrich	/		
Mary Galinas	/		
Jonathan Petrea	/		
Mark Sanzotta	/		
Kimberly Bartlett, Chairwoman	/		

Executed and adopted by a vote of the Board on this 10th day of MARCH, 2025.



Kimberly Bartlett, Chairwoman
Parma Academy

Test Security Policy

To protect the security of state mandated tests, the School's Operator shall prepare written procedures that address the requirements set-forth in Ohio Administrative Code (OAC) section 3301-13-05(F) and (G).

The test security provisions shall be provided to the Ohio Department of Education and Workforce (Department) as it may require.

The Operator, before the administration of any state test but no later than **October 1st** of each school year, will communicate in writing to and discuss with employees with access to the test materials and to students being tested the written security procedures and the consequences for violating the security measures.

The Operator shall report any alleged test security violation to the Department in accordance with the Department's procedures and OAC 3301-13-05(I).

Pursuant to the Electronic Communication Device Policy approved by the Board, students are not permitted to have an Electronic Communication Device during the school day, and this includes during and after state testing. Exceptions may be found in the Electronic Communication Device Policy.

This policy does not apply to commercial tests, if used. The Operator is directed to follow the rules and procedures set by the commercial test provider.

School's Operator is further directed to prepare and implement any and all necessary plans, policies, and protocols to conform to the State of Ohio's laws and administrative rules to securely administer state tests.

Legal References:
ORC 3313 and 3319
OAC rules 3301-7-01, 3301-13-05 and 3301-13-02

Revised 2_2025