

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

SECURE FOR LOCAL USE TESTS

Effective: July 1, 2001

Original Effective Date:

Reference: [NCDPI/Division of Accountability Services/Testing Section](#)

Purpose:

To establish a policy regarding how tests that are designated as “secure for local use” are to be used.

Target Group:

All employees

Policy:

The [North Carolina Department of Public Instruction](#) makes the designation regarding the status of North Carolina-developed tests. Test/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. The Office of Education Services (OES) has determined that tests designated as “secure for local use” shall be used in the following manner.

Tests	Secure for Local Use	Released	Guide For Use
Grade 3 Pretest	None Available	NONE AVAILABLE	
EOG Grade 3 EOG Grade 4 EOG Grade 5 EOG Grade 6 EOG Grade 7 EOG Grade 8	Form L Form L Form L Form L Form L Form M	NONE AVAILABLE	<ul style="list-style-type: none"> • May Use During Instruction (i.e., teaching test-taking skills, etc.) • Must apply the Testing Code of Ethics
EOG Grade 3 EOG Grade 4 EOG Grade 5 EOG Grade 6 EOG Grade 7 EOG Grade 8	Form M Forms H, M Forms H, M Forms H, M Forms H, J Form J	NONE AVAILABLE	<ul style="list-style-type: none"> • Testing coordinator should secure tests in locked area. • Access to these materials shall be limited to school personnel who have legitimate need. • Tests will be used only with the permission of the Superintendent. • Must apply the <i>Testing Code of Ethics</i>
Computer Skills Test	NONE AVAILABLE	Performance & Multiple-Choice (available on the NCDPI Website)	<ul style="list-style-type: none"> • May be photocopied and used by anyone for any purpose without restriction

Algebra I Algebra II Biology Chemistry ELPS English I Geometry Physical Science Physics US History	Form S, T Form I Form J None Form B Forms M, O Form G Form A None Forms P, O	NONE AVAILABLE	<ul style="list-style-type: none"> • May Use During Instruction (i.e., teaching test-taking skills, etc.) • Must apply the <i>Testing Code of Ethics</i>
Biology Pretest	None	Form A (on NCDPI Website)	<ul style="list-style-type: none"> • May be photocopied and used by anyone for any purpose without restriction
Algebra I, English I, US History Pretests	Form A	NONE AVAILABLE	<ul style="list-style-type: none"> • May Use During Instruction (i.e., teaching test-taking skills, etc.) • Must apply the <i>Testing Code of Ethics</i>

Special Note(s): N/A