

SOUTHWEST FIRE ACADEMY		POLICY-600-008	
POLICY	SECTION: 600 - Procedures		
	TITLE: Test Instrument Security		
	Date Approved: August 7, 2015		Revision Dates: None
Subject: Policy Intent and Application			
Scope: This Policy applies to all employee's and students of the Southwest Fire Academy			
Purpose: The Policy establishes the security measures taken to ensure test item security			
Procedures: SFA shall appoint a person or persons that is responsible for testing materials and the testing materials and software shall be kept in a locked and secure location. Testing materials shall be controlled by the following means during development, validation and review: <ol style="list-style-type: none"> 1. Items for testing review shall be created and released by the testing supervisor 2. The following items must be documented <ol style="list-style-type: none"> a. Number of test items and descriptions handed out b. Custody log shall be maintained from the time the testing supervisor hands out the tests to the time they are received 3. SFA shall maintain all test editing and test development software in a secure room and all computers shall be username and password protected 			
References: 1. None			
Notes:			