

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 4.701

Maintaining Test Security – Embargoed Data

February 18, 2019

Embargoed Data

Periodically, the Tennessee Department of Education (TDOE) establishes data review periods whereby school districts are provided access to preliminary data files in order to review, analyze and verify the data before the data is deemed final and released publicly. Preliminary data may change during this review process; therefore, any data provided by TDOE during the review period shall be under embargo for the length of the review period. TDOE will establish which data is covered by the embargo, the term of the review period and embargo, and the specific process for the school district to use in order to submit potential corrections to the department. During the embargo period, there must not be unauthorized public release of this unfinalized data.

When Oak Ridge Schools receives embargoed data, the following processes and procedures must take place:

1. Embargoed data must remain secure. Embargoed data may be accessed, shared and communicated only by and to authorized individuals. Embargoed data may not in any circumstance be accessed, shared or communicated to non-authorized individuals.
2. Embargoed data must be stored only where the Superintendent and authorized individuals may access it.
3. Authorized individuals will include the Superintendent, Executive Directors, academic supervisors, academic and assessment coordinators, and school administrators.
4. If one of the authorized individuals indicated above would like to authorize an additional individual to review embargoed data (e.g. Data Coach), the school administrator will communicate the individual's name to the Data and Assessment Coordinator, share protocols around embargoed data with the individual, and take responsibility for the individual's respect of the embargoed data protocols.
5. The Data and Assessment Coordinator will keep a list of everyone in the district with access to embargoed data.
6. Embargoed data must not be transferred via unsecure email.
7. Any embargoed data will be clearly labeled as "embargoed."
8. Publicly available discussions, presentations and reports based on embargoed data may not occur during the review period.
9. All internal district and school discussions and reports must protect the privacy, anonymity and confidentiality of embargoed data in compliance with the Family Rights and Privacy Act (FERPA) and the Tennessee Transparency and Accountability Act.

If there is a data release incident, it must be reported to the TDOE within 24 hours of discovery. Any authorized individual who is responsible for a data release incident, whether through negligence or intent, may be subject to permanent loss of access to embargoed data during future review periods.