

School Test Security Plan

School Test Security Plans are for the purpose of documenting site-specific information, and must be consistent with the procedures outlined in the district and state test security plans.

School Site-Specific Information

School: Doral Academy, Saddle SY 2022-2023

Principal: Eileen Gilligan

School Year:

Individuals responsible for carrying out the procedures of the School Test Security Plan

Name: _____ **Title:** _____

Caitlyn Grennan

Assistant Principal

Amy Condron

Assistant Principal

Eileen Gilligan

Principal

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students, and non-licensed individuals required to be present in the testing environment are trained in the following manner:

A staff meeting in January 2023, will be provided for teachers and proctors on test security. Teachers will be given a test security handout along with the Administration Guide from the State.

STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS

Test materials are stored in the following secured and locked location:

Materials will be kept in the assistant principal's office, in a locked cabinet. If a secondary location is needed, the materials will be locked in the principal's office.

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The following individuals have access to the secured test materials and/or computers:

Name:	Title:
Caitlyn Grennan	Assistant Principal
Amy Condron	Assistant Principal
Jennifer Angel	Instructional Coach

Online testing rooms and the test administrator's computer are secured as follows:

Testing computers are kept in locked cabinets and behind locked doors.

ELIGIBILITY

The following procedures are used to verify student eligibility:

Student information as listed within DRC is validated prior to beginning testing. Any students that are enrolled but not listed are added unless they have already taken the tests at their previous school.

Accommodations for students with IEP/504 plans are entered into DRC prior to testing sessions being created.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to distribute, collect and return paper/pencil test materials or online test tickets:

All testing at this site will be done on line. Testing tickets will be kept in the secure room until distributed in the testing rooms.

Test administrators will pick up test tickets each day from the secure room. At the conclusion of testing the test tickets will be returned to the secure room for disposal or future use, ie absent students.

All scratch paper will be collected in the testing room at the conclusion of the testing sessions and shredded.

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EMERGENCY SITUATIONS

The following plan is in place to address test security issues during an emergency situation:

Teachers will be provided instructions during the Testing Security training that if an emergency occurs during testing that all materials need to be locked and secure during the emergency and/or evacuation.

ADDITIONAL TIME

The following procedures are used for students who require additional time for testing:

Teachers will be provided instructions during the Testing Security training that if an emergency occurs during testing that all materials need to be locked and secure during the emergency and/or evacuation.

ACCOMMODATIONS

The following procedures are used to ensure compliance with student testing accommodation plans:

Teachers will be provided a list of students with IEP/504 testing accommodation. The special education staff will be responsible for providing a list of accommodations of all special education students to the test coordinator. The Special Education teacher and Counselor will be responsible for providing a list of accommodations for the students with 504s to the test coordinator. Special Education teachers will be administering the test to student's in regards to their needed accommodations.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

Instructional Assistants will be available to escort students to the restroom if needed. Red/green cards will be prepared for teachers to place on their door if they need assistance without interrupting the students testing.