

Discovery Charter School
School Test Security Plan

School Site-Specific Information	School Year:	2018 - 2019
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School:	Discovery Charter School Hillpointe Campus K-8 Sandhill Campus K-8	Principal:	Dr. Deniece Nohara
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Individuals responsible for carrying out the procedures of the School Test Security Plan

Name:

Title:

Dr. Deniece Nohara		Principal
Donna Childers		Assistant Principal
Amada Kettleison		Teacher Collaborator/Instructional Coach

STORAGE OF TESTING MATERIALS

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

Hillpointe Campus - Locking Fireproof Cabinet Sandhill Campus - Locking Fireproof Cabinet
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The following individuals have access to the secured testing materials:

Name:

Title:

Dr. Deniece Nohara		Principal
Donna Childers		Assistant Principal
Amada Kettleison		Teacher Collaborator/Instructional Coach

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students are trained in the following manner (when/where/how):

Test Security Training 2018/2019 offered at both Hillpointe and Sandhill campuses. School personnel who administer test will complete a professional training day in which a PowerPoint will be presented to cover all key aspects of standardized test administration. All personnel who administer the test will also receive additional training through videos issues by the State of Nevada. All personnel who administer the test will also sign a verification of mandatory staff training form NRS 390. All personnel who are authorized to view test content will sign a confidentiality agreement form.

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VERIFICATION OF STUDENT IDENTITY

The following procedures are used to verify the identity of secondary students participating in testing:

Student class lists and registration information will be reviewed, verified and test-eligible student lists will be generated and verified in the school office using Infinite Campus.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to collect test materials from students after each test administration:

Test schedules will be developed, reviewed, and posted for all teachers and proctors. Test proctors A. Kettleon, H. Ongbongan, D. Childers, and Dr. Nohara. Dr. Nohara, Mrs. Childers and Amanda Kettleon will review test security and administration guidelines, inventory all tests, identify them individually by number and ensure they are distributed and collected on the test schedule. Test answer sheets and test tickets will be maintained securely with all test booklets. All test booklets and answer sheets will be inventoried and accounted for prior to and following each test session.

The following procedures are used to collect test materials from school personnel administering tests after each testing session: (test administer - test coordinator)

Test coordinators will verify the security of all test materials following each session by signing the test materials log, placing one copy with the tests and filing one copy with the principal of Discovery Charter School.

The following procedures are used for ordering and returning all testing materials to vendor following each test administration:

Dr. D. Nohara (Principal) and/or Donna Childers (Assistant Principal) will be in charge of ordering all testing materials from Data Recognition Corporation (DRC). The inventory of all test materials, review of test administration logs and daily inventories will be conducted by Dr. D. Nohara (Principal) and/or Donna Childers (Assistant Principal). Dr. D. Nohara (Principal) and/or Donna Childers (Assistant Principal) will verify the submission of all test data and materials to the Data Recognition Corporation (DRC).

EMERGENCY SITUATIONS

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

Test coordinators will lock down the testing materials and maintain test security at the highest level available under the emergency situation and events. They will collect all materials during evacuation procedures, and maintain control of the materials until they can be inventoried and returned to the locked files.

ADDITIONAL TIME

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

All accommodations and extra-time students will be identified and provided appropriate settings. Test proctors will provide appropriate supervision.

ACCOMMODATIONS

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

Special services personnel (Jenny Naas) will review all student records and identify specific

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accommodations for testing. They will meet with test proctors to ensure compliance in all testing settings.

ON-LINE TESTING

Verification that computers are prepared for online testing

Mrs. A. Kettleson ensures computers are ready for online testing by periodically checking system requirements and updating systems, as necessary.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

Dr. D. Nohara (Principal) and/or Donna Childers (Assistant Principal) will conduct the original inventory of all test materials, review the test administration logs and inventories daily, and verify the submission of all test data to the Department of Education.

Any test irregularities will be noted immediately and reported as required.

TRAINING REQUIREMENTS

- The identified administrator at the school is responsible for providing complete training annually in test security and test administration for all school personnel. Schools must have a signature sheet indicating that school personnel and any others who assist in any way with the administration of state-mandated tests have been trained on proper administration procedures and security issues.
- The identified administrator of the school is also responsible for providing a refresher training prior to each state-mandated test administration focusing on specific requirements of the test being administered as well as an overview of test security procedures, taking into account the following requirements:
 - Primary responsibility for a test administration must not be given to unlicensed personnel, substitute teachers, student teachers, or parent and community volunteers.
 - Only individuals who have participated in the annual or refresher training may be allowed to administer or proctor an examination unless a special training has been provided for them prior to administration of the test.

DISCLOSURE OF TEST CONTENT AND APPROVED ANSWERS

- Under no circumstances shall copies of test booklets, writing prompts, or student responses be circulated among faculty, administrators, or other persons.
- Administration of a state-mandated examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content.

STORAGE AND DISTRIBUTION OF TEST MATERIALS

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- Test booklets, writing prompts, and student responses must be stored in locked storage cabinets while located at the school site. At no time may examination materials be left unattended in any area where students and others have unsupervised access.
- The cabinet used for the storage of secure materials required for the Nevada Proficiency Examination Program must not be accessible to anyone other than the principal or school test coordinator, nor can it be used for the storage of other materials to which individuals other than the principal or test coordinator require access.
- Examination materials are not to be distributed to test administrators until the prescribed date for test administration.

- The classroom test administrator must maintain a log identifying the serial number of the test booklet assigned to each student in the classroom.
- Classroom test administrators must account for all test booklets, writing prompts, student responses, HSPE formula sheets, and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason.

ADMINISTRATION OF EXAMINATIONS

- Student eligibility must be verified prior to testing.
- Classroom test administrators must follow all instructions given in the administration manuals for each test.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Classroom test administrators and proctors must circulate through the room, ensuring that students are on task and marking in the correct section of the test.
- Classroom test administrators, proctors, or other adults may not provide assistance of any kind beyond making certain that students understand the instructions for taking the test.
- Students may not provide assistance of any kind on test material to other students.
- Test administrators or proctors must NOT translate any part of the test (including directions) into another language.
- A restroom break should be provided prior to the test administration. Restroom breaks should be discouraged during the administration of tests in Grades 3 through 8. On any administration of the High School Proficiency Examination, having students leave the room for any reason except in an emergency should not be allowed.
- At no time shall students be left unattended with test materials.
- All required materials, e.g., #2 pencils, test booklets, answer sheets, and scratch paper must be provided at the testing location.
- All test materials, including test booklets, writing prompts, student responses,

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HSPE formula sheets, and scratch paper, must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. Extra care must be taken to monitor the students' use of scratch paper to avoid cheating.

- Additional instructional materials, beyond those specified in test administration instructions, or approved by an IEP committee, cannot be provided to students for use during a test administration.
- Provide additional time in a test-conducive environment to students who are working productively at the end of a scheduled testing period. Students may not interact with peers prior to completing a part of a session, and may not return to a previously-administered part on a subsequent day.
- Parents or guardians of students who are participating in a test must not be allowed in the testing room