

*School Test Security Plan***School Site-Specific Information**School Year: **2018-2019**

School: Doral Academy of Northern Nevada

Principal: Megan Pruitt

Individuals responsible for carrying out the procedures of the School Test Security Plan**Name:****Title:**Megan PruittPrincipalJami CurtisAssistant PrincipalSusan YoungTeacher Assistant**STORAGE OF TESTING MATERIALS****Test materials are stored in the following secured and locked location:**

Locked cabinet in admin office

The following individuals have access to the secured testing materials:**Name:****Title:**Megan PruittPrincipalJami CurtisAssistant PrincipalSusan YoungTeacher Assistant**TEST ADMINISTRATION AND SECURITY TRAINING****School personnel who administer tests to students are trained in the following manner (when/where/how):**

Principal will provide complete training annually in test security and test administration for all personnel involved in testing.

School Test Security Plan

VERIFICATION OF STUDENT IDENTITY

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

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

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

Test tickets will be kept secure, ensuring no student-identifying info is distributed.
Test tickets will be collected and redistributed for second part of test administration.
A sign-in/sign-out sheet including dates and times will be kept to track movement and custody of materials.

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

All test booklets will be accounted for through a system where a log is kept to identify test booklets assigned to each student.
Test administrator will account for all test booklets and testing materials before students are allowed to leave the testing room for any reason.
Test administrator will place test booklets in serial number order and return all materials to locked cabinet by the end of the day.

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

Online tests are paused. Test administrator is last one out of room. Test booklets are left in visibility. Test administrator locks the doors and follows school's emergency plan.

EMERGENCY SITUATIONS

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

All students are allowed as much time as needed if working productively in a testing-conducive setting. If students must be moved to another location during test administration, their test materials must be collected and kept secure through all transfers to another trained licensed educational personnel and testing rooms.

School Test Security Plan

ADDITIONAL TIME

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

All students are allowed as much time as needed if working productively in a testing-conducive setting. If students must be moved to another location during test administration, their test materials must be collected and kept secure through all transfers to another trained licensed educational personnel and testing rooms.

ACCOMMODATIONS

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

Principal will ensure all identified students with special needs are provided appropriate accommodations and designated supports as outlined in their testing plans. Testing accommodations or designated supports a student may use for each assessment are dictated by the test provider along with specific assessment manuals/guidelines, and must be documented on a student's testing accommodations form or as designated supports.

ON-LINE TESTING

Verification that computers are prepared for online testing

All student computers will be prepared for online testing.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

Student & school-wide preparation will include proactive measures such as providing students with multiple opportunities to practice with online navigation and test tools to be prepared to test independently. Define "cheating" for students. Provide clear expectations for behavior and all activities in the testing room before, during, and after a test. Involve parents in communicating and enforcing testing procedures.