

*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 Year: 2018-2019****School:** Nevada Connections Academy**Principal:** Chris McBride**Individuals responsible for carrying out the procedures of the School Test Security Plan****Name:****Title:**

Chris McBride

Superintendent

Carrie Miller

Lead Teacher Nevada Testing

Amy Hunt

High School Principal

Heather Engelhardt

Elementary School 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:**

All school personnel will be required to complete a training course designed by the NCA testing team by October 30th. The training course includes information contained in the Test Security Training provided by the Nevada Department of Education and includes an assessment. In person and virtual meeting follow up training sessions will be provided for all staff members throughout the remaining school year.

**STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS**

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

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Locked cabinet within a locked test storage room at the NCA Office (555 Double Eagle Ct Ste 200, Reno, NV 89521)

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

**Name:**

**Title:**

Chris McBride	Superintendent
Amy Taylor	Executive Administrative Assistant
Doc Snell	Lead Teacher – Northern Nevada Testing
Carrie Miller	<b>Lead Teacher Nevada Testing</b>

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

Online testing ‘rooms’ only occur during MAP testing and is secured via teacher observation over webcam. Test administrator’s computers are secured by password protection.

### **ELIGIBILITY**

**The following procedures are used to verify student eligibility:**

Confirm student identity with ID or teacher recognition, verification of grade level/cohort year, course enrollment (when applicable), and previous participation (when applicable).

### **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:**

Test booklets, answer documents, writing prompts and students responses will be stored in locked storage cabinet in a locked dedicated Test Security Room. The Asst. Director of Student Accountability will maintain a log identifying the serial numbers of the test booklets assigned to each test location. Secure testing materials (test booklets, answer documents, writing prompt, student responses, HSPE formula sheets, extra booklets, and scratch paper) will be distributed on or before the date of test administration, dependent on test locations. Materials will be distributed in locked case(s) to the Test Administrator for each testing location; the Test Administrator is responsible for the materials while in their custody, and materials will be maintained in the locked case when not in use until they are returned to the Asst. Director of Student Accountability in the Test Storage Room. The Test Administrator will maintain a log identifying the serial number of the test booklet assigned to each student. All individuals present in the testing

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room (students, licensed personnel, and any unauthorized individuals who may have entered the room) will be documented by the Test Administrator using the logs provided. The Asst. Director of Student Accountability is responsible for accounting for all test booklets and other testing materials upon return by verifying the serial number of returned test booklets.

At the conclusion of each test, the Test Administrator will secure test materials in locked case(s), and will return materials to the Asst. Director of Student Accountability in the Test Storage Room. The Asst. Director of Student Accountability will confirm that every test booklet, writing prompt and answer document that was assigned to the Test Administrator is returned by verifying the serial number of returned test booklets.

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### **EMERGENCY SITUATIONS**

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

The Test Administrator is responsible for securing all testing materials in a locked case(s) in the event of an emergency situation. Training will be provided.

### **ADDITIONAL TIME**

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

At the conclusion of the scheduled testing period, materials will be collected from all students. Students who have completed the test will be allowed to leave. Students who have not completed the test, and who continue to work productively, will have materials returned so that they may complete the test.

### **ACCOMMODATIONS**

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

Each Test Administrator will be given a copy of testing accommodations for students at their test site with accommodations and/or designated supports. Equipment or materials needed for accommodations and designated supports will be provided. Sufficient facilities will be reserved to support students with accommodation(s).

### **OTHER PROCEDURES**

**Listed below are additional procedures followed to ensure test security:**