

School Test Security Plan

School Site-Specific Information

School Year: 2018-2019

School: Alpine Academy

Principal: Jill Ross

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

Name:	Title:
<u>Jill Ross</u>	<u>Administrator, Testing Coordinator</u>
<u>Michael Bradley</u>	<u>Assistant Administrator</u>
<u>Eloisa Artinger</u>	<u>Registrar</u>

STORAGE OF TESTING MATERIALS

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

Test materials are stored in the locked Media Room in a locked file, fire proof cabinet.

The following individuals have access to the secured testing materials:

Name:	Title:
<u>Jill Ross</u>	<u>Principal</u>
<u>Michael Bradley</u>	<u>Assistant Principal</u>
<u>Eloisa Martinez</u>	<u>Registrar</u>

TEST ADMINISTRATION AND SECURITY TRAINING

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

All personnel who administer tests to students are trained in a Professional Development meeting. They are trained one month before testing and they are trained by the Test Coordinator. They are given copies of testing procedures and then receive a refresher course before testing.

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VERIFICATION OF STUDENT IDENTITY

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

Students' identities are verified by using rosters, student id's and sign in sheets. Because of the low number of students testing (approximately 30 per grade), staff members are well acquainted with students. If there is a question of identity, students ID will be used to identify them.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

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

All test materials are collected including booklets, answer documents, scratch paper, formula sheets and writing prompts. A log is maintained identifying the serial number of the test booklet assigned to each student in the classroom. Test booklets are placed in serial number order before returning to the school test coordinator.

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

Upon completion of testing, test administrators must return all testing materials to the school test coordinator in a timely manner that same day.

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

The Test Coordinator gathers all testing materials and organizes them for return. Once all testing materials are accounted for and organized they are place in the appropriate return boxes with all documentation filled out. The Principal signs the form to assure all testing was done in accordance with the law. The materials are then sent to the vendor.

EMERGENCY SITUATIONS

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

If an emergency occurs, all students will be evacuated, and the testing administrator will collect the tests to ensure there are no security issues.

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ADDITIONAL TIME

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

All students are allowed as much time as needed the day of testing. Students will remain in the same room to finish testing or may be required to move to another room. If they must move, all testing materials will be collected by the test administrator and returned to students once in the new room and students are seated.

ACCOMMODATIONS

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

All testing accommodations are reviewed prior to testing. Students with accommodations are tested in a separate room. Accommodations are only given to students who have them identified and outlined in their IEP or 504. Testing Administrators will ensure each student with accommodations, receives them.

ON-LINE TESTING

Verification that computers are prepared for online testing

All computers will be prepared for online testing and verified by the school test coordinator.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

To ensure test security Alpine Academy will follow all steps of the security plan. Additionally the school test coordinator will double check the plan each step of the way. All staff will be trained and aware of the security plan.