

*School Test Security Plan*

**School Site-Specific Information**

**School Year:** 2018-2019

**School:** Imagine School Mountain View

Dr. Eve Breier-Ramos

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

<b>Name:</b>	<b>Title:</b>
<u>Dr. Eve Breier</u>	<u>Principal</u>
<u>Nichole Shaffer</u>	<u>Assistant Principal/Instructional Coach</u>
<u>Nicole Gums</u>	<u>Assistant Principal/Instructional Coach</u>

**STORAGE OF TESTING MATERIALS**

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

- Principal's office on campus. A sign-in/sign-out sheet including dates and times must be kept to track the movement and custody of materials.
- These are the only materials stored in the office location.

**The following individuals have access to the secured testing materials:**

<b>Name:</b>	<b>Title:</b>
<u>Dr. Eve Breier</u>	<u>Principal</u>
<u>Nichole Shaffer</u>	<u>Assistant Principal/Instructional Coach</u>
<u>Nicole Gums</u>	<u>Assistant Principal/Instructional Coach</u>

**TEST ADMINISTRATION AND SECURITY TRAINING**

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

The school will ensure that state guidelines will be fulfilled per pages 5 & 6 of the NVDOE Testing Security Procedures.

*School Test Security Plan*

**VERIFICATION OF STUDENT IDENTITY**

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

N/A

**DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS**

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

Each student exits their test upon completion of the exam. All scratch paper and secure test tickets are shredded immediately. All technology is stored in a locked room.

The NAA assessment scratch paper and secure test tickets are shredded immediately. All materials are locked in an office until they are shipped to vendor for scoring.

The ACCESS for ELLs assessment secure test tickets are shredded immediately. The test booklets are shipped back to the vendor upon completion and remain locked in an office until completion of the testing window. All materials are locked in an office until they are shipped to vendor for scoring.

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

All scratch paper and secure test tickets are shredded immediately. All technology is stored in a locked room.

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

The NAA and ACCESS for ELLs are locked in a secure office location until completion of the examination. Once completed, all materials are shipped back to the vendor.

## *School Test Security Plan*

### **EMERGENCY SITUATIONS**

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

All of the testing materials will be placed in the testing bin and remain in the locked classroom. If it is a classroom specific emergency then the test administrator will immediately contact the testing coordinator.

### **ADDITIONAL TIME**

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

The testing material is collected and the student will be escorted to a pre-selected location where they will be monitored by the test administrator for the remainder of their testing time.

### **ACCOMMODATIONS**

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

Special Education Coordinator provides the testing coordinator a list of students who have testing accommodations and that is used to schedule. The students identified tested in an alternative test setting based on IEP accommodations.

### **ON-LINE TESTING**

**Verification that computers are prepared for online testing**

Option 1: Students will be using Chromebooks  
Assurance of up-to-date operating system.

### **OTHER PROCEDURES**

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

N/A