

School Test Security Plan

School Site-Specific Information

School Year: **2018-2019**

School: Oasis Academy

Principal: Rochelle Tisdale

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

Name:  
Melissa Mackedon  
Rochelle Tisdale  
Natalie Lane

Title:  
CEO  
CAA  
Academic Strategies Specialist

**STORAGE OF TESTING MATERIALS**

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

Test materials (test booklets, if applicable, writing prompts and student responses including scratch paper) are stored in a secured locked office. The doors remain locked at all times with the exception of test distribution and collection times. Only those individuals listed below have access to the cabinet.

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

Name:  
Melissa Mackedon  
Rochelle Tisdale  
Natalie Lane

Title:  
CEO  
CAA  
Academic Strategies Specialist

**TEST ADMINISTRATION AND SECURITY TRAINING**

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

Melissa Mackedon and Natalie Lane, will be attending training provided by the Nevada Department of Education as soon as it is announced. Following that training we will provide complete training in test security and test administration to all staff members two weeks prior to the first test. Those guidelines will be reviewed at the weekly staff meeting the week prior to all additional tests. Each staff member will sign the signature sheet indicating participation in that training.

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### **VERIFICATION OF STUDENT IDENTITY**

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

Eligibility at the elementary, middle, and high school level will be verified through the schools state approved enrollment procedures; therefore, all students in grades 3-7 are eligible to take the Smarter Balanced test, all 8<sup>th</sup> graders will take EOC Math 1, Combined ELA 1, and 3-10<sup>th</sup> graders will take the ACT Aspire. Oasis will use the Bighorn portal to determine which 9<sup>th</sup>, 10, and 11<sup>th</sup> graders still need to take and/or pass EOC test (Combined ELA, ELA 1, ELA 2, Math 1, Math 2, and Science). All 11<sup>th</sup> graders will take the ACT. Eligibility will be validated through Nevada Department of Education's BIGHORN portal pre-id authorization procedures.

Classroom teachers, who have taught the students all year will administer the test so they will know each student by name and face.

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

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

Paper and pencil test, if any:

Each classroom test administrator will maintain a log identifying the serial number of the test booklet assigned to each student in the classroom. Each day during test distribution each classroom test administrator will verify with a signature that they have received the correct testing materials. The administrator, or one of her designees listed above, will verify with a signature receipt that the same testing materials were returned (test booklets, writing prompts, student responses, scratch paper, and any other testing materials) at collection time.

Online testing:

Teacher will be given secure log in information for each student for both the SBAC, EOC, Science, and ACT Aspire tests. The login will be handed to the student when it is time to start the test. That login information will be collected with any scratch paper used as the students finish each test and returned to the administrator.

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

Classroom test administrators will return all testing materials (test booklets, writing prompts, student responses, scratch paper, login information and any other testing materials) at test collection time to the secure storage area every day. The administrator or a designee noted above will verify and sign that all materials are accounted for and verify serial numbers if applicable.

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

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The administrator will follow the procedures and protocols outlined for each vendor by the Nevada Department of Education and the State Public Charter School Authority.

### **EMERGENCY SITUATIONS**

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

Oasis Academy's primary concern is student safety. In the event of an actual emergency every precaution will be taken to maintain test security and stay in full compliance with the test security document regardless of the situation. Any and all events will be reported to the State Department of Education immediately. We will not conduct any safety drills during testing time to ensure that testing materials remain secure. In the event that the school evacuates, nobody will re-enter the building until all documents have been verified by the administrator or her designee noted above, using the test returning procedures log.

### **ADDITIONAL TIME**

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

If students requires additional time at the end of the scheduled testing period they will be provided that time in the special services room, a test-conducive environment. Students will not be allowed to interact with peers prior to completing the test and will not be permitted to return to a previously administered part on subsequent days.

### **ACCOMMODATIONS**

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

Any students who have a 504 or IEP will have a current accommodation page with their Individualized Education Plan. Accommodations will be entered into the appropriate testing portal as soon as allowable by each vendor. The week prior to the test the accommodations will be given to each test administrator who will sign that they have been given a copy and are aware of the accommodation required. Each day a copy of those accommodations will accompany the test book, if applicable, of each student and be signed for in the test distribution procedures. In the case of online tests the accommodations will be generated by the computer, once entered.

### **ON-LINE TESTING**

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

We have completed online testing previously so we know we have the bandwidth etc. to successfully complete the testing. The bigger issue is getting the TMC set up with DRC. As soon as allowable our tech team will begin that process following all directions and procedures outlined by NDE and applicable vendors (DRC and ACT Aspire).

### **OTHER PROCEDURES**

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

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NA