

School Test Security Plan

School Site-Specific Information

School Year: 2018/2019

School: Mater Academy of Northern Nevada

Principal: Prim Walters

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

Name: Prim Walters

Title: Principal

STORAGE OF TESTING MATERIALS

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

Locked cabinet in my office.

The following individuals have access to the secured testing materials:

Name: Prim Walters

Title: Principal

TEST ADMINISTRATION AND SECURITY TRAINING

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

Staff will be trained at a staff meeting on testing protocol. All teachers will sign off that they understand the procedures.

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**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:

Teachers will collect each test as soon as the student is finished. They will keep them by their side until all students are finished. They will then return the tests to me, administration, and then administration will lock the tests.

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

When signing out tests, teacher will count and sign off that he/she now has possession of the tests. When the teacher returns, the administration will sign off that all tests are collected and accounted for and secure in the testing cabinet.

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

Completed tests will be locked in the cabinet until all tests are complete. Once all tests are complete, administration will follow the procedures to return testing materials to the proper entities with making sure that the tests remain secure.

**EMERGENCY SITUATIONS**

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

During an emergency, the testing facilitator will first ensure the safety of the students and then, if applicable, will ensure that all testing materials are secured. There could be many different emergencies so the teacher is instructed to keep the tests secure at all times, whether she locks them up or keeps them in her hands.

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**ADDITIONAL TIME**

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

A designated testing facilitator will collect the testing materials and escort the students to the alternate testing location. This staff member will make sure students are not talking on the way to a new test site. Upon completion of the tests the facilitator will check in the testing materials to the site testing coordinators.

**ACCOMMODATIONS**

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

Case managers will review each IEP with the general education teacher prior to testing to make sure all students with an IEP are getting the accommodations required in their IEP. Administration will double check with Case Manager to make sure accommodations are met.

**ON-LINE TESTING**

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

Administration and staff will check to make sure lap tops and ipads are ready to go in advance. Our IT department will also double check our technology to make sure we are ready to test.

**OTHER PROCEDURES**

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

Frequent reminders to staff and constant communication on the procedures and policies around testing.