

School Test Security Plan

School Site-Specific Information

School Year: 2018-2019

School: Sports Leadership & Management (SLAM) Academy, Nevada

Principal: Dan Triana

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

Name:

Title:

Jennifer Williamson
Dan Triana
Shannon Evers

Assistant Principal, Test Coordinator
Principal
Assistant Principal

STORAGE OF TESTING MATERIALS

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

All test materials will be stored in locked wardrobe cabinets located in the office file room. Keys to the testing wardrobe cabinets will be held by the Testing Coordinator and Office Manager.

The following individuals have access to the secured testing materials:

Name:

Title:

Jennifer Williamson
Dan Triana
Shannon Evers

Assistant Principal/Testing Coordinator
Principal
Assistant Principal

TEST ADMINISTRATION AND SECURITY TRAINING

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

All faculty are required to participate in test security training provided by the state during fall and spring semesters, which covers test implementation, test security procedures, and test irregularities reporting procedures. Additional training will be conducted prior to each test administration to review testing procedures and test security.

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VERIFICATION OF STUDENT IDENTITY

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

All students will be required to present student identification or be positively identified by faculty test proctors prior to testing. Students and test proctors will verify student information on all test materials prior to testing.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

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

Upon completion of a test, students will submit answers and log out of test site and keep test ticket and any other test materials on the desk until the teacher collects it. As materials are collected, teacher will verify that all materials are accounted for prior to returning materials to the test coordinator. Test proctors will monitor students taking exams on the computer to be sure all security procedures are being followed.

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

Once the test proctor has collected and accounted for all test materials upon completion of testing, he/she will return the materials to the test coordinator and/or assistant who will check in and account for all materials. All testing materials will be counted in the presence of the test proctor. Test proctor and test coordinator/assistant will sign the test transmittal sheet verifying that all materials have been returned.

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

All test materials will be inventoried upon arrival to the school and the test coordinator will verify that the materials match the items ordered. Testing materials will be locked and secured. After testing is complete, all materials will be inventoried again, verified against original invoice sheet, and boxed for return if necessary. Materials will be secured until picked-up by UPS or delivered by testing coordinator or administrator to a location specified by the state.

EMERGENCY SITUATIONS

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

During any emergency situation, testing materials will be secured in locked rooms. Prior to testing, materials will remain in the locked testing office. If testing has started and an emergency situation arises, test proctors will be instructed to lock the classroom doors ensuring all testing materials are secure until the emergency is cleared.

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ADDITIONAL TIME

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

Students who require additional time for testing will be sent to an overflow testing location. Test materials for these students will be collected by the test proctor prior to moving. A faculty member will carry test materials and escort students to the new testing location. Once there the overflow proctor will sign for the materials and redistribute to the students who will need to complete their tests. The original proctor will note on his/her test sign in/out sheet which students and materials were taken to the overflow test room.

ACCOMMODATIONS

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

The Special Education facilitator will review all SAS pages to ensure we clearly have identified any needed accommodations. Students with accommodations may be placed in a small group testing environment according to the accommodation. The Special Education teacher will monitor testing rooms to ensure all SPED students' accommodations are being met.

ON-LINE TESTING

Verification that computers are prepared for online testing

Computer Tech will verify all computers are in compliance with state guidelines for testing. Students will be monitored by test proctor throughout testing to ensure compliance.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

Personnel new to the building after the test security training will be provided with the training and will sign to verify training has been completed.