

*School Test Security Plan***School Site-Specific Information****School Year:** **2018-2019****School:** Mater Academy of Nevada –
Bonanza Campus**Principal:** Amy Gronna**Individuals responsible for carrying out the procedures of the School Test Security Plan****Name:****Title:**

Amy Gronna
Brynn Dessormeau
Josh Torgerson

Principal
Assistant Principal
Assistant Principal

STORAGE OF TESTING MATERIALS**Test materials are stored in the following secured and locked location:**

In the testing room, connected with the registrar's office and locked at all times. Files are locked securely in the bottom shelf of a cabinet.

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

Amy Gronna
Brynn Dessormeau
Josh Torgerson

Principal
Assistant Principal
Assistant Principal

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

Staff are trained by school administration and the testing team on Test Security through formal grade level meetings and staff meetings. Before any state mandated test, a staff meeting will be held approximately two weeks prior to the beginning of testing to make sure necessary test security procedures are followed. Teachers have several required videos that pertain to test specific security procedures that they must watch with school administration present.

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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:

Test administrators are responsible for collecting testing materials from students. Test administrators must ensure that all test materials are collected and placed in a secure area within the testing room that ensures other students do not have access / cannot look at collected testing material. Students will reference test specific procedures for different tests throughout the year (computer based / paper pencil 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 all students have finished testing, the test administrator calls the office to access authorized personnel to take all testing materials from the testing room to store in secure storage area. No test administrator (teacher) or proctor should leave the testing area with ANY testing materials.

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

Schools will contact vendors for materials at least 8 weeks prior to the testing window to secure necessary materials and work with vendor on procedures for additional materials. Schools will follow vendor specific procedures for the return of test materials and ensure materials are returned within the required time frame.

EMERGENCY SITUATIONS

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

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If an emergency occurs and students are evacuated, several scenarios could take place:

During evacuations: All testing areas will be locked and test coordinators will ensure all students have left the testing area.

During a lockdown: It may be possible for students to continue testing (soft-lockdown). If students are unable to continue testing (hard-lockdown), students will stop or pause testing and follow lockdown procedures.

For computer-based testing, tests will be "paused" if possible. If pause is not an option, students will exit tests and follow emergency procedures.

For paper and pencil testing, students will leave ALL materials in the testing room and follow emergency procedures for evacuation. When students return to the testing area, proctors and test administrators will walk students individually back to their testing materials.

ADDITIONAL TIME

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

An additional room will be set up, based on need for students who require additional time for testing.

ACCOMMODATIONS

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

For computer based testing, test coordinators will work with school special education staff to ensure all students are given the correct accommodations within the testing system. For students who require accommodations that are administered by a staff member, a training staff member will administer the accommodations in accordance with the students Individualized Education Plan.

ON-LINE TESTING

Verification that computers are prepared for online testing

School will work with Intallatek Corporation, our site based technology vendor and technology support system, to ensure that all computers are prepared for testing at least two weeks in advance to the beginning of the testing window.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

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- 1) Site based staff meetings to ensure test security with sign in to verify staff participation.
- 2) Signing of non-disclosure agreements for different tests for all involved parties.