

School Test Security Plan

School Site-Specific Information

School Year: 2018-2019

School: Mater Academy Mt. Vista

Principal: Renee Fairless

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

Name:	Title:
<u>Whitney McIntosh</u>	<u>Assistant Principal /Test Coordinator</u>
<u>Oliva Carbajal</u>	<u>Assistant Principal</u>
<u>Danielle Ranney</u>	<u>Assistant Test Coordinator</u>

STORAGE OF TESTING MATERIALS

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

The testing materials will be stored in a locked filing cabinet in the locked testing coordinator’s office that will be locked at all times. He Key to the filing cabinet and the Key to the office will be secured at all times.

The following individuals have access to the secured testing materials:

Name:	Title:
<u>Whitney McIntosh</u>	<u>Assistant Principal /Test Coordinator</u>
<u>Oliva Carbajal</u>	<u>Assistant Principal</u>
<u>Danielle Ranney</u>	<u>Assistant Test Coordinator</u>

TEST ADMINISTRATION AND SECURITY TRAINING

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

All staff will participate in a testing security training on 9/20/18, which covered test implementation, training on test, and security procedures. Additional training will be provided prior to each test administration to review protocol, testing security, test distribution and collection procedures.

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VERIFICATION OF STUDENT IDENTITY

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

All 6th - 8th grade students will be required to present their student identification badge. Both student and test administrator will verify student's information provided on all test materials.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

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

Students will close materials and leave them on desk as the teacher collects all materials. The teacher will ensure all materials are collected and accounted for. If the test is administered by computer, the teacher will continually check on progress and then ensure all computer procedures are followed. Students will be monitored by a teacher and a proctor during computer testing.

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

The assigned test administrator or classroom teacher will return their materials to the test security area and be checked in by the testing coordinator or the assistant test coordinator. Test administrator will sign on a test transmittal sheet verifying that all materials have been returned. The test coordinator or assistant will count materials with the teacher to verify 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. Materials will be secured until picked-up by UPS or delivered by testing coordinator or administrator.

EMERGENCY SITUATIONS

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

During any emergency situation, testing materials will still be secured under lock. Prior to testing, materials will remain in the locked testing office. If testing has started and an emergency situation arises, teachers will be instructed to lock the classroom doors ensuring all testing material 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:

An overflow testing area will be established for any students to use that require additional time for testing. Student's materials will be collected by the test administrator and students will be escorted by licensed personnel to overflow area. Once in the overflow area, the testing administrator will sign for receipt of the student books in that area.

ACCOMMODATIONS

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

The Special Education teacher will review all SAS pages to ensure we clearly have identified any needed accommodations. Students with accommodations may be placed 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 Specialist will verify all computers are in compliance with state guidelines for testing. Students will be monitored throughout testing to ensure compliance.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

All personnel will be instructed about the security procedures in place. Any additional personnel on campus will be asked to sign-in each day and provided instruction regarding test security. All staff will sign the test security instructional guidelines.