

*School Test Security Plan***School Site-Specific Information****School Year:** **2018/2019****School:** Somerset Academy  
Losee K-12**Principal:** Mr. Reggie Farmer**Individuals responsible for carrying out the procedures of the School Test Security Plan****Name:****Title:**

Reggie Farmer

Principal

Jessica Pinjuv

HS Asst Principal

Sarah Ter Avest

ES/MS Asst Principal

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

All test materials will be stored in locked cabinets located within a high value area secured with a high value room key.

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

Dan Phillips

Principal

Jessica Pinjuv

HS Assistant Principal

Sarah Ter Avest

ES/MS Assistant Principal

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

All school personnel involved in the administration of tests will be trained in a staff meeting prior to the test. The training will take place in the appropriate training facilities located with the campus. The training will be provided by the principal and assistant principals.

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### **VERIFICATION OF STUDENT IDENTITY**

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

A registrar, school principal, and school assistant principal will verify the identity of secondary students within our data base system. Students will be asked to sign a signature sheet upon receipt and return of testing materials each session.

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

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

Each teacher will collect the test materials from students as they complete the test administration session. After all students have completed a testing session, the container holding all materials will be collected by a test coordinator. The test coordinator will verify an accurate count of all materials is recorded. The test coordinator will sign off on the required documents verifying that the information is accurate.

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

Each classroom participating in the administration of the test will have a testing container with all necessary materials located within the container. The testing container will be given out each morning, with the test administrator signature verifying the count of all materials in the container. Each student will sign next to his/her name on a master list verifying the test booklet he/she has received. As the classroom finishes testing for the day, the container will be retrieved, and the signature of the test coordinator will be noted to verify that the count of all materials in the container is accurate and that all materials have been collected. This procedure will occur after each test administration during the testing window.

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

If additional materials are needed, an order will be placed through the approved vendor. After the testing window has closed and all students have been tested, all materials will be counted and verified. UPS will be contacted for pick-up of materials. Principal's verification will be completed and submitted.

### **EMERGENCY SITUATIONS**

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

If a student is in crisis during a testing session, the classroom test administrator will signal the office and a testing monitor will come to the classroom to assist. The student's test booklet will be retrieved and all testing procedures outlined in the testing administrator manual will be followed.

### **ADDITIONAL TIME**

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

Students will be given as much time as needed to complete the test. Students test materials will be collected by a testing monitor, and students will be escorted to a different location to complete the test.

### **ACCOMMODATIONS**

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

The special education teachers and the 504 liaisons will work together with the testing administrators to ensure compliance.

### **ON-LINE TESTING**

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

The assistant principals, dean and counselors will work together with the testing administrators and the IT department to verify that computers are prepared for online testing.

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**OTHER PROCEDURES**

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

Staff meetings/trainings and if necessary, one-on-one trainings will occur to ensure test security procedures are communicated and clearly understood. All staff members involved in the distribution and administration of the test will confirm understanding of procedures by signing off on testing manual security measures confirmation page(s).