

*School Test Security Plan*

**School Site-Specific Information**

**School Year:** 2018-2019

**School:** Somerset Academy Sky Pointe

**Principal:** Lee Esplin

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

<b>Name:</b>	<b>Title:</b>
Tricia Metzel	Assistant Principal
Jennifer Ellis	Assistant Principal

**STORAGE OF TESTING MATERIALS**

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

Elementary: Testing materials are locked in a cabinet within the Assistant Principal's office.  
 MS/HS: Testing materials are locked in a cabinet within a secured room.

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

<b>Name:</b>	<b>Title:</b>
Lee Esplin	Principal
Tricia Metzel	Assistant Principal
Jennifer Ellis	Assistant Principal
Trisha Sprague	Office Manager
Dana Paul	Registrar

**TEST ADMINISTRATION AND SECURITY TRAINING**

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

All teachers will be trained on testing procedures during Professional Development meetings, staff meetings, or department meetings. Teachers will sign security documents stating they understand testing regulations and will comply with them.

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### **VERIFICATION OF STUDENT IDENTITY**

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

Student identities will be verified through Infinite campus, school identification cards, and/or driver's license.

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

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

Teachers will check out and sign for all testing materials the day of the exam. Teacher will lock testing materials within a secure cabinet in their classrooms and check materials in at the end of the day. Materials will then be locked in secure cabinets in the Elementary Assistant Principal's office and MSHS secure cabinet and room.

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

Teachers will follow a check in/out system to obtain and return materials the day of exam. This system will consist of a count of test tickets before and after testing and teacher signature stating all materials have been returned.

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

Even though many of the assessments given are technology based, for paper/pencil testing such as ACT and EOC, the necessary forms will be filled out and the assessments will be ordered through their specific vendor. Once the assessment have been completed, they will be returned within the specified window per vendor.

### **EMERGENCY SITUATIONS**

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

All testing materials will be locked in a secure location within the classroom until materials are able to be returned to the testing coordinators.

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**ADDITIONAL TIME**

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

Students requiring more time will be pulled into small groups and allowed to finish the assessment.

**ACCOMMODATIONS**

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

The testing coordinators will work with counselors and Special Education teachers to create a small group testing schedule to address their accommodations.

**ON-LINE TESTING**

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

Testing coordinators will provide IT with a list of issues on laptops and class computers.

**OTHER PROCEDURES**

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