

*School Test Security Plan***School Site-Specific Information****School Year:** **2018/2019****School:** Somerset Academy of Las Vegas –
Lone Mountain Campus**Principal:** Sherry Pendleton**Individuals responsible for carrying out the procedures of the School Test Security Plan****Name:****Title:**

Sherry Pendleton

Principal

Christina Threeton

Assistant Principal

Cesar Tiu

Assistant Principal

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

Testing materials will be stored in a locked file cabinet located in the Office Managers office. The principal and assistant principal are the only key holders to the file cabinet.

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

Sherry Pendleton

Principal

Christina Threeton

Assistant Principal

Cesar Tiu

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, assistant principal/associate administrator.

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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 student login information card and/or test booklet from students upon completion of the test. 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. Any and all scratch paper will be collected and shredded at the conclusion of the testing session.

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 picked up by the test proctor from the secure storage area each morning of a testing day. The proctor and test administrator will count secure materials and provide a signature verifying the count of all materials in the container. When/if using student booklets and answer documents, each student will sign next to his/her name on a master list verifying the test booklet he/she has received. In the case of computer-based testing, student login cards will be distributed at the time of testing and collected at the conclusion of the test. 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.

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

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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 and/or login card will be retrieved and all testing procedures outlined in the testing 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, when allowed as in the testing procedures. 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 principal, special education teachers and the counselor (504 liaison) will work together with the testing administrator to ensure compliance. All test proctors will receive training specific to administering the accommodations specific to their assigned students.

ON-LINE TESTING

Verification that computers are prepared for online testing

The principal, assistant principal, and associate administrator will work together with the testing administrators and the IT department to verify that computers are prepared for online testing.

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.