

*School Test Security Plan*

**School Site-Specific Information**

**School Year:** 2018/2019

**School:** Somerset Academy of Las Vegas –  
North Las Vegas Campus

**Principal:** Jennyyan Martinez

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

**Name:**

**Title:**

Jennyyan Martinez  
Lorraine DeAnda  
Ebony Gaubault  
Cesserly Rice

Principal  
Assistant Principal  
Assistant Principal  
Learning Strategist

**STORAGE OF TESTING MATERIALS**

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

Administrators Office

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

**Name:**

**Title:**

Jenyan Martinez  
Lorraine DeAnda  
Ebony Gaubault  
Cesserly Rice

Principal  
Assistant Principal  
Assistant Principal  
Learning Strategist

**TEST ADMINISTRATION AND SECURITY TRAINING**

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

All general education teachers and test administrators meet in a Test Security meeting as a whole group and then a second small group meeting at a different time and place to go over procedures and the test security plan.

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**VERIFICATION OF STUDENT IDENTITY**

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

Student initials pick up of test tickets, documents and tests are given with homeroom teachers matching student with student Id number.

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

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

Students initial along with teacher to document return of test booklet, answer sheet or test ticket next to prepared list of names and student numbers.

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

Test administrator brings tests to secure administrative location, counts the number of tests and/or test tickets, arranges them alphabetically and signs them in and a coordinator signs as a witness of the count and name verification.

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

The Information and instructions given by the testing vendor are followed explicitly for ordering and returning of materials.

**EMERGENCY SITUATIONS**

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

The Test coordinator is notified and the emergency is handled with all test materials secured at all times. The School Principal is notified of all emergencies.

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### **ADDITIONAL TIME**

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

At the end of the scheduled testing session, Test Administrators and/or proctors must collect all materials, ask students requiring more time to remain seated. Excuse students who have completed the test. Return materials to the remaining students and provide whatever time is necessary for each student to complete the test, as long as he/she is working productively. Those students who remain, including students who test with accommodations, are not to be given an unsupervised break. If students who need more time must move to another location in the school, the School Test Coordinator must develop a procedure that maintains the security of the test materials, does not allow students to receive any assistance with the test, and does not provide an opportunity for student interaction.

### **ACCOMMODATIONS**

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

The School Test Coordinator, together with the Test Administrator, must ensure that All students with special needs receive the appropriate accommodations and non-embedded designated supports.

Accommodations are available for students who have an Individualized Education Program (IEP), covered by a Section 504 Accommodations Plan (Section 504), or Identified, as Limited English Proficient (LEP).

### **ON-LINE TESTING**

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

Ensure all programs are loaded on to computers, equipment is on and connected to a power source, screens are positioned in a way that students cannot easily read another students screen.

### **OTHER PROCEDURES**

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

Any test irregularities are immediately reported to the School test coordinator and School Principal.