

*School Test Security Plan***School Site-Specific Information****School Year:** **2018/2019****School:** Somerset Academy Las Vegas
Skye Canyon K-8 Campus**Principal:** Kate Lackey**Individuals responsible for carrying out the procedures of the School Test Security Plan****Name:****Title:**

Kate Lackey

Principal

Emeri Rodriguez

Assistant Principal

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

All test materials will be stored and secured in a locked file cabinet in the Assistant Principal's office.

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

Kate Lackey

Principal

Emeri Rodriguez

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 principal.

School Test Security Plan

VERIFICATION OF STUDENT IDENTITY

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

Classroom teachers will be administering the exam to their own students which would have been in their class for the previous 8 months; therefore, teachers will know the identity of the students taking the test. Teachers will also take attendance to verify which students are absent and present for the assessments.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

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

For online testing, students will be issued a test ticket with their name and log in information. These will be counted upon check in and check out and locked in a file cabinet in the assistant principal's office.

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

Test materials will be checked out from the assistant principal's office in the morning. Test materials will be collected from each classroom after the entire classroom has completed the test. All test materials and/or log in information for the tests assigned will be signed out and back in by the test coordinator to test administer. Both individuals will verify counts during this transaction.

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

The test coordinator is responsible for organizing test materials to return shipment. All packing slips will be verified to ensure the proper number of answer sheets and booklets are returned. The principal will be responsible for completing the Principal Verification Form to return with the materials.

EMERGENCY SITUATIONS

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

School Test Security Plan

Teachers will be provided instructions during the Test Security Training that if an emergency occurs during testing that all materials need be locked and secure during the emergency and/or evacuation.

ADDITIONAL TIME

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

A room on campus will be designated in each grade level as the location for students needing additional time. The test coordinator, school counselor, instructional coach, and/or administration will be supervising students who need additional time.

ACCOMMODATIONS

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

Teachers will be provided a list of the students with IEP/504 testing accommodations. The special education staff will be responsible for providing a list of accommodations of all special education students to the test coordinator. The counselor will be responsible for providing a list of accommodations for the students with 504s to the test coordinator.

ON-LINE TESTING

Verification that computers are prepared for online testing

The IT staff member is responsible for verifying the online testing software is downloaded. Administration will be available to troubleshoot anything that may occur during the testing window.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

Instructional Aides will be available to escort students to the restroom if needed. Teachers will communicate with administration and instructional aides via text when a student needs to use the restroom or go to the nurse.