

*School Test Security Plan***School Site-Specific Information****School Year:** **2018-2019****School:** Somerset Academy Stephanie
Campus**Principal:** Ruby Norland**Individuals responsible for carrying out the procedures of the School Test Security Plan****Name:****Title:**

Renaë Notaro

Assistant Principal

Jose Herrera

Assistant Principal

Delilah Rodriguez

SPED Facilitator

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

Test materials are secured in a locked cabinet stored inside a locked storage room near the front office. Only administration has keys to this locked storage room.

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

Renaë Notaro & Jose Herrera

Assistant Principal

Delilah Rodriguez

SPED Facilitator

Ruby Norland

Principal

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

School personnel will be trained during grade level meetings, face-to-face in a teacher's classroom. A powerpoint of testing procedures/protocols as provided by NDE will be presented. They will also be provided with written directions and they will all sign to acknowledge the training.

- o Instructions in proper handling of test materials, including test tickets
- o Instructions in proper test administration
- o Security procedures as outlined in this document
- o Additional security procedures as outlined in the district test security plan
- o Information regarding protection of school district personnel regarding the disclosure of testing irregularities (See [Protection of School District Personnel](#) in the Appendix.)
- o The potential consequences for failure to comply with the state and district test security plans

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VERIFICATION OF STUDENT IDENTITY

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

Test tickets are checked for accurate names and date of birth and that they match the rosters the students are signing. The students will verbally tell the teachers their date of birth to match the test ticket. Students will then initial the roster as soon as they receive their test materials.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

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

The teacher will distribute materials to students one at time and each student will initial next to their name to acknowledge receiving their personal test materials. The teacher will collect materials one at time from each student. The student will initial next to their name to acknowledge that their test materials were collected by the teacher. The date of the distribution and collection will be on the roster as well.

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

Test coordinators will come to each classroom immediately upon all students completing the test to collect all testing materials. The test coordinator will check the student initialed roster and count the materials to ensure that all materials are being turned in. After verifying the correct amount of materials, the teacher will initial on a teacher roster that they have returned the materials to the testing coordinator.

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

The materials will be locked in the secure location upon arrival to the school. Orders will be placed online via the DRC website and any materials that may need to be returned will be securely sealed and mailed back.

EMERGENCY SITUATIONS

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

Teachers and all test coordinators must have their testing materials with them at all times. During an emergency, the teachers and coordinators will grab the test tickets and place them in the provided envelop to keep a hold of them at all times.

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ADDITIONAL TIME

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

A computer lab will be available to bring students into that room for additional testing time.

ACCOMMODATIONS

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

The Special Education Teachers, SPED Facilitator and test coordinators will collaboratively work together to provide the accommodations in DRC for each student as presented in their IEP's. Tickets will be checked to ensure the accommodation is written on it prior to beginning the test.

ON-LINE TESTING

Verification that computers are prepared for online testing

All computers and laptops will be restarted to ensure that testing apps are updated accurately. Intellatek will provide the necessary updates prior to the testing windows.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security: