

School Test Security Plan

School Site-Specific Information

School Year: 2018-2019

School: Doral Academy of Nevada, Fire Mesa
2568 Fire Mesa Street
Las Vegas, NV 89128
(702) 901-4950

Principal: Kelly Rafalski

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

Table with 2 columns: Name, Title. Rows include Kelly Rafalski (Principal), Katrina Martinez (Assistant Principal), Mary Margaret Williams (Assistant Principal), and Melissa Kaiser (Instructional Coach).

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 in room 121.

The following individuals have access to the secured testing materials:

Table with 2 columns: Name, Title. Rows include Kelly Rafalski (Principal), Katrina Martinez (Assistant Principal), Mary Margaret Williams (Assistant Principal), and Melissa Kaiser (Instructional Coach).

TEST ADMINISTRATION AND SECURITY TRAINING

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

A staff meeting is provided for teachers and proctors regarding test security. Teachers are viewing the Test Security video from the Nevada Department of Education & DRC, given a Test Security documents, and led through the Administration Guide from the State of Nevada. This year's Test Security meeting is scheduled for March 2018 at 8:00am for Elementary School and at 2:30pm for Upper School. Weekly meetings with test administrators, proctors, and SPED team will ensue.

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VERIFICATION OF STUDENT IDENTITY

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

Classroom teachers will be proctoring the exam for their own students whom have been in the teachers' class the previous 8 months. Therefore, teachers will know the identity of the students taking the test. Test tickets are given to students at the beginning of their test session. Testing Coordinator tracks attendance and completion of exams.

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, student progress (tested/untested) etc. will be verified daily.

Any test materials we receive, although testing will be online, will be collected as follows:

- All test booklets will be numbered with each student assigned a specific book number.
- As students complete the test, the booklets will be collected from the students and returned to number order.
- Answer sheets will be placed in alphabetical order.
- Counts will be verified as material are collected.

Test Administrators collect any scratch paper used and turn in to Testing Coordinator for storage.

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

Test materials will be checked out from the secure testing room in the morning. Test materials will be collected from each teacher after the entire classroom of students has completed the test. All test materials will be signed out and back in by the test coordinator to the test administrator. 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 material (to return shipment – if applicable). All packing slips will be verified to ensure the proper number of answer sheets and booklets are returned.

The principal will be responsible to completing the Principal Verification Form to return with the materials.

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EMERGENCY SITUATIONS

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

Teachers will be provided instructions during the Testing Security training that if an emergency occurs during testing, all materials need to be locked and secure during the emergency or evacuation.

ADDITIONAL TIME

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

Multiple classrooms will be designated in each grade level as the location for students needing additional time. The test coordinator and 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 with a list of 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 Instructional Coach and School 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 online testing software downloads. Administration will be available to trouble shoot 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. Red cards will be prepared for each proctor/test administrator, should they need assistance during testing.