

*School Test Security Plan***School Site-Specific Information****School Year:** **2018-2019****School:** Doral Academy, Pebble Campus**Principal:** Rodney Saunders**Individuals responsible for carrying out the procedures of the School Test Security Plan****Name:****Title:**Rodney SaundersPrincipalSally Pettee Beckie WilliamsAssistant PrincipalJennifer DudychaCurriculum Coach**STORAGE OF TESTING MATERIALS****Test materials are stored in the following secured and locked location:**

Locked filing cabinet in locked storage room in teacher work room.

**The following individuals have access to the secured testing materials:****Name:****Title:**Rodney SaundersPrincipalSally Pettee, Beckie WilliamsAssistant PrincipalJennifer DudychaCurriculum CoachLaurie DayInterventionist**TEST ADMINISTRATION AND SECURITY TRAINING****School personnel who administer tests to students are trained in the following manner (when/where/how):**

A staff meeting will be provided for teachers and proctors on test security. Teachers will be given a test security handout along with the Administration Guide from the State. This year's test security meeting is scheduled for February 8, 2019 at 8:00 a.m. for elementary and February 6, 2019 at 2:30 p.m. for Upper School.

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### **VERIFICATION OF STUDENT IDENTITY**

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

Elementary classroom teachers will be administering the exam to their own students which would have been in their class for the previous 7 months; therefore, teachers will know the identity of the students taking the test. Upper School teachers will be administering the test to their ELA, Math, or Science students.

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

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

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 materials are collected. Each student will initial in and out their testing ticket with their specific username and password during their assigned testing time.

**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 classroom after the entire classroom 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 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:**

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

### **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 administrator 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 students with IEP/504 testing accommodation. The special education staff will be responsible for providing a list of accommodations of all special education students to the test coordinator. The Special Education staff and Counselor will be responsible for providing a list of accommodations for the students with 504s to the test coordinator. Special Education staff and Counselor will be administering the test to student's in regards to their needed accommodations.

### **ON-LINE TESTING**

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

The IT staff member is responsible for verifying that the online software is downloaded. 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 Assistants will be available to escort students to the restroom if needed. Red/green cards will be prepared for teachers to place on their door if they need assistance without interrupting the students testing.