

*School Test Security Plan*

**School Site-Specific Information**

**School Year:** 2018/19

**School:** Doral Academy of Nevada – Red  
Rock Middle/High Campus

**Principal:** Gwen LaFond

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

**Name:**

**Title:**

Steve Gehring/Loren Guinn  
Elizabeth Marconi/John Scott  
Gwen LaFond

Counselors  
Assistant Principals  
Principal

**STORAGE OF TESTING MATERIALS**

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

Principal's office

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

**Name:**

**Title:**

Gwen LaFond  
Elizabeth Marconi/John Scott  
Steve Gerhing/Loren Guinn

Principal  
Assistant Principals  
Counselors

**TEST ADMINISTRATION AND SECURITY TRAINING**

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

Two weeks prior to test administration  
In person training for procedures-all staff  
Required testing videos for staff by October 12, 2018

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**VERIFICATION OF STUDENT IDENTITY**

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

Student ID  
Picture and identifying personal information on Student Information System  
Staff verification of student if ID is not available

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

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

**Sign in and out for testing materials**

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

**Numbered tests-counted and confirmed from teacher to test coordinator.**

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

Testing coordinator and assistant principal receive and return all testing materials.

**EMERGENCY SITUATIONS**

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

Direct students to refrain from talking about the test. Teacher collects materials and keeps them on their person or lock in the desk until the emergency is cleared.

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**ADDITIONAL TIME**

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

Teacher collects materials and escorts students to the established "extra time" room.

**ACCOMMODATIONS**

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

Counselor and special education facilitator review accommodations and ensure they are in place.

**ON-LINE TESTING**

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

Counselor and Assistant Principal confirm computer accessibility and compatibility

**OTHER PROCEDURES**

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

Staff meeting regarding procedures.