

**School Site-Specific Information****2018-2019**

School: Silver Sands Montessori Charter School
1841 Whitney Mesa Drive
Henderson, NV 89014

Principal: Denise Crosby

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

Denise Crosby

Principal

Kim Hodge

Special Programs Director

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

Printed materials must be kept in a securely locked room or locked cabinet that can only be opened by staff responsible for test administration. These include:

- printed materials from an IEP or Section 504 Plan,
- documents with student information – student logon, pre-id labels
- used or unused scratch paper

The cabinet used for the storage of secure materials will not be accessible to anyone other than the Principal and/or Special Programs Director, nor will it be used for the storage of other materials to which individuals other than the Principal or Special Education Director has access.

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

Denise Crosby

Principal

Kim Hodge

Special Education Director

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

It is the responsibility of the principal and/or Special Programs Director to select and train all testing staff.

- The principal will provide continuity and administrative uniformity necessary to ensure that students are tested under the same conditions to ensure the security of the test.
- All school personnel who administer tests to students will read and understand thoroughly all the policies, procedures, and instructions for the tests.
- All school personnel who administer tests to students will participate in watching any training videos and/or webinars concerning the administration of the tests.

VERIFICATION OF STUDENT IDENTITY

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

The test administrators will verify the eligibility and identity of each student who is testing by ensuring they only receive their authorization log in test ticket and the information matches each student.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

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

Paper and Online Testing

Printed materials from the print-on-demand accommodation, scratch paper, and documents with student information must be kept in a securely locked room or locked cabinet that can be opened only by staff responsible for test administration.

Online student authorization tickets will be printed in advance and stored in a secured locked cabinet in the principal’s office. Testing staff must collect used and unused scratch paper and authorization tickets after testing.

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

Paper and Online Testing

Upon completion of testing each day, all materials must be returned in person to the Principal or Special Education Director in a timely manner and not later than the end of the school day on which the examination is administered.

- If more than one day is involved for testing, all assessment materials must be returned to the Principal/Special Education Director each day and stored securely in the school’s locked test storage cabinet.
- At the conclusion of testing, it is expected that the number of materials that have been issued to a test administrator/teacher will be returned to the Principal/Special Programs Director.
- All test materials must be accounted for when they are returned for storage.
- Upon completion of testing each day, used and unused scratch paper and authorization tickets will be returned to the Principal or Special Programs Director and must be immediately destroyed.

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

The Principal/Special Programs Director will follow the procedures set forth by Nevada Department of Education, Office of Assessment, Program Accountability, and Curriculum.

EMERGENCY SITUATIONS

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

Emergency Procedures during Testing

Situations Requiring Evacuation – Paper Tests

- The test administrator instructs students to put their answer sheets in the test booklets, close booklets, and leave on desks.
- The test administrator quickly scans the room to see that the test booklets are visible on student

desks.

- The test administrator is the last person out of the room.
- The test administrator locks the door and follows the school's emergency plan.
- Students are instructed not to discuss the items on the test at any time during this process.
- Test administrator should closely monitor the students while during the evacuation process.
- The test administrator should either write down or make a mental note of the amount of time that has lapsed during the evacuation so that s/he can allow the students the remaining amount of time that is left for the examination.

Situations Requiring Evacuation – Online Tests

- The test administrator will instruct the students to pause their tests.
- The test administrator will quickly scan the room to see that all tests are paused.
- The test administrator will be the last person out of the room and lock the door.
- Students are reminded not to discuss the items on the test at any time during the emergency process.
- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused.

Upon Return to the Classroom after an Evacuation – Paper Tests

- The test administrator is the first to enter the room.
- Students must wait to be seated.
- The test administrator collects the test booklets, seats the students, and does an accounting of the books.
- When it is determined that all of the test booklets have been accounted for, the test administrator returns the test booklets and answer documents to the students and follows the test manual directions regarding the remaining time.
- At the test administrator's earliest convenience, s/he must notify appropriate personnel of the incident and complete the test irregularity report.

Upon Return to the Classroom after an Evacuation – Online Tests

- The test administrator is the first to enter the room.
- Students must wait to be seated.
- If the test is paused for less than 20 minutes, the student can return to their computer and resume previous test pages.
- If the test is paused for more than 20 minutes, the student will sign back into their test, which will return the student to the last page with unanswered items when the student resumes testing.

Lock-Down Procedures

- The test administrator follows the same procedures as listed above except students must remain in the room according to the school's lock down procedures.

Power Outage

Paper Tests

- If it is determined that there is sufficient light, the testing continues.
- If it is determined that there is insufficient light, the following procedures must be followed:
 - The test administrator instructs students to put their answer sheets in the test booklets and close booklets.
 - The test administrator teacher collects all testing materials.
 - The Test Director locates a viable testing room.
 - Students are instructed not to discuss the items on the test at any time during the relocation process.
 - The test administrator should closely monitor the students while they are in transition.
 - The test administrator and test director carry the test materials and escort students to the new testing room.
 - The test administrator should either write down or make a mental note of the amount of time that

has lapsed during the relocation process so that s/he can allow the students the remaining amount of time that is left for the examination.

- The test administrator redistributes the test materials to students and begins testing.
- At the test administrator's earliest convenience, s/he must notify appropriate personnel of the incident and receive instructions for completing the test irregularity report.

Online Tests

- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused.
- Students will return to their classrooms.
- Test administrators will collect authorization tickets and any used or unused scratch paper and store items securely.

ADDITIONAL TIME

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

Special Education students who require additional testing time will be provided the appropriate support as provided by in their Individualized Education Programs.

Other students who require extra time will be provided the time needed to complete the test as long as they are working productively.

Paper Tests

All students who require extra time after the testing time has expired will be escorted to another classroom to complete the exam. A licensed teacher will collect the test booklets and answer keys, escort the students to another classroom, and redistribute the exam materials to the students.

Online tests

Students who require extra time will be provided the time needed to complete the test as long as they are working productively. Students who finish testing can be excused back to return to class quietly.

ACCOMMODATIONS

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

All students who require additional testing time and have a 504 specifying testing accommodations will be provided the appropriate support as provided by in their 504 plan.

ON-LINE TESTING

Verification that computers are prepared for online testing

The technology point of contact will ensure that the computers are prepared for online testing at least one week prior to testing.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

ADMINISTRATION OF EXAMINATIONS

- Classroom test administrators must follow all instructions given in the administration manuals for each test.
- Test administrators must not read, correct papers, or do anything unrelated to administering the test. Their attention should be focused on the students.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Classroom test administrators and proctors must circulate through the room, ensuring that students are on task and marking in the correct section of the test.
- Classroom test administrators, proctors, or other adults may not provide assistance of any kind beyond making certain that students understand the instructions for taking the test.

- Students may not provide assistance of any kind on test material to other students.
- During writing assessments, test administrators or proctors must not assist students in any way or review the students' rough drafts during or between writing sessions.
- A restroom break should be provided prior to the test administration. Restroom breaks should be discouraged during the administration of tests in grades 3 through 8. On any administration of the High School Proficiency Examination, having students leave the room for any reason except in an emergency should not be allowed.
- At no time shall students be left unattended with test materials.
- All required materials, e.g., #2 pencils, test booklets, answer sheets, and scratch paper must be provided at the testing location.
- All test materials, including test booklets, writing prompts, student responses, HSPE formula sheets, and scratch paper, must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. Extra care must be taken to monitor the students' use of scratch paper to avoid cheating.
- Additional instructional materials, beyond those specified in test administration instructions, or approved by an IEP committee, cannot be provided to students for use during a test administration.
- Provide additional time in a test-conducive environment to students who are working productively at the end of a scheduled testing period. Students may not interact with peers prior to completing a part or session, and may not return to a previously-administered part on a subsequent day.
- Test administrators should ensure students have signed in to the correct test and assist them with technical or system navigation issues.
- All testing irregularity needs to be logged for each test session and the reports given to the test coordinator.