

*School Test Security Plan*

**School Site-Specific Information**

**School Year:** 2018/2019

**School:** Pinecrest Academy of Nevada – St. Rose Campus

**Principal:** Lucy Keaton

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

**Name:**

**Title:**

Lucy Keaton  
Jon Haskel  
Amy Barbine

Principal  
Assistant Principal, Elementary School  
Assistant Principal, Middle School

**STORAGE OF TESTING MATERIALS**

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

All testing materials will be stored in a secured, locked room in the office area that can only be accessed by the Principal, Assistant Principal, and Test Coordinator.

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

**Name:**

**Title:**

Lucy Keaton  
Jon Haskel  
Amy Barbine

Principal  
Assistant Principal, Elementary School  
Assistant Principal, Middle School

**TEST ADMINISTRATION AND SECURITY TRAINING**

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

Test security trainings will be held for all Pinecrest staff during the month of April on campus during staff meetings. All staff responsible for administering tests will receive a copy of the testing manual, as well as specific directions for Pinecrest Academy security procedures. Each staff member will sign a training “sign in” sheet signifying that they were in attendance of the training, as well as a form saying that he/she received the training manual and understands how to legally administer the test.

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**VERIFICATION OF STUDENT IDENTITY**

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

N/A

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

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

After each test administration, the students will submit completed tests to the trained proctor administering the test. The proctor will check in each test using the “Pinecrest Test Security Roster”.

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

After each test administration, trained proctors will deliver all testing materials to the Test Coordinator. Tests will be counted and signed in, on the “Measured Progress School Security Checklist”, by both the Testing Coordinator and proctor.

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

After the final test administration, testing materials will be packaged in an appropriate mailing container, addressed to the vendor, and transmitted via a traceable container.

**EMERGENCY SITUATIONS**

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

In the event an emergency arises during a testing session, test materials will be secured and locked in the appointed test material location.

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### **ADDITIONAL TIME**

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

Students who require additional time for testing will be supervised by a trained proctor for the amount of time indicated in the corresponding section of the student's IEP or 504 plan.

### **ACCOMMODATIONS**

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

Trained proctors will be provided the names of students who have documented accommodation needs in order to ensure compliance with said plan. Space and time will be provided to trained proctors as needed.

### **ON-LINE TESTING**

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

School administrators, Test Coordinator, and Technology Specialists (as needed) will be responsible for the verification of computer preparation and any necessary software download in preparation for online testing. School Administrators and the Test Coordinator will be available to trouble shoot problems that may occur during the testing window.

### **OTHER PROCEDURES**

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

Additional procedures will be implemented as mandated.