

*School Test Security Plan*

**School Site-Specific Information**

**School Year: 2017-20178**

School: Davidson Academy

Director: Colleen Harsin

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

**Name:**  
Rebecca Coleman  
Colleen Harsin  
Larry Kramp

**Title:**  
Test Director  
Director  
IT Manager

**TEST ADMINISTRATION AND SECURITY TRAINING**

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

Modules and presentations from the state will be shared with all appropriate personnel when they become available. After materials have been viewed, follow-up questions will be answered, and personnel will initial test security training roster. Manuals will also be provided in advance for specific administration requirements and follow-up questions will be answered prior to administration.

**STORAGE OF TESTING MATERIALS**

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

Testing materials will be stored in a locked, fire safe cabinet in locked room #217.

**The following individuals have access to the secured test materials and/or computers:**

**Name:**  
Rebecca Coleman  
Colleen Harsin  
Larry Kramp

**Title:**  
Test Director  
Director  
IT Manager

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### **Online testing rooms are secured in the following manner:**

Online testing rooms are secured much like paper testing rooms. Walls are free from materials that could be used as assistance and only required personnel enters and exits the room during the assessment period.

### **ELIGIBILITY**

#### **The following procedures are used to verify student eligibility:**

Roll is taken at the beginning of each test administration to verify the students in the room are the students eligible to take the exam.

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

#### **The following procedures are used to distribute, collect and return paper/pencil test materials or online test tickets:**

Test materials will be accessed by Rebecca Coleman or Colleen Harsin and distributed to licensed staff administering exams. All materials will be counted with both Rebecca or Colleen and the test administrator present. Test materials will be returned to directly to Rebecca or Colleen by the test administrator. Computers for online assessments will be returned to their storage location. IT Manager, Larry Kramp will be available as needed for tech support.

### **EMERGENCY SITUATIONS**

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

In the case of an emergency, students will be instructed to close their laptops and follow the appropriate emergency procedure per Academy protocol. Testing rooms will remain locked. The test administrator will monitor students carefully if/when allowed to return to testing to ensure students follow proper procedures for continuing the test or putting materials away are met without compromising test security.

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### **ADDITIONAL TIME**

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

Any student that requires additional time for testing will be allotted the appropriate time and workspace. Students will either remain in the classroom in which the test was administered or be moved to another quiet space depending on classroom availability. Students will be monitored at all times.

### **ACCOMMODATIONS**

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

All test administrators will be instructed which students are testing with what accommodations. Administrators will be monitored throughout the exam to ensure compliance.

### **OTHER PROCEDURES**

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

Only eligible students will be tested according to subject, assigned grade level, and graduation date. Students will only be allowed to leave the testing area per administration guidelines. Student conversation will also be monitored during scheduled breaks and following tests to ensure test security.