

2016-2017

Sally D. Meadows Testing Plan

RECEIPT AND VERIFICATION OF MATERIALS	
What happens when materials arrive at the school?	The materials are locked in the data room with access limited to the testing coordinators and school administrators.
Who signs for the testing Materials?	Testing Coordinator
Where are testing materials stored?	They are stored in the data room for sorting and preparation
Who has access to the test storage room?	Testing Coordinator and School Administrators

LOCAL SCHOOL TRAINING	
Who is responsible for training?	Testing Coordinator
When will examiners be trained?	One to two weeks prior to testing
What training will be done to address testing confidentiality before, during and after testing?	All examiners and proctors attend training conducted by the test coordinator which addresses confidentiality for testing. All parties sign off that they have received the training and understand procedures.
How will examiners be trained?	There is a designated time and place for training. This training typically occurs after school. The testing coordinator is responsible for conducting this training.
When will proctors/monitors be trained?	One to two weeks prior to testing
How will proctors/monitors be trained?	All proctors attend training conducted by the test coordinator which addresses confidentiality for testing. All parties sign off that they have received the training and understand procedures.
Are training procedures in place for support staff (custodians, cafeteria staff etc..)?	Parapros and certain support staff receive the same training as other proctors for testing.

When will support staff be trained?	Support staff members are trained at the same time as other staff members.
What special training do examiners testing students with accommodations receive?	Examiners who test students with accommodations are provided with a separate training that specifically addresses the procedures for administering test to students who are eligible for accommodations.
Distribution of Materials	
How are test materials counted and prepared?	They are counted by the test coordinator prior to and after testing. They have a check list to ensure that all materials are accounted for.
Who prepares testing rosters?	Testing coordinator
How far in advance are testing rosters prepared?	One to two weeks prior to testing
What procedures are in place for students that may have different examiners throughout the course of the tests?	Examiners have discussed the testing arrangements with individual students prior to the beginning of the testing window. The students are informed who the examiner is and where they are to report.
What are the procedures for ensuring that students get the correct form/version of the test each day?	The testing roster identifies each student and which form/version of the test they are to receive. In addition, when the students receive their test they sign their name and record their form number for verification.
What are the check-in and check-out procedures?	Examiners check in with the test coordinator and sign off that they have received the appropriate number of test materials. Upon returning materials, they are recounted by the test coordinator to verify that all materials are accounted for.
Do the check-in and check-out procedures include dates, times, and signatures?	Yes
How are the testing bins prepared? (packets/crates for examiners)	The testing coordinator prepares a packet of materials for each examiner and they are stored in a secure place until needed for testing.
How do examiners get their materials each day?	They report to the test coordinator the morning of the testing day.

How are test materials returned each day?	Examiners return test materials to the testing coordinator immediately after completion of tests.
DURING TEST ADMINISTRATION	
What types of things do you need to remind the Front Office staff about on the days of testing?	The Front Office is reminded to not use the intercom until testing is complete. Students are asked to take alternate routes through the building as to not interfere or disrupt testing.
How do you handle late arrivals on testing days?	If students arrive late and have time to complete the test, they are quietly escorted to the testing areas. If they miss most of the testing time, they are asked to test during the scheduled makeup test.
How do you handle emergencies during testing?	If there is a student emergency, materials are secured and the students may exit the area for service. Tests are marked as void and not submitted for scoring if the student is unable to return. If it is a school emergency, contact is made with system coordinator to decide options.
How do you ensure that examiners and proctors are not in the classroom with their own children or grandparents?	The school testing coordinator checks over the rosters to make sure that no parents, grandparents, aunts or uncles are present with a student during testing.
How do you ensure that all instructional materials are removed or covered on the walls prior to testing?	Prior to testing all instructional materials are covered in each of the testing areas. This request is part of the testing procedures that are covered with the staff prior to testing.
What is your plan for examiners that may need assistance during testing?	School administrators and the testing coordinator check on examiners during the test administration.
How do you verify that testing protocols are being followed in the testing site?	The System Testing Coordinator, school administration and the School Testing Coordinator check on the examiners at different intervals.
What are security procedures for online testing?	Online tickets are maintained securely until all scores are received for students. Our school will securely destroy tickets once all students have received scores and that there are no outstanding irregularities surrounding the student test administration. Both the system and school coordinators will retain student sign in sheets, security checklists, and documentation of testing anomalies for a minimum of four years.

What things have the examiners and proctors been trained to look for while monitoring testing? (ie. Cell phones, cheating, students staying on track, illness)	The examiners and proctors thoroughly check the room for unauthorized materials prior to the beginning of testing. In addition, examiners and proctors look for students who are attempting to cheat and any other behavior that may disrupt testing.
Who is in charge of reporting and investigating testing irregularities?	Test coordinator and/or test examiners report testing irregularities. If irregularities are found, reports and documentation in writing are sent to the system test coordinator.
What are the school guidelines on staff members being in the building after hours while the tests are in the building?	All testing materials are locked in a secured room (data room). It is not an area that has open access to other staff members. Any staff on campus after hours would not be able to access the testing materials.
Special Populations (ie. ESOL, SPED, 504)	
What are the procedures for (high school & middle school) students that return to school to test?	They must register with the school testing coordinator and/test examiners for them to check permanent records to verify their eligibility to take the test. A determination is made as to whether there are adequate materials and the appropriate test on hand before students are given the time, date and place to report for testing.
How are accommodations for students verified?	A copy of IEPs and 504 plans are on file in the school records room and in a second file in the guidance office. The plans are also verified with the lead SPED teacher and case load teacher.
How do you assure that students get their appropriate accommodations?	The SPED teachers responsible for writing the IEP and the 504 coordinator are required to give the test coordinator and the examiner a copy of the IEP and 504 plans prior to testing.

How are examiners trained on the proper procedures for “read aloud” accommodations?	The Student Assessment Examiners manual and online assessment resources are used to train teachers.
AFTER TESTING	
How do you ensure that all test cleanup is done in a group with teachers not cleaning up their own students’ tests?	The school testing coordinators and administrators are responsible for cleaning the test by removing stray marks and making sure the student identification information is accurate.
How do you ensure that materials are returned promptly upon the completion of testing each day?	All testing materials are returned to the testing coordinator immediately after students complete the tests.
How do you ensure test security while in In route from school to district office?	Once the tests are repackaged and sealed in the original boxes, the testing coordinator or school administration transports them back to central office.
How do you maintain testing confidentiality before, during and after testing?	Student information is maintained in a secure file that only persons directly responsible for the test administration are given access. General announcements are made about test administration dates, times and locations. Only personnel who work directly with the student will have access to student information. No one is allowed to review test material or see any item except the student being tested. Items are not discussed before, during or after testing.
COMMUNICATING TEST INFORMATION AND TESTING RESULTS	
What information is provided to parents prior to testing?	A school testing calendar is available. Information is in the student handbook and teacher classroom syllabi reference the test. In some instances, letters are mailed.
How are students returning to test notified of procedures?	Private meeting with the student to share information about test procedures. Personal phone calls and home calls are made when students are recovering.
How are parent/students notified of results? (ie. Test talks, parent meeting, conferences)	Parents and students are given the test results in person or by mail.

<p>How do you ensure that test results are filed in the permanent record in a timely manner?</p>	<p>The teachers school counselor file test material after the official reports and labels are received to ensure that the students records are up to date.</p>
<p>How are parents/students notified of remediation and retest opportunities?</p>	<p>Students receive handouts/fliers and parents receive letters, phone contact and online information from the school website is available. General school announcements are also made.</p>