School Test Security Plan

TEMPLATE

2013-2014

Please note that items in bold print in the District and School Test Security Plans have been newly added and must be addressed in the School Test Security Plan.
Section III - SCHOOL PLAN
(To be completed two weeks prior to the arrival of fall testing material)
It is permissible to have one comprehensive description under Sections C, D, E, and F if procedures are the same for more than one test. All of the following documentation must be included in the Security Plan.

____________________________________  ______________________________________
Name of the District                  Name of the School
____________________________________  ______________________________________
Name of the School Principal          Signature/Date
____________________________________  ______________________________________
Name of the School Test Coordinator   Signature/Date
____________________________________  ______________________________________
Name of the District Test Coordinator Signature/Date

A. Name of Test(s)

B. Training (If there is training in addition to the district training)
   - Attach the following documentation for each training session held:
   - A dated, detailed agenda of the training done in preparation for this test
   - A copy of hand-outs, transparencies, or other materials used in training
   - Documentation that participants were informed of consequences of testing violations
   - Signatures of all who attended the training

C. Studying Test Administrator Manuals
   (1) Describe when and where test administrators will be allowed to study the manuals prior to testing.

D. Handling Materials
   (1) Describe the procedure for distributing materials to each test administrator.
   (2) Describe the procedure that test administrators will use to distribute materials to students and to account for materials before students leave the testing area.
   (3) Describe the procedure for returning materials to the school test coordinator.
   (4) Describe the security measures, if applicable, for allowing teachers to review Braille test materials, to transfer answers for large print/Braille, and to read tests that are allowed under the Accommodations Manual to students with IEP’S, etc.
   (5) List all individuals who have access to the secure storage area.
   (6) Include a list or schedule of test administrators, proctors, hall monitors, and relief personnel who will be involved in each test administration. Please note that the test administrators must be licensed in compliance with Appendix F. (See Section IV, 5a.)
Section III - SCHOOL PLAN (cont)
E. Additional Procedures

(1) **Describe your policy on secure storage access** – (Review Appendix F).

(2) Describe the plan for student emergencies (bathroom, sudden illness).

(3) **Describe the plan for severe weather, fire, bomb threat, or any other form of emergency that would cause for an immediate evacuation of the facility.**

(4) Describe the plan that prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistance devices, during the administration of scheduled statewide assessments.

(5) **Describe the procedure used for ensuring that students are using only allowable calculators.**

(6) Describe the procedure used to ensure that all content relevant materials in testing areas have been covered or removed.

(7) **Describe district monitoring of Test Administrators, Proctors, students, and any others involved in the testing process.**

(8) **Describe the plan for multiple test administrations (i.e. morning/afternoon) if applicable.**

(9) **Describe the procedure for online testing and include procedures to address when disruptions occur (power outages, network problems etc).**

(10) On an untimed test, when the majority of students have finished, those students may be dismissed. This is a district decision. Describe the plan for dismissing those students while allowing additional time for students who are still working.

(11) Describe the procedure used to create the seating charts for students during statewide assessments (alphabetized, pre-arranged to separate friends, placement of students at the front of the room based on IEP or special circumstances, etc.).
(12) On an untimed test, students who finish early may be allowed to read library books or other material not related to the content of the test. This is a district decision. What will students in your school be allowed to do?

(13) Describe the procedure for coding student information after students have completed testing. Who will do this and when? **Such an activity must take place within security guidelines.** *(Describe the process.)*

(14) At the conclusion of testing, answer documents should be examined to be sure that student data is correct, that bubbles are filled in correctly, and that there are no stray marks. Who will do this and when? **Such an activity must take place within security guidelines.** *(Describe the process.)*

(15) Include the Testing Schedule for the current school year.
Section III - SCHOOL PLAN (cont)

F. If Applicable:

1) Describe the plan for breaks between tests.

2) For students in grades 3 and 4, the demographic data is often completed by a teacher or aide. Describe this procedure.

3) **REMEMBER** that all scratch paper must be returned to the testing vendors; please update your test security plan by eliminating your previous language about collecting and destroying scratch paper.