

District Test Security Plan

2012-2013

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. If the procedures are handled at the district level, the procedures must be addressed in the District Test Security Plan.

2. Inventory the contents using the Packing List.
3. Open boxes of Student Test Materials. (Do not open any shrink wrapped materials)
4. Inventory each school's Test materials using the Packing List.
5. Retain the Group Information Sheets, School Group Lists, Envelops and Labels.
6. Report any shortages or discrepancies to the appropriate Service Center.

All CPAS Materials will be delivered to and opened by Mr. Joe Hays, Mr. Phil Ferguson and/ or Mrs. Carol Pittman using the procedure below.

- a. Open box 1 containing the Packing List and Security Checklists.
- b. Inventory packages and materials using the Packing List for the school.

- (2) Describe the procedure used for distributing materials to individual schools. Include the date the materials will be distributed to schools.

Mr. Adkins, Dr. Porter, Mr. Del Hodges, Mrs. Pam Simmons, Mrs. Tindall and/or Mrs. Sanderson, will open the secure storage and remove the testing documents for a test site. The secure storage is then locked. The testing documents for that school/testing site are inventoried and packed in boxes. When each box inventory is completed and verified, the testing documents are carried directly to the school/testing site.

Upon arrival, the testing documents are inventoried and signed for by the School Test Coordinator. The testing documents are placed in secure storage.

The CPAS Testing Documents will be delivered to the testing site form the testing company.

- (3) Describe the procedure used for retrieving materials from individual schools.

The School Test Coordinator shall verify that:

1. All test booklets are free of marks and accounted for.
2. All answer documents are not bent, folded, stapled or torn.
3. One and only one answer document is returned for each pupil tested.
4. All manipulatives and scratch paper are collected for return or shredding.
5. All testing documents are in order numerically and ready for receipt by the District Test Coordinator.
6. All testing documents are placed back in secure storage until returned, inventoried and signed for by the District Test Coordinator.
7. Manipulatives and scratch paper are saved and returned to the testing company.
8. All District Test Security Checklists are completed and verified.

- (4) Describe the procedure for verifying all materials are accounted for as they are packed for return to the test vendor.

The District Test Coordinator shall:

1. Verify that all materials have been retrieved from each school site that Administered the test.
2. Count all test booklets, completed answer documents for scoring, completed answer documents not to be scored, unused answer documents, and collect all Security Checklists, scratch paper and manipulatives for return to the testing company. Verify that the count on each is the same as the packing list.
3. Pack all testing material per the testing company instructions.

The Webster County School District will use the World-Class Instructional Design and Assessment (WIDA) to assess the proficiency of all English Language Learners.

B. Handling of Materials

- (1) Describe the procedure used for receiving and securing materials. Include specific information about where materials will be delivered and stored and the secure storage area. Include the process to be used for identifying all those who will have access to the secure storage area.

All testing materials will be opened and inventoried by Mr. Adkins, Dr. Porter, Mr. Del Hodges , Mrs. Pam Simmons, Mrs. Tindall and/or Mrs. Sanderson using the procedures below.

- **Box 1 will contain the paperwork for the District and the Schools. All materials will be counted against the master packing slip for the District and all Schools.**
- **The DTC will use the master packing slip for inventory to the schools.**
- **The DTC and/or the STC will use the Internal Tracking Security Checklist for tracking the materials in and out to the test administrators.**
- **Every person who will come in contact with the WIDA testing materials will complete an Agreement to Maintain Confidentially Letter before they are in contact with the materials. This letter will be on file with the DTC.**
- **All testing materials will be secured in the Central Office Secure storage until the test date.**

- (2) Describe the procedure used for distributing materials to individual schools. Include the date the materials will be distributed to schools.

All testing materials will be distributed from the Central Office Secure Storage on the day of the test. The test administrator will inventory the test materials needed for the test session using the Internal Tracking Security Checklist. An employee trained in test security will accompany the test administrator to the school where the testing will be conducted.

- (3) Describe the procedure used for retrieving materials from individual schools.

All testing materials will be accounted for at the school and transported back to the Central Office Secure Storage area accompanied by an employee trained in test security. Once at the Central Office, the materials will be inventoried and prepared for scoring. Once the materials are ready for return to the testing company, the materials will be placed in secure storage.

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.

<u>Webster County</u> Name of the District	<u>East Webster Elementary School</u> Name of the School	
<u>Jim Ray</u> Name of the School Principal	_____ Signature	_____ Date
<u>Kelly Powell</u> Name of the School Test Coordinator	_____ Signature	_____ Date
<u>Michael Adkins</u> Name of the District Test Coordinator	_____ Signature	_____ Date

A. Name of Test(s) MCT2, Mississippi Science Test, Writing for 4th, and or pilot tests, and all field Tests

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. The Test Administrators Manual is used and discussed during the training scheduled if allowed by SDE. The manual may be read again prior to the test administration in a secure environment within the allowable dates in the School Test Coordinator's Room/Office.

D. Handling Materials

(1) Describe the procedure for distributing materials to each test administrator.

The School Security Checklist will be used by the School Test Coordinator to log in and log out the individual test booklets to the 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.

The Test Administrator will distribute the pre-identified labeled testing materials to the correct students making sure that only one copy per student is distributed. Testing booklets and answer documents shall be collected making sure that one from each student is collected immediately after the testing session is complete. All scratch paper will be collected and returned to the District Test Coordinator.

- (3) Describe the procedure for returning materials to the school test coordinator. When all testing materials have been accounted for, the students may be released and the materials returned for inventory to the School Test Coordinator. The School Test Coordinator will inventory the materials using the School Security Checklist.
- (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.

The review of Braille Testing Materials will be the same as any other testing materials. The Test Administrator and School Test Coordinator, in a secure area, will complete the transfer of large print/Braille answers as soon after testing as possible.

** SPED Accommodations are provided to students from the information that have been developed by the IEP Committee. Teachers review the IEP and write accommodations and provide this information to the School Test Coordinator and District Level SPED Director and Test Coordinator. These accommodations are revised by district level administrators and submitted to the Office of Student Assessment for approval. Test materials are requested by the district that will provide accommodations that are needed for Special Education Students. Approved accommodations are provided for the school level administrators, teachers, SPED teachers for administering of the test. Accommodations for SPED Students during testing follow the Webster County School District Test Security Plan.

- (5) List all individuals who have access to the secure storage area.
Individuals with Access to Storage Area.

Office of Special Services-Mr. Michael Adkins, (K); Mrs. Sharon Tindall, (K);
Dr. Wanda Porter, Mrs. Gina Sanderson, Mr. Del Hodges, Mrs. Pam Simmons
East Webster Elementary-Mr. Jim Ray, (K); Mrs. Kelly Powell, (K);
Mrs. Cindy McCarter, Mrs. Dallas Ferguson, Mrs. Ann Flake
East Webster High-Mr. Bill Brand, (K); Mrs. Cynthia Hillhouse, (K); Mr. Joe Hays,
Mrs. Sherry Hodges, Mrs Sandra Gordon, Mrs. Pam Champion
Eupora Elementary- Mr. Jack Rolison III, (K); Mrs. Sue Anne Boatman, (K); Mrs.
Patricia Cochran, Mrs. Missy Lewis
Eupora High- Mrs. Laci Knight, (K); Mrs. Monica Cummings, (K); Mr. Joe Hays,
Mrs. Susan Thompson, Mrs. Beverly Hughes,
Webster County Career and Technology Center- Mr. Phil Ferguson, (K); Mr. Joe
Hays, (K); Mrs. Carol Pittman

- (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).

Secure storage is in a room or lockable storage cabinet. Keys to these rooms/storage cabinets are limited to those identified in the District Test Security Plan. Access to secure storage is only available to personnel identified in the District Test Security Plan. The personnel that have keys to the secure storage area are identified with (K) after their names.

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

Restroom Emergencies: The Test Administrator must collect the student's test materials and the school testing personnel must accompany the student to and from the restroom. Upon return, the student may resume testing.

Illness: The Test Administrator must collect the student's test materials and will not be allowed to re-take that section during the testing period.

(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.

Test administrators will instruct students to place their answer documents in their test booklet at their current place leaving approximately one inch of the answer document showing from the top of the test booklet. The Test Administrator and Proctor will ensure that all test booklets and answer documents are on the student's desk. The Students, Proctor and Test Administrator will all evacuate locking the door behind them.

(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.

Students are not allowed to possess and/or use any electronic communication device, including cell phones and personal digital assistance devices, during the administration of scheduled statewide tests. Students will be asked if they have cell phones and/or personal digital assistance devices and if so will be collected and returned after testing materials are collected and students are released from testing.

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

Each School Test Coordinator will give each Test Administrator the list of non-approved calculators. Each School has an ample supply of calculators for student use. Each student will use the supplied calculator. Each Test Administrator and Proctor will monitor that the students use the school-supplied calculator.

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

Each School Test Coordinator and Principal shall inspect all testing rooms to ensure that all content relevant materials have either been removed or covered for the testing session. This inspection shall take place the day before testing.

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

The District Test Coordinator and Assistant District Test Coordinator will randomly monitor testing at buildings during the testing session. School Test Coordinators will randomly monitor testing in their building while the testing session is in progress.

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

Multiple test administrations will be a rare occurrence. The only time this should occur is for make-up after the main test administration has occurred. If needed, the afternoon session would begin as soon after lunch as possible to allow time for the student to have adequate time for completion.

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

The Technology Coordinator will be present at one school-testing site each day of on-line testing. Students scheduled for on-line testing will come to the testing room, be allowed to enter if scheduled, be logged in by the Test Administrator and will be allowed to begin when all pre-test instructions are given. If there is a power outage, network problem or **computer problem the assessment trained Technology Coordinator will come to the building/ testing room and attempt to correct the problem. The District Test Coordinator** will be contacted and made aware of the problem so contacts with Student Assessment and the Testing Company can be made. Hopefully the problems can be corrected locally and testing can continue. If not, directions from Student Assessment and/or the Testing Company will be followed.

- (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.

When the majority of the students have finished the test, testing materials will be collected and inventoried. When the inventory is complete, students may be quietly released.

- (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.).

Seating charts for SATP and MS-CPAS will be alphabetized. Seating charts for MCT2, Science, and Writing, will be alphabetized or pre-arranged to separate friends depending upon if the test is given in the regular classroom or in a large group. Large group testing seating charts will be alphabetized. The only exception to this will be placement of students at the front of the room based upon IEP or special circumstances.

- (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?

Students who finish early may sit quietly and/or place their heads on their desks until the majority of the students have finished and are released.

- (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.)**

Data relating to students (i.e. SPED, Title I etc.) is collected prior to testing. This coding will be done after testing by the School Test Coordinator. The teacher will mark the code for a prediction of the student's performance after testing. All coding will be completed in the secure storage area under the supervision of the School Test Coordinator.

- (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.)**

The Test Administrator and Proctor will examine answer documents to ensure accuracy of student data, bubbles are correctly filled and that there are no stray marks. This will be conducted as soon as all testing materials have been collected and before returning to the School Test Coordinator in the testing area.

- (15) Include the Testing Schedule for the current school year.

Webster County School District Testing Calendar 2012-13

Science Test		5th and 8 th Grade	May 1, 2013
		Make-up	May 2, 2013
Writing		4 th and 7 th Grade	February 28, 2013
		Make-up	March 1, 2013
MCT2	3rd – 8 th Grade	Lang. Arts Reading	May 14, 2013
		Lang. Arts Writing	May 15, 2013
		Mathematics	May 16, 2013
		Make-up	May 17, 2013

When all testing materials have been accounted for, the students may be released and the materials returned for inventory to the School Test Coordinator. The School Test Coordinator will inventory the materials using the School Security Checklist.

- (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.

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Mrs. Sherry Hodges, Mrs. Sandra Gordon, Mrs. Pam Champion
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- (15) Include the Testing Schedule for the current school year.

Webster County School District Testing Calendar 2012-13

MS Writing Assessment	English II Writing Make-up	September 12, 2012 September 13, 2012
SATP Re-test	English II Algebra I U. S. History Biology Make-up	September 17-18, 2012 September 19, 2012 September 20, 2012 September 21, 2012 September 24, 2012
MS Writing Assessment Program Retest	Eng. II Writing Make Up Eng. II Writing (E/PP/R)	September 12, 2012 September 13, 2012 September 12, 2012 September 13, 2012
MS-CPAS		November 12-16, 2012
SATP Re-test	English II Algebra I US History Biology I Make-up English II Writing Make-up	December 10-11, 2012 December 12, 2012 December 13, 2012 December 14, 2012 December 17, 2012 November 29, 2012 November 30, 2012
Writing	4 th and 7 th Grade Make-up	February 28, 2013 March 1, 2013
SAPT	English II Writing Make-up	March 6, 2013 March 7, 2013
SATP	English II Algebra I U. S. History Biology Make-up	March 19-20, 2013 March 21, 2013 March 22, 2013 March 25, 2013 March 26, 2013
MS-CPAS	MS_CPAS	April 8-26, 2013

SATP		US History	May 9, 2013
		Algebra I	May 8, 2013
		English II	May 6, 2013
		Eng II Retest	May 7, 2013
		Biology I	May 10, 2013
		Make Up	May 13, 2013
Science Test		5th and 8 th Grade	May 1, 2013
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Section III - SCHOOL PLAN

(To be completed two weeks prior to the arrival of fall testing material)

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<u>Webster County</u>	Eupora Elementary School	
Name of the District	Name of the School	
<u>Jack Rolison, III</u>		
Name of the School Principal	Signature	Date
<u>Sue Anne Boatman</u>		
Name of the School Test Coordinator	Signature	Date
<u>Michael Adkins</u>		
Name of the District Test Coordinator	Signature	Date

C. Name of Test(s) MCT2, Mississippi Science Test, Writing for 4th, and or pilot tests, and all field Tests

- B. Training (If there is training in addition to the district training)
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Mrs. Sherry Hodges, Mrs Sandra Gordon, Mrs. Pam Champion
Eupora Elementary- Mr. Jack Rolison, III, (K); Mrs. Sue Anne Boatman, (K); Mrs.
Patricia Cochran, Mrs. Missy Lewis
Eupora High- Mrs. Laci Knight, (K); Mrs. Monica Cummings, (K); Mr. Joe Hays,
Mrs. Susan Thompson, Mrs. Beverly Hughes,
Webster County Vocational Center- Mr. Phil Ferguson, (K); Mr. Joe Hays, (K); Mrs.
Carol Pittman

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Students are not allowed to possess and/or use any electronic communication device, including cell phones and personal digital assistance devices, during the administration of scheduled statewide tests. Students will be asked if they have cell phones and/or personal digital assistance devices and if so will be collected and returned after testing materials are collected and students are released from testing.
- (5) **Describe the procedure used for ensuring that students are using only allowable calculators.**
Each School Test Coordinator will give each Test Administrator the list of non-approved calculators. Each School has an ample supply of calculators for student use. Each student will use the supplied calculator. Each Test Administrator and Proctor will monitor that the students use the school-supplied calculator.
- (6) **Describe the procedure used to ensure that all content relevant materials in testing areas have been covered or removed.**
Each School Test Coordinator and Principal shall inspect all testing rooms to ensure that all content relevant materials have either been removed or covered for the testing session. This inspection shall take place the day before testing.
- (7) **Describe district monitoring of Test Administrators, Proctors, students, and any others involved in the testing process.**
The District Test Coordinator and Assistant District Test Coordinator will randomly monitor testing at buildings during the testing session. School Test Coordinators will randomly monitor testing in their building while the testing session is in progress.
- (8) **Describe the plan for multiple test administrations (i. e. morning/afternoon) if applicable.**
Multiple test administrations will be a rare occurrence. The only time this should occur is for make-up after the main test administration has occurred. If needed, the afternoon

session would begin as soon after lunch as possible to allow time for the student to have adequate time for completion.

- (9) **Describe the procedure for online testing and include procedures to address when disruptions occur (power outages, network problems etc).**
The Technology Coordinator will be present at one school-testing site each day of on-line testing. Students scheduled for on-line testing will come to the testing room, be allowed to enter if scheduled, be logged in by the Test Administrator and will be allowed to begin when all pre-test instructions are given. If there is a power outage, network problem or computer problem the assessment trained Technology Coordinator will come to the building/ testing room and attempt to correct the problem. The District Test Coordinator will be contacted and made aware of the problem so contacts with Student Assessment and the Testing Company can be made. Hopefully the problems can be corrected locally and testing can continue. If not, directions from Student Assessment and/or the Testing Company will be followed.
- (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.
When the majority of the students have finished the test, testing materials will be collected and inventoried. When the inventory is complete, students may be quietly released.
- (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.).
Seating charts for SATP and MS-CPAS will be alphabetized. Seating charts for MCT2, Science, and Writing, will be alphabetized or pre-arranged to separate friends depending upon if the test is given in the regular classroom or in a large group. Large group testing seating charts will be alphabetized. The only exception to this will be placement of students at the front of the room based upon IEP or special circumstances.
- (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?
Students who finish early may sit quietly and/or place their heads on their desks until the majority of the students have finished and are released.
- (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.)**
Data relating to students (i.e. SPED, Title I etc.) is collected prior to testing. This coding will be done after testing by the School Test Coordinator. The teacher will mark the code for a prediction of the student's performance after testing. All coding will be completed in the secure storage area under the supervision of the School Test Coordinator.
- (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.)**

The Test Administrator and Proctor will examine answer documents to ensure accuracy off student data, bubbles are correctly filled and that there are no stray marks. This will be conducted as soon as all testing materials have been collected and before returning to the School Test Coordinator in the testing area.

- (15) Include the Testing Schedule for the current school year.

Webster County School District Testing Calendar 2012-13

Science Test		5th and 8 th Grade Make-up	May 1, 2013 May 2, 2013
Writing		4 th and 7 th Grade Make-up	February 28, 2013 March 1, 2013
MCT2	3rd – 8 th Grade	Lang. Arts Reading Lang. Arts Writing Mathematics Make-up	May 14, 2013 May 15, 2013 May 16, 2013 May 17, 2013

(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.

<u>Webster County</u> Name of the District	<u>Eupora High School</u> Name of the School
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<u>Laci Knight</u> Name of the School Principal	_____ Signature	_____ Date
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<u>Monica Cummings</u> Name of the School Test Coordinator	_____ Signature	_____ Date
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<u>Michael Adkins</u> Name of the District Test Coordinator	_____ Signature	_____ Date
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D. Name of Test(s) SATP, MCT2, Mississippi Science Test, Writing for 4th, 7th and 10th and or pilot tests, MS-CPAS and all field Tests

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. The Test Administrators Manual is used and discussed during the training scheduled if allowed by SDE. The manual may be read again prior to the test administration in a secure environment within the allowable dates in the School Test Coordinator's Room/Office.

D. Handling Materials

(1) Describe the procedure for distributing materials to each test administrator.

The School Security Checklist will be used by the School Test Coordinator to log in and log out the individual test booklets to the 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.

The Test Administrator will distribute the pre-identified labeled testing materials to the correct students making sure that only one copy per student is distributed. Testing booklets and answer documents shall be collected making sure that one from each student is collected immediately after the testing session is complete. All scratch paper will be collected and returned to the District Test Coordinator.

- (3) Describe the procedure for returning materials to the school test coordinator.

When all testing materials have been accounted for, the students may be released and the materials returned for inventory to the School Test Coordinator. The School Test Coordinator will inventory the materials using the School Security Checklist.

- (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.

The review of Braille Testing Materials will be the same as any other testing materials. The Test Administrator and School Test Coordinator, in a secure area, will complete the transfer of large print/Braille answers as soon after testing as possible.

** SPED Accommodations are provided to students from the information that have been developed by the IEP Committee. Teachers review the IEP and write accommodations and provide this information to the School Test Coordinator and District Level SPED Director and Test Coordinator. These accommodations are revised by district level administrators and submitted to the Office of Student Assessment for approval. Test materials are requested by the district that will provide accommodations that are needed for Special Education Students. Approved accommodations are provided for the school level administrators, teachers, SPED teachers for administering of the test. Accommodations for SPED Students during testing follow the Webster County School District Test Security Plan

- (5) List all individuals who have access to the secure storage area.
Individuals with Access to Storage Area.

Office of Special Services-Mr. Michael Adkins, (K); Mrs. Sharon Tindall, (K);
Dr. Wanda Porter, Mrs. Gina Sanderson, Mr. Del Hodges, Mrs. Pam Simmons
East Webster Elementary-Mr. Jim Ray, (K); Mrs. Kelly Powell (K);
Mrs. Cindy McCarter, Mrs. Dallas Ferguson,
East Webster High-Mr. Bill Brand, (K); Mrs. Cynthia Hillhouse, (K); Mr. Joe Hays,
Mrs. Sherry Hodges, Mrs. Sandra Gordon, Mrs. Pam Champion
Eupora Elementary- Mr. Jack Rolison, III, (K); Mrs. Sue Ann Boatman (K); Mrs.
Patricia Cochran, Mrs. Missy Lewis
Eupora High- Mrs. Laci Knight, (K); Mrs. Monica Cummings, (K); Mr. Joe Hays,
Mrs. Susan Thompson, Mrs. Beverly Hughes,
Webster County Vocational Center- Mr. Phil Ferguson, (K); Mr. Joe Hays, (K); Mrs.
Carol Pittman

- (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).**

Secure storage is in a room or lockable storage cabinet. Keys to these rooms/storage cabinets are limited to those identified in the District Test Security Plan. Access to secure storage is only available to personnel identified in the District Test Security Plan. The personnel that have keys to the secure storage area are identified with (K) after their names.

- (2) Describe the plan for student emergencies (bathroom, sudden illness).
Restroom Emergencies: The Test Administrator must collect the student's test materials and the school testing personnel must accompany the student to and from the restroom. Upon return, the student may resume testing.
Illness: The Test Administrator must collect the student's test materials and will not be allowed to re-take that section during the testing period.
- (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.
Test administrators will instruct students to place their answer documents in their test booklet at their current place leaving approximately one inch of the answer document showing from the top of the test booklet. The Test Administrator and Proctor will ensure that all test booklets and answer documents are on the student's desk. The Students, Proctor and Test Administrator will all evacuate locking the door behind them.
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Multiple test administrations will be a rare occurrence. The only time this should occur is for make-up after the main test administration has occurred. If needed, the afternoon session would begin as soon after lunch as possible to allow time for the student to have adequate time for completion.

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

The Technology Coordinator will be present at one school-testing site each day of on-line

testing. Students scheduled for on-line testing will come to the testing room, be allowed to enter if scheduled, be logged in by the Test Administrator and will be allowed to begin when all pre-test instructions are given. If there is a power outage, network problem or computer problem the assessment trained Technology Coordinator will come to the building/ testing room and attempt to correct the problem. The District Test Coordinator will be contacted and made aware of the problem so contacts with Student Assessment and the Testing Company can be made. Hopefully the problems can be corrected locally and testing can continue. If not, directions from Student Assessment and/or the Testing Company will be followed.

- (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.

When the majority of the students have finished the test, testing materials will be collected and inventoried. When the inventory is complete, students may be quietly released.

- (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.).

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- (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.)**

Data relating to students (i.e. SPED, Title I etc.) is collected prior to testing. This coding will be done after testing by the School Test Coordinator. The teacher will mark the code for a prediction of the student's performance after testing. All coding will be completed in the secure storage area under the supervision of the School Test Coordinator.

(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.)** The Test Administrator and Proctor will examine answer documents to ensure accuracy off student data, bubbles are correctly filled and that there are no stray marks. This will be conducted as soon as all testing materials have been collected and before returning to the School Test Coordinator in the testing area.

(15) Include the Testing Schedule for the current school year.

Webster County School District Testing Calendar 2012-13

MS Writing Assessment	English II Writing Make-up	September 12, 2012 September 13, 2012
SATP Re-test	English II Algebra I U. S. History Biology Make-up	September 17-18, 2012 September 19, 2012 September 20, 2012 September 21, 2012 September 24, 2012
MS Writing Assessment Program Retest	Eng. II Writing Make Up Eng. II Writing (E/PP/R)	September 12, 2012 September 13, 2012 November 13, 2012 November 14, 2012
MS-CPAS		November 12-16, 2012
SATP Re-test	English II Algebra I US History Biology I Make-up English II Writing Make-up	December 10-11, 2012 December 12, 2012 December 13, 2012 December 14, 2012 December 17, 2012 November 29, 2012 November 30, 2012
Writing	4 th and 7 th Grade Make-up	February 28, 2013 March 1, 2013
SAPT	English II Writing Make-up	March 6, 2013 March 7, 2013
SATP	English II Algebra I U. S. History Biology Make-up	March 19-20, 2013 March 21, 2013 March 22, 2013 March 25, 2013 March 26, 2013
MS-CPAS	MS_CPAS	April 8-26, 2013
SATP	US History Algebra I English II Biology I Make Up	May 9, 2013 May 8, 2013 May 7, 2013 May 10, 2013 May 13, 2013
Science Test	5th and 8 th Grade Make-up	May 1, 2013 May 2, 2013
MCT2	3rd – 8 th Grade Lang. Arts Reading Lang. Arts Writing Mathematics Make-up	May 14, 2013 May 15, 2013 May 16, 2013 May 17, 2013

Section III - SCHOOL PLAN (cont)

F. If Applicable:

- (1) Describe the plan for breaks between tests.

Breaks between tests may be given, if allowable, by the discretion of the School Test Administrator. The breaks will be long enough to care for individual student needs.

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

During allowable time before the test is administered the Teacher and/or Assistant/Proctor will complete the demographic data on the answer document. If this is not completed prior to the test administration, the Teacher and/or Proctor will complete the remaining demographic data immediately following the test administration in the presence of the School Test Coordinator in the secure storage area.

- (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.**

Scratch Paper is allowed on the Algebra I and MCT2 Mathematics tests only. All scratch materials will be collected and returned with the testing materials to the District Test Coordinator. The scratch materials will be packed and returned with the other testing materials.

- (4) The EHS MCT test will be administered in the Eupora High School Cafeteria and the Webster County Career and Technology Center (WCCTC). The MCT will be administered to a single class at each location in one large group setting. There will be one test administrator and 3 proctors in each group. The 7th Grade class will test in the EHS Cafeteria and the 8th Grade class will test at the WCCTC. The testing materials shall be accounted for at all times. The testing materials shall be taken from the secure storage at EHS and transported to the WCCTC by Mrs. Cummings, School Test Coordinator and another person (Test Administrator or Proctor). The Test Administrator at the testing site will inventory the testing materials, administer the test, and inventory the testing materials with the School Test Coordinator before she transports them back to EHS each day.

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.

<u>Webster County</u>	<u>Webster County Career and Technology Center</u>	
Name of the District	Name of the School	
<u>Phil Ferguson</u>	_____	_____
Name of the School Principal	Signature	Date
<u>Joe Hays</u>	_____	_____
Name of the School Test Coordinator	Signature	Date
<u>Michael Adkins</u>	_____	_____
Name of the District Test Coordinator	Signature	Date

A. Name of Test(s) MS-CPAS

- 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. The Test Administrators Manual is used and discussed during the training scheduled if allowed by SDE. The manual may be read again prior to the test administration in a secure environment within the allowable dates in the School Test Coordinator’s Room/Office.

D. Handling Materials

(1) Describe the procedure for distributing materials to each test administrator.

The School Security Checklist will be used by the School Test Coordinator to log in and log out the individual test booklets to the 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.

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- (3) Describe the procedure for returning materials to the school test coordinator.

When all testing materials have been accounted for, the students may be released and the materials returned for inventory to the School Test Coordinator. The School Test Coordinator will inventory the materials using the School Security Checklist.

- (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.

The review of Braille Testing Materials will be the same as any other testing materials. The Test Administrator and School Test Coordinator, in a secure area, will complete the transfer of large print/Braille answers as soon after testing as possible.

** SPED Accommodations are provided to students from the information that have been developed by the IEP Committee. Teachers review the IEP and write accommodations and provide this information to the School Test Coordinator and District Level SPED Director and Test Coordinator. These accommodations are revised by district level administrators and submitted to the Office of Student Assessment for approval. Test materials are requested by the district that will provide accommodations that are needed for Special Education Students. Approved accommodations are provided for the school level administrators, teachers, SPED teachers for administering of the test. Accommodations for SPED Students during testing follow the Webster County School District Test Security Plan

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Individuals with Access to Storage Area.

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Mrs. Cindy McCarter, Mrs. Dallas Ferguson,
East Webster High-Mr. Bill Brand, (K); Mrs. Cynthia Hillhouse, (K); Mr. Joe Hays,
Mrs. Sherry Hodges, Mrs Sandra Gordon, Mrs. Pam Champion
Eupora Elementary- Mr. Jack Rolison, III, (K); Mrs. Sue Ann Boatman, (K); Mrs.
Patricia Cochran, Mrs. Missy Lewis
Eupora High- Mrs. Laci Knight, (K); Mrs. Monica Cummings, (K); Mr. Joe Hays,
Mrs. Susan Thompson, Mrs. Beverly Hughes,
Webster County Vocational Center- Mr. Phil Ferguson, (K); Mr. Joe Hays, (K); Mrs.
Carol Pittman

- (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).

Secure storage is in a room or lockable storage cabinet. Keys to these rooms/storage cabinets are limited to those identified in the District Test Security Plan. Access to secure storage is only available to personnel identified in the District Test Security Plan. The personnel that have keys to the secure storage area are identified with (K) after their names.

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

Restroom Emergencies: The Test Administrator must collect the student's test materials and the school testing personnel must accompany the student to and from the restroom. Upon return, the student may resume testing.

Illness: The Test Administrator must collect the student's test materials and will not be allowed to re-take that section during the testing period.

(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.

Test administrators will instruct students to place their answer documents in their test booklet at their current place leaving approximately one inch of the answer document showing from the top of the test booklet. The Test Administrator and Proctor will ensure that all test booklets and answer documents are on the student's desk. The Students, Proctor and Test Administrator will all evacuate locking the door behind them.

(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.

Students are not allowed to possess and/or use any electronic communication device, including cell phones and personal digital assistance devices, during the administration of scheduled statewide tests. Students will be asked if they have cell phones and/or personal digital assistance devices and if so will be collected and returned after testing materials are collected and students are released from testing.

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Each School Test Coordinator and Principal shall inspect all testing rooms to ensure that all content relevant materials have either been removed or covered for the testing session. This inspection shall take place the day before testing.

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

The District Test Coordinator and Assistant District Test Coordinator will randomly monitor testing at buildings during the testing session. School Test Coordinators will randomly monitor testing in their building while the testing session is in progress.

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

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

The Technology Coordinator will be present at one school-testing site each day of on-line

testing. Students scheduled for on-line testing will come to the testing room, be allowed to enter if scheduled, be logged in by the Test Administrator and will be allowed to begin when all pre-test instructions are given. If there is a power outage, network problem or computer problem the assessment trained Technology Coordinator will come to the building/ testing room and attempt to correct the problem. The District Test Coordinator will be contacted and made aware of the problem so contacts with Student Assessment and the Testing Company can be made. Hopefully the problems can be corrected locally and testing can continue. If not, directions from Student Assessment and/or the Testing Company will be followed.

- (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.

When the majority of the students have finished the test, testing materials will be collected and inventoried. When the inventory is complete, students may be quietly released.

- (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.).

Seating charts for SATP and MS-CPAS will be alphabetized. Seating charts for MCT2, Science, and Writing, will be alphabetized or pre-arranged to separate friends depending upon if the test is given in the regular classroom or in a large group. Large group testing seating charts will be alphabetized. The only exception to this will be placement of students at the front of the room based upon IEP or special circumstances.

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- (15) Include the Testing Schedule for the current school year.

Webster County School District Testing Calendar 2012-2013

MS-CPAS		MS_CPAS	November 12-16, 2012 April 8-26, 2013
MCT2	3rd – 8 th Grade	Lang. Arts Reading	May 14, 2013
		Lang. Arts Writing	May 15, 2013
		Mathematics	May 16, 2013
		Make-up	May 17, 2013

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

E. 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:
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 The School Security Checklist will be used by the School Test Coordinator to log in and log out the individual test booklets to the Test Administrator.

(5) Describe the procedure that test administrators will use to distribute materials to students and to account for materials before students leave the testing area.

The Test Administrator will distribute the pre-identified labeled testing materials to the correct students making sure that only one copy per student is distributed. Testing booklets and answer documents shall be collected making sure that one from each student is collected immediately after the testing session is complete. All scratch paper will be collected and returned to the District Test Coordinator.

(6) Describe the procedure for returning materials to the school test coordinator.

When all testing materials have been accounted for, the students may be released and the materials returned for inventory to the School Test Coordinator. The School Test Coordinator will inventory the materials using the School Security Checklist.

- (7) 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.

The review of Braille Testing Materials will be the same as any other testing materials. The Test Administrator and School Test Coordinator, in a secure area, will complete the transfer of large print/Braille answers as soon after testing as possible.

- (8) List all individuals who have access to the secure storage area.
Individuals with Access to Storage Area.

Office of Special Services-Mr. Michael Adkins, (K); Mrs. Sharon Tindall, (K);
Dr. Wanda Porter, Mrs. Gina Sanderson, Mr. Del Hodges, Mrs. Pam Simmons
East Webster Elementary-Mr. Jim Ray, (K); Mrs. Mrs. Kelly Powell (K);
Mrs. Cindy McCarter, Mrs. Dallas Ferguson,
East Webster High-Mr. Bill Brand, (K); Mrs.Cynthia Hillhouse, (K); Mr. Joe Hays,
Mrs. Sherry Hodges, Mrs Sandra Gordon, Mrs. Pam Champion
Eupora Elementary- Mr. Jack Rolison, III, (K); Mrs. Sue Ann Boatman, (K); Mrs.
Patricia Cochran, Mrs. Missy Lewis
Eupora High- Mrs. Laci Knight, (K); Mrs. Monica Cummings, (K); Mr. Joe Hays,
Mrs. Susan Thompson, Mrs. Beverly Hughes,
Webster County Vocational Center- Mr. Phil Ferguson, (K); Mr. Joe Hays, (K); Mrs.
Carol Pittman

- (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

- (9) **Describe your policy on secure storage access – (Review Appendix F).**
Secure storage is in a room or lockable storage cabinet. Keys to these rooms/storage cabinets are limited to those identified in the District Test Security Plan. Access to secure storage is only available to personnel identified in the District Test Security Plan. The personnel that have keys to the secure storage area are identified with (K) after their names.
- (10) Describe the plan for student emergencies (bathroom, sudden illness).
Restroom Emergencies: The Test Administrator must collect the student's test materials and the school testing personnel must accompany the student to and from the restroom. Upon return, the student may resume testing.
Illness: The Test Administrator must collect the student's test materials and will not be allowed to re-take that section during the testing period.
- (11) 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.
Test administrators will instruct students to place their answer documents in their test booklet at their current place leaving approximately one inch of the answer document showing from the top of the test booklet. The Test Administrator and Proctor will ensure that all test booklets and answer documents are on the student's desk. The Students, Proctor and Test Administrator will all evacuate locking the door behind them.
- (12) 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.
Students are not allowed to possess and/or use any electronic communication device, including cell phones and personal digital assistance devices, during the administration of scheduled statewide tests. Students will be asked if they have cell phones and/or personal digital assistance devices and if so will be collected and returned after testing materials are collected and students are released from testing.
- (13) **Describe the procedure used for ensuring that students are using only allowable calculators.**
Each School Test Coordinator will give each Test Administrator the list of non-approved calculators. Each School has an ample supply of calculators for student use. Each student will use the supplied calculator. Each Test Administrator and Proctor will monitor that the students use the school-supplied calculator.
- (14) **Describe the procedure used to ensure that all content relevant materials in testing areas have been covered or removed.**
Each School Test Coordinator and Principal shall inspect all testing rooms to ensure that all content relevant materials have either been removed or covered for the testing session. This inspection shall take place the day before testing.
- (15) **Describe district monitoring of Test Administrators, Proctors, students, and any others involved in the testing process.**

The District Test Coordinator and Assistant District Test Coordinator will randomly monitor testing at buildings during the testing session. School Test Coordinators will randomly monitor testing in their building while the testing session is in progress.

- (16) **Describe the plan for multiple test administrations (i. e. morning/afternoon) if applicable.** Multiple test administrations will be a rare occurrence. The only time this should occur is for make-up after the main test administration has occurred. If needed, the afternoon session would begin as soon after lunch as possible to allow time for the student to have adequate time for completion.
- (17) **Describe the procedure for online testing and include procedures to address when disruptions occur (power outages, network problems etc).**
The Technology Coordinator will be present at one school-testing site each day of on-line testing. Students scheduled for on-line testing will come to the testing room, be allowed to enter if scheduled, be logged in by the Test Administrator and will be allowed to begin when all pre-test instructions are given. If there is a power outage, network problem or computer problem the assessment trained Technology Coordinator will come to the building/ testing room and attempt to correct the problem. The District Test Coordinator will be contacted and made aware of the problem so contacts with Student Assessment and the Testing Company can be made. Hopefully the problems can be corrected locally and testing can continue. If not, directions from Student Assessment and/or the Testing Company will be followed.
- (18) 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.
When the majority of the students have finished the test, testing materials will be collected and inventoried. When the inventory is complete, students may be quietly released.
- (19) 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.).
Seating charts for SATP and MS-CPAS will be alphabetized. Seating charts for MCT2, Science, and Writing, will be alphabetized or pre-arranged to separate friends depending upon if the test is given in the regular classroom or in a large group. Large group testing seating charts will be alphabetized. The only exception to this will be placement of students at the front of the room based upon IEP or special circumstances.
- (20) 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?
Students who finish early may sit quietly and/or place their heads on their desks until the majority of the students have finished and are released.

- (21) 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.)**
Data relating to students (i.e. SPED, Title I etc.) is collected prior to testing. This coding will be done after testing by the School Test Coordinator. The teacher will mark the code for a prediction of the student's performance after testing. All coding will be completed in the secure storage area under the supervision of the School Test Coordinator.
- (22) 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.)**
The Test Administrator and Proctor will examine answer documents to ensure accuracy off student data, bubbles are correctly filled and that there are no stray marks. This will be conducted as soon as all testing materials have been collected and before returning to the School Test Coordinator in the testing area.
- (23) Include the Testing Schedule for the current school year.

