

2023–2024 School Test Security Plan

School Test Security Plans are for the purpose of documenting site-specific information, and must be consistent with the procedures outlined in the district and state test security plans.

School Site-Specific Information

School: Newton Elementary School

Principal: Meaghan McGowan

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

Name:	Title:
<u>Meaghan McGowan</u>	<u>Principal</u>
<u>Shawna Yelton</u>	<u>Assistant Principal</u>
<u>Nichole Heller</u>	<u>Learning Strategist</u>

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students and non-licensed individuals required to be present in the testing environment are trained in the following manner:

All personnel involved in testing will be required to complete the annual NDE and CCSD online test security module in ELMS. Completion will be monitored by the Principal and Assistant Principal. Site-based professional learning for test security and administration will be provided as a refresher approximately 1 week prior to the opening of the testing windows for each assessment. Personnel will be provided a digital copy of the CCSD Plan for Test Administration and Security.

STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS

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

Locked wardrobe in room 9.

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

Name:	Title:
<u>Meaghan McGowan</u>	<u>Principal</u>
<u>Shawna Yelton</u>	<u>Assistant Principal</u>
<u>Nichole Heller</u>	<u>Learning Strategist</u>

Online testing rooms and the test administrator’s computer are secured as follows:

Test administrators (TAs) will collect all student personal phones prior to beginning the testing session upon entry to the testing environment. Phones will be stored in the classroom pocket chart where students will be able to see their phone and have access should an emergency occur. TAs will also check that students are not wearing ear buds or have wearable devices on them (e.g., smartwatches). Computer labs are locked when not in use for testing during the summative window. During test administration, all TAs computers are secured and monitored throughout the session, and all student devices are on kiosk/testing mode restricting student access.

Each testing room will be equipped with sign in/sign out sheets to document any individual (e.g., students, test administrators, proctors, other school personnel) who is present in the testing room.

ELIGIBILITY

The following procedures are used to verify student eligibility:

The TC will determine student eligibility for WIDA using the LEP Assessment Report. The TC will determine student eligibility for CRT and NAA by consulting with the Special Education Instructional Facilitator to confirm which students have the NAA written in their IEP.

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:

Secure testing materials will be stored in the locked wardrobe located in room 9 , distributed by the TC to TAs using a sign-out sheet, collected by the TC at the conclusion of testing sessions, and inventoried by the TCs using class rosters. TAs will be responsible for keeping testing materials secure during test administration. Students will sign out their test tickets, and the TA will collect test tickets immediately after students log in. TAs must account for all testing materials, including counting all materials before returning them to the TC.

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EMERGENCY SITUATIONS

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

During an emergency situation requiring evaluation of the school, students will pause tests (if safe) and calmly file out of the room. All testing rooms will be locked after the last student has exited to keep materials secure. Re-entry of the testing area is accessible by the principal, TC, or designee and will be documented. Students will resume testing, if possible, for fixed form assessments. A Report of Test Irregularity will be completed if an emergency occurs.

ADDITIONAL TIME

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

At the end of the scheduled testing time, the principal, TC, and/or designee, will locate students in need of additional time, collect their test materials from the TA, and securely transport students and materials to a designated make-up testing room. Lunch arrangements may need to be made so students do not have an opportunity to interact with other students or have access to unapproved devices.

ACCOMMODATIONS

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

The TC will meet with the SEIF prior to each testing window to review all approved NDE Testing Accommodations for students in Special Education and 504 Programs. TC and SEIF will access the Test Accommodations report in Infinite Campus to review documented test accommodations (Infinite Campus > Index > Student Information > Reports > Test Accommodations). Special accommodations identified will be submitted to the Assessment Department for NDE approval. The TC will develop a spreadsheet of all students requiring supports organized by assessment. The SEIF and TC will ensure the supports listed on the IEP match the NDE IEP/504 Testing Accommodations Form. The TC will assign embedded accommodations/supports within the appropriate testing platform before printing tickets. TC will cross reference the accommodations tracker and the printed test ticket to ensure accommodations are listed. The TC will ensure Confidentiality Agreement Forms are collected, as needed.

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OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

The TC will meet with teacher teams to identify students who need designated supports as aligned to the Usability, Accessibility, and Accommodations Guide. The TC will add this information to the spreadsheet of accommodations.