

2022–2023 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: **David M. Cox Elementary**

Principal: **Tara Imboden**

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

Name:

Title:

Tara Imboden

Principal

Andrea Heinlen

Assistant Principal

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:

Test coordinator (Principal and Assistant Principal) will provided a mandatory testing meeting for grades 3-5 teachers, instructional aides, and anyone else involved in the statewide assessments to review state testing procedures and protocols. All teachers will participate in mandatory district training and read the state testing handbook. Teachers will also sign a district confidentiality agreement form.

STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS

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

Elementary file cabinet located in the front inventory office where only the Principal and Assistant Principal has access to open.

2022–2023 School Test Security Plan

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

Name:	Title:
<u>Tara Imboden</u>	<u>Principal</u>
<u>Andrea Heinlen</u>	<u>Assistant Principal</u>
<u>Sylvia Collier</u>	<u>SBT</u>

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

3-5 Classrooms, Room 54, Room 31- Students will take the on-line assessments.
Principal's office, AP's Office, SBT's Office for secure testing login information.

Testing rooms are always closed and locked after each testing session. All computers are shut and locked each night. All testing tickets are signed back into administration once classroom testing sessions are complete.

ELIGIBILITY

The following procedures are used to verify student eligibility:

The Clark County School District assessment department verifies the student's eligibility.

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:

The test coordinator prints the test tickets for each teacher. The teacher verifies their student roster and the number of testing tickets. The teacher/test coordinator initials on the sign out sheet the number of tickets. After each testing session, the teacher and test coordinator verifies by re-counting the testing tickets and initialing the number of tickets that were "checked in." The test coordinator after verifying all tickets shred the tickets.

2022–2023 School Test Security Plan

EMERGENCY SITUATIONS

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

Test coordinator and teachers who will be testing will have radios during the testing window should an emergency occur.

ADDITIONAL TIME

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

Administration and/or test proctors will monitor students. The school counselor, the Read by Three and GATE teacher will be trained in testing security and will serve as "back ups" if needed.

ACCOMMODATIONS

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

Test coordinator will meet with all teachers and counselor regarding IEP's/504/and ELL students. Accommodations will be assigned by the Test Coordinator within the DRC system in accordance to all student plans.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

N/A