2024–2025 School Test Security Plan

School Test Security Plans document site-specific information and must be consistent with procedures outlined in the District and state test security plans.

School: **Quannah McCall Elementary School**

Principal: Amanda K. Lush

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

Name:	Title:
Merrick Murray	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:

> Staff will be required to complete 2024-2025 NDE and CCSD digital modules through the ELMS learning management system. Completion will be monitored by the test coordinator as staff members submit printouts of their completion. Site-based training for test security and administration will be provided for SBAC, CRT science, WIDA and NAA. Teachers will be provided a digital copy of the CCSD Plan for Test Administration and Security. Training records will be stored for 3 years.

STORAGE AND DISTRIBUTION OF HARD-COPY TESTING MATERIALS

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

> Testing Room (in MP Room) in locked file cabinets.

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

Name:	Title:
Merrick Murray	Assistant Principal
Amanda Lush	Principal

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Online testing rooms and test administrator computers are secured as follows:

Computer labs are locked during the testing windows. During testing administration, all test administrators' computers are secured and monitored throughout the session and all students' devices are in testing mode to restrict students access only to the secured DRC software.

Personal student devices: All student phones, smart watches, earbuds, etc. will be turned off and kept w/the teacher in a labeled gallon sized zip lock bag.

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:

Testing Coordinator will check on student eligibility and verify in IC. SBAC- all students verified by active enrollment in IC with the exception of NAA students. WIDA - all eligible students are identified and flagged in IC as Title III/LEP and student lists will be pulled from IC. WAA - all Title III/LEP students eligible to take NAA flagged in IC and verified by the SEIF or TOR. NAA - all students NAA coded students in IC and verified by the SEIF and TOR.

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:

Testers will check out testing material from the Testing Room. A signature log will be maintained of test materials that are distributed and collected and to whom. TC will inventory all materials using the class rosters prior to distribution, and upon collection. Testers will be responsible for keeping testing materials secure during test administration. Students will sign out their test tickets, and the Tester will collect test tickets and all testing material as students finish their test. Testers will count all materials before returning them to the Test Coordinator. Testers will call the office upon completion. Test Coordinator will collect materials from classrooms as they finish, and lock them in the Testing Room.

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

All testing personnel are directed and trained to notify the Testing Coordinator immediately of any test security concerns as they occur (part of school-wide training and written into test administration instructions). All Test Administrators have printed instructions regarding emergencies (students will pause tests and walk out of the room calmly). All tests will be locked after the last student has exited to keep materials secure. Students will resume testing, if possible, for fixed form assessments. A report of test irregularity will be completed if an emergency occurs. A plan for loss of Internet connectivity will be in place.

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ADDITIONAL TIME

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

Additional time will be provided in the original test environment by the Test Administrator who administered the test or the student and test materials will be transferred to another test location with a Test Administrator. Lunch arrangements may need to be made so that 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 Testing Coordinator 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. The SEIF will provide the NDE testing accommodation forms for every IEP/504 student indicating what accommodations are needed. If applicable, special accommodations identified will be submitted to the Assessment Department for NDE approval. A spreadsheet will be updated to include all accommodations. Students with 504s will be added to the list from the counselors. The Test Coordinator and SEIF will verify that testing accommodations match those on the NDE Testing Accommodations Form. The Test Coordinator will assign embedded accommodations in eDirect for each assessment and ensure that all accommodations are provided. Test Administrators and proctors must complete a confidentiality agreement form for certain accommodations as indicated in the UAAG provided by DRC.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

The Test Coordinator will check on rooms periodically each day to verify active proctoring by Test Administrators, as well as, check with every Test Administrator at the close of each testing session to assist as needed, including helping with an emergency or providing guidance in the event of a testing irregularity. All Test Administrators will engage in active proctoring, including throughout the testing room to make certain students are working productively and independently, throughout a testing session. During school-wide test security training and as part of the test administration instructions, Test Administrators are instructed to direct students to power off and secure all electronic items with Test Administrator and to visually inspect and check for compliance before beginning the test administration.