2021-2022 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: **Richard Rundle Elementary School**

Principal: Dr. Lenette Reece

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

Name:	Title:
Branden Ledesma	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:

> Licensed staff and support staff will have required Test Administration training onsite. Staff will be given information about Instructions in proper handling of test materials, including test tickets and instructions in proper test administration. Staff will also be expected to watch the Test Administration videos on ELMS. Rundle Testing Coordinator will create a testing schedule for grade levels to follow.

STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS

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

> Any materials containing student-identifying information, responses, or test content will be stored securely in the Rundle Testing Closet/Wardrobe and will not be accessible to anyone other than the principal or school test coordinator (who is myself). Under no circumstances will student-identifying information printed on the test tickets be distributed via email or any other non-secure method.

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

Name: Title:

Branden Ledesma   Assistant Principal

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

> Testing rooms and the test administrator's computer are secured with a passcode.

The following procedures are used to verify student eligibility:

> SBAC Testing: all third, fourth, and fifth grade students are eligible to take the SBAC tests.
>
> WIDA: Students are verified through Infinite Campus ad hoc and home language survey reports.
>
> The primary responsibility for the verification of the identity and eligibility of each student participating in the assessment will be in accordance with the procedures outlined in the CCSD test security plan.

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:

> Paper pencil test materials or online tickets are counted, verified, and logged. Test administrator will print online tickets or distribute testing materials. This process is tracked using a sign in and sign out log. Sign out when materials are distributed and sign in when the materials are returned. Materials are verified and counted when returned and then kept under lock and key in the Rundle Testing closet/wardrobe. Procedures will be put into place to ensure the following: compliance with testing accommodation plans and online testing should the need arise.

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EMERGENCY SITUATIONS

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

- Handle emergency immediately/possible removal of students from testing room
- Lock door(s) to secure test.
- When students are able to return, the teacher(s) will verify the testing materials match the student.
- File testing irregularity.

ADDITIONAL TIME

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

- All IEP accommodations will be followed.
- If non IEP needs additional time, their test will be paused, all of their materials will be collected by a licensed staff member and then taken to an alternate testing location by a licensed staff to complete the testing session.
- Staff will be trained in procedures regarding students who require additional time for testing, students who become ill during testing, responding to technology malfunctions, and evacuation protocol.

ACCOMMODATIONS

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

Our SEIF is working with myself as testing coordinator to ensure student accommodations are being met. Embedded testing accommodations and designated supports will be selected for the appropriate students prior to test administration. This might include but is not limited to Text-to-Speech supports. Non-embedded accommodation and designated support information must also be provided to test administrators.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security: