

# 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: Thiriot Elementary

Principal: Renee Mechem

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

| Name:                | Title:                     |
|----------------------|----------------------------|
| <u>Renee Mechem</u>  | <u>Principal</u>           |
| <u>Patrick White</u> | <u>Assistant Principal</u> |
| <u>Laurie Jones</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 test coordinator (TC). 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. Additional online training through [wida.wisc.edu](http://wida.wisc.edu) for WIDA.

## STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS

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

Test security storage cabinet is located in the testing storage room (room 102).

## 2022–2023 School Test Security Plan

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

| Name:         | Title:              |
|---------------|---------------------|
| Renee Mechem  | Principal           |
| Patrick White | Assistant Principal |
| Laurie Jones  | Learning Strategist |

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

password entry to computer.  
Desktop lock down  
Doors closed  
limited entry  
test administrator and proctor present

### **ELIGIBILITY**

The following procedures are used to verify student eligibility:

Paper Test: The test coordinator and test administrator will generate student testing rosters and the teacher will check to ensure the correct grade and subject is being administered. Any student who leaves the testing environment and is unsupervised will be determined as ineligible for that portion of the test they had access to.

Online Test: The test coordinator will generate test sessions and testing tickets for all eligible students. The testing rosters and tickets will be given to test administrators and students will sign in and out on the testing roster. Any student roster discrepancies will be investigated and handled by the test coordinator. All test tickets will be cross verified with Infinite Campus enrollment records.

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:

Both Online and paper tests: The test coordinator will order, generate, and organize all test materials by test session. Test administrators will sign out test materials from the test coordinator the day of the test. The test administrator will distribute and log test material distribution/collection to students. The test administrator will return and log all test materials to the test coordinator directly after the test has concluded. Test materials are to be in the explicit possession of the test administrator during the time test materials are logged out from the test coordinator. At no time are any test materials to be out of the direct possession of the test administrator when these materials have been logged out from the test coordinator. Test coordinator will be knowledgeable and implement the procedures for each test administered by Joseph Thriot ES.

## 2022–2023 School Test Security Plan

### **EMERGENCY SITUATIONS**

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

School Evacuation (Paper Test): Staff and students will follow school wide crisis response evacuation guidelines. The Test Administrator will lock the testing room door, with all testing materials inside, and maintain supervision of students at all times. Students will not take any testing materials with them and they will not be allowed to communicate with anyone during the evacuation. Students will not be allowed to communicate with anyone at the conclusion of the evacuation or during the return to the testing room. The testing administrator will collect all testing materials upon returning with the students to the testing room. The testing administrator will contact the school testing coordinator about further directions before proceeding with testing. The testing coordinator will contact the AARSI Assessment office for guidance and subsequently fill out any required testing irregularity forms. The testing coordinator will inform the test administrator if the test is to proceed or is to stop. Before this decision is given to the testing administrator, students will be under constant supervision and not permitted to communicate with each other or anyone else.

School Evacuation (Online Test): Staff and students will follow school wide crisis response evacuation guidelines and leave the computers immediately (Students will evacuate-not log off). The Test Administrator will lock the testing room door, with all testing materials inside, and maintain supervision of students at all times. Students will not take any testing materials with them and they will not be allowed to communicate with anyone during the evacuation. Students will not be allowed to communicate with anyone at the conclusion of the evacuation or during the return to the testing room. Students will resume testing on the computers immediately upon returning to the testing room. The test administrator will log the event. The testing coordinator will contact the AARSI Assessment office for guidance and subsequently fill out any required testing irregularity forms.

Student Illness during paper or online test: Test administrator will contact Test Coordinator. The Test Coordinator will escort the ill student to the health office. The Test Administrator will collect ill students' test materials and secure them. Health staff will determine if the student can continue or needs to go home. If an ill student can continue, the Test coordinator will escort the student back to the testing room where they will be allowed to resume taking the test. (Paper Test only) If the student goes home, the test materials will be secured and the student will not be able to continue with that portion of the test. (Online test only) If the student goes home then they will log in and resume the test during the next administration of the test. Emergency bathroom break during paper and online test: Test administrator/Proctor will contact the test coordinator. The test administrator will secure the students testing materials. The Test Coordinator or Test Administrator will escort the student to the bathroom. The test coordinator will ensure there is no electronic device in the student's possession and check to ensure the bathroom is empty and secure. After the student uses the bathroom, the test coordinator will escort the student back to the testing room. The test administrator will log the event and return the testing materials. The student will then resume testing.

### **ADDITIONAL TIME**

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

Students who require additional time will be collected by the test coordinator. Student test materials and students will be signed out on the student testing roster and be escorted to a new testing room where they will sign in and continue their test. The test coordinator will log the event and maintain test supervision until students have completed that part of the test.

## 2022–2023 School Test Security Plan

### **ACCOMMODATIONS**

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

Teachers will work with the test coordinator, counselor, and SPED teachers to identify and plan for testing accommodations. Test accommodations will be documented and testing conditions will adhere to individual testing accommodation plans. The test coordinator, test administrator, and the teacher will all be responsible to ensure individual student test accommodations are arranged and implemented in adherence to testing procedures and guidelines.

### **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.

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).

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.