School Site-Specific Information   School Year: 2023-2024

School:
The Honors Academy of Literature

Principal:
Andrea Morency

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

Name: **Title:**

Andrea Morency   Executive Director
Trish Gertsma   Testing Lead
Joann Brittain   Office Manager

STORAGE OF TESTING MATERIALS

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

All hard copies will be stored on the school site in a locked filing cabinet in the student file room at 195 N. Arlington St. Reno NV 89501. Digital copies and access to digital materials we will maintained on a password protected computer.

The following individuals have access to the secured testing materials:

Name: **Title:**

Andrea Morency   Executive Director
Joann Brittain   Administrative Assistant
Trish Gertsma   Testing Lead

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students are trained in the following manner (when/where/how):

School Test Administration Training to be held at the school site and led by Andrea Morency. A make-up training session will be scheduled as needed. Training will cover preparation for testing, handling test materials, and security for the tests. Information will be presented using the NDE Test Security Training, NDE testing protocol document, and Honors Academy of Literature Test Security Plan. All individuals who are involved with the administration of the tests will acknowledge in writing that he/she understand the information presented in the training and understand the potential consequences of failure to comply.

<u>**VERIFICATION OF STUDENT IDENTITY**</u>

The following procedures are used to verify the identity of secondary students participating in testing:

N/A as a school grades k-8.

<u>**DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS**</u>

The following procedures are used to collect test materials from students after each test administration:

Digital testing material will be checked and secured by the test administrator when the student completes the test, or the testing time for the day is complete. For any paper testing materials, the test administrator will collect applicable testing materials, including #2 pencil, test booklets, answer document, writing prompt, and any scratch paper used by the student during the test no later than the end of the school day. The test administrator will record the serial number of each test booklet in a testing log and initial that the testing materials were collected. The test administers will account for all test materials, including test booklets, writing prompts, student responses, and other test materials, including scratch paper before a student is allowed to leave the testing area. The test administers will place all testing materials in a designated receptacle stored in the testing location.

The following procedures are used to collect test materials from school personnel administering tests after each testing session: (test administer to test coordinator)

For any paper testing materials, the test coordinator will hand collect the designated storage receptacle containing all testing materials from the test administer in the room where testing took place. The test coordinator will sign, date, and time-stamp the testing log upon collection. The test coordinator will immediately return materials to the secured and locked storage location. Upon return to the secure and locked location, the test administrator will sign the test storage log including the date and time the testing materials are secured.

The following procedures are used for ordering and returning all testing materials to vendor following each test administration:

For any paper testing material, before the Tuesday after the testing window the test coordinator will account that all test materials, including test booklets, writing prompts, student responses, and other test materials, including scratch paper match the testing logs along with any unused materials, and are picked up via UPS. The principal will complete the "Principal Certification Form".

<u>**EMERGENCY SITUATIONS**</u>

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

In an emergency test administers will collect all testing materials in a designated receptacle stored in the testing location. In the case of evacuation, the test administer will foregoing the serial number check on the collection log. The test administer will keep all testing materials in their personal possession until collected from the test coordinator following the above described collection procedures when it is safe to do so.

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

Additional time will be given to students working productively in an appropriate testing environment. Students needing extra time will be supervised by the test administer and appropriate ratio of proctors. During and upon completion of the test, all security procedures described above will apply.

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

Students receiving special education, 504, or ELL services may be afforded appropriate accommodations for the test. Accommodations must be documented in the student's accommodation plan, testing accommodation form, and on the answer document. All accommodation information will be provided to the test administrator prior testing.

ON-LINE TESTING
Verification that computers are prepared for online testing

An outside provider has verified that the devices and infrastructure we have in place will meet the requirements for the SBAC.

OTHER PROCEDURES
Listed below are additional procedures followed to ensure test security:

- Students will check-in and sign a sign-in sheet upon entering the testing location.
- Test administrator will circulate during testing
- Students will be attended by licensed personnel at all times during testing
- If a student has a concern with a test question, the administer will note the question number and concern without looking at the question to be submitted to the department
- Administers will be trained on reporting irregularities