TEST SECURITY PLAN
KOSCIUSKO SCHOOL DISTRICT
2026-2027

2026-2027 Mississippi Statewide Testing Calendar

Test Name and Vendor	Grade Levels	Test Window Start Date - End Date	Maximum Duration	Retesters
Kindergarten Readiness Assessment (KRA) Adolescent Literacy Initiative (ALI) & Moving Math in MS (M^3) Universal Screeners **Vendor:** Renaissance Learning	PK-K 4-8 Reading K-5 Math	**Beginning of Year (BOY)** 7/20/2026 - 9/21/2026 **Middle of Year (MOY)** 11/16/2026 - 12/18/2026 **End of Year (EOY)** 4/12/2027 - 5/14/2027	Varies	No
3rd Grade MS Academic Assessment Program (MAAP-ELA) *Literacy-Based Promotion Act (LBPA)* **Vendor:** DRC	3	**Initial** 4/05/2027 – 4/16/2027 **Retest 1** 5/10/2027 – 5/14/2027 **Retest 2** 6/21/2027 – 6/25/2027	180 minutes	Yes
MS Academic Assessment Program (MAAP) **Vendor:** DRC	End of Course (EOC) 3 ELA & EOC 4-8 ELA 3-8 MATH 5 & 8 SCI & EOC	**Fall 2026** 11/30/2026 – 12/18/2026 **Spring 2027** **G3 Reading/ Graduating Seniors/ Early Graduates** 4/05/2027 – 04/16/2027 4/26/2027 – 05/21/2027	180-270 minutes	Yes
DRC Beacon* **Optional Benchmarks offered at no cost to districts* **Vendor:** DRC	3-8 ELA 3-8 MATH Algebra I English II	**Fall Season** 8/31/2026 – 11/30/2026 **Winter Season** 12/01/2026 – 02/27/2027 **Spring Season** 3/01/2027 – 6/25/2027	Varies	No

Test Name and Vendor	Grade Levels	Test Window Start Date - End Date	Maximum Duration	Retesters
MS Academic Assessment Program - Alternate (MAAP-A) **Vendor:** DRC	**SCD** HS ALT EOC **SCD** 3-8, HS ALT EOC	**Fall** **Retest/4x4 block** 11/30/2026 - 12/11/2026 **Spring** ELA, Math, & Science 3/15/2027 – 5/07/2027	Untimed	Yes
English Language Proficiency Test (ELPT) **Vendor:** Cambium	**English Learners** K – 12	**Annual ELPT Window** 3/01/2027 – 4/16/2027 **ELPA21 Dynamic Screener** 7/20/2026 – 5/27/2027	Untimed	No
National Assessment of Educational Progress (NAEP) **Vendor:** NAEP	**Science** *Selected Schools by U.S. Dept of Education*	1/25/2027 – 3/19/2027	120 minutes	No
ACT **Vendor:** ACT	11	**Test Event 1:** Standard Time Paper 2/23/2027 **Test Event 1:** Online Window 2/23/2027 – 3/05/2027 **Test Event 1:** Accommodations 2/23/2027 – 3/05/2027 **Test Event 2:** Standard Time Paper 3/23/2027 **Test Event 2:** Online Window 3/23/2027 – 4/02/2027 **Test Event 2:** Accommodations 3/23/2027 – 4/02/2027 **Test Event 3:** Standard Time Paper 04/20/2027 **Test Event 3:** Online Window 4/20/2027 – 4/30/2027 **Test Event 3:** Accommodations 4/20/2027 – 4/30/2027	165 minutes 165 minutes Varies 165 minutes 165 minutes Varies 165 minutes 165 minutes Varies	No
ACT WorkKeys **Vendor:** ACT	10-12	**Fall 2026 Paper** 10/19/2026 – 11/13/2026 **Fall 2026 Online** 10/19/2026 – 12/06/2026 **Spring 2027 Paper** 3/01/2027 – 3/26/2027 **Spring 2027 Online** 3/01/2027 – 4/16/2027	165 minutes	No

Important Notes

Kindergarten Readiness Assessment (KRA), Adolescent Literacy Initiative (ALI), & Moving Math in MS (M^3) Universal Screeners

- To receive a Student Growth Percentile (SGP) or Curriculum-Based Measures (CBM) score for MOY, students must be tested after **December 1, 2026**.

K-3 Assessments

- Please refer to the K–3 Assessment Key Dates document for additional information regarding dates associated with Grades 1-3 Universal Screeners for LBPA.
- **Both** Grade 3 ELA sessions must be administered during the **initial Grade 3 testing window (April 5–16, 2027)** to ensure scores are available for retest assignments.
- The initial Grade 3 Reading and Writing assessments may only be administered during the **regular testing window (April 26–May 21, 2027)** for extenuating circumstances (e.g., transfer students, medical emergencies, etc.).

Testing Times

- ELA Session 1 (180 minutes) and Session 2 (two (2) 45-minute writing prompts) total 270 minutes of testing time.
- Mathematics consists of **one (1) session (180 minutes)**.
- For some students receiving accommodations, testing may range from **one (1) day to three (3) days**.

Graduating Seniors/Early Graduates

- **April 16, 2027,** is the final date by which graduating seniors and early graduates must test to receive early scores for **Algebra I, Biology, and English II EOC assessments**.
- Students taking **English II** must complete both sessions during the **early testing window (April 5–16, 2027)**.

ACT State Testing

- The ACT is administered to all MS public-school students classified as 11th grade students during the academic year. Each student is allowed **one (1) administration**.
- Mississippi students will take all four ACT tests: **English, Mathematics, Reading, and Science**.
- **ACT Accommodations Requests**
    - All accommodation requests, including appeals, must be submitted by ACT's established deadlines as outlined in the **Schedule of Events**. Requests that are not submitted by the deadline may not be approved in time for the preferred test date.
    - The **Accommodations Request Window** is available on the ACT Now: Mississippi website under Request Accommodations.

Other Dates to Note for Planning

- Mardi Gras: **February 9, 2027**
- Easter: **March 28, 2027**
- Most Spring Breaks in 2027 fall during the week of **March 8–12, 2027**.
- Coastal district Spring Break schedules typically vary throughout **March and April.**

ADMINISTRATION

Dr. Danya Turner	Superintendent
Dr. Josh Dodd	Assistant Superintendent
Kayla Briscoe	Exceptional Services
Sandy McBride	Business Manager
Paula Terry	Instructional Speciality
Amy Terrell	Parent, Family, and Community Engagement
Jeffrey Mitchell	Technology
Laura Carraway	Child Nutrition
Stacy Davis	Maintenance
Evan Horn	Transportation
Monica Harris	Kosciusko Lower Elementary
Logan Cheek	Kosciusko Middle Elementary
Will Anderson	Kosciusko Upper Elementary
Eli Dew	Kosciusko Junior High School
Macy Wilbanks	Kosciusko High School
Semone Olive	Kosciusko Alternative School

Importance of Test Security

The primary goal of test security is to protect the integrity of the assessment and to ensure its results are accurate and meaningful. All summative test items and assessment materials are secure and shall be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, writing prompts, and student information. For assessments to yield fair, accurate, and valid results, districts shall provide assessments to all students under the same standardized conditions.

Creating a District and School Test Security Plan

A Test Security Plan is required annually for each district and school where state and federally mandated testing occurs. These annually developed plans must adapt to changing testing environments that may inhibit the primary goal of test security, as stated above. Test Security Plans shall be uploaded to each district's Caveon Core account no later than the third Tuesday of January of each year.

Caveon Core is an online test security platform developed by Caveon Test Security Company. The Mississippi Department of Education (MDE) uses the Caveon Core platform to store test security documentation and manage reported test security incidents. District Test Coordinators (DTC) with questions regarding access to this platform should email OSAsupport@mdek12.org.

The District Test Security Plan shall detail all planned procedures for state and federally mandated testing programs that occur at any point in the school year. These testing programs are as follows: Mississippi Academic Assessment Program (MAAP), including re-testers for high school End-of-Course assessments in Algebra I, English II, and Biology; English Language Proficiency Test (ELPT); Mississippi Academic Assessment Program – Alternate (MAAP – A); Kindergarten Readiness Assessments (KRA); National Assessment of Educational Progress (NAEP); and any applicable field test(s) and pilot test(s) for state assessments.

For each testing program listed above, the procedures for maintaining test security and ensuring proper test administration shall be explicit for the district and separately for each school served by the district. In addition to its plan, each school shall keep a printed copy of the district's test security plan readily available. This document will detail the requirements of these plans as set forth by the Office of Student Assessment (OSA).

Guidance on District Test Security Plan

The District Test Security Plan contains all components as required by the OSA. The district test security plans should include: The testing windows for all state assessments; Training protocols/documents for each assessment from each school and STC; Secure Material Handling Protocols for each test program; and Required Signatures.

Section A: Testing Windows

In this section, outline the date and times of each state and federally mandated test administered within the district schedule; and list the district's test coordinator who will lead the administration of state-wide assessments within the district.

1. Attach a copy of the State Testing Calendar from MDE website under the OSA webpage.

Section B: District Training

In this section, provide, for each test administered, the training documentation provided to district level personnel and proof of attendance. Once training concludes, attach all relevant training materials and training sign-in sheets to the test security plan. The DTC should collaborate with the district's Special Education Director in the development of training protocols and policies to ensure state testing accommodations are provided and administered properly to students receiving them.

- ➔ The DTC shall attend applicable training sessions sponsored by the OSA for both fall and spring administrations (Appendix F, Section IV, 2).
- ➔ The DTC may use the state level training material to aid the training of their STC.
- ➔ The district shall maintain for five (5) years, and provide upon request, documentation demonstrating training related to each assessment program was administered.Additionally, training shall include information on test security procedures, violations of test security, and the consequences for those violations (Appendix F, Section IV, 9).

2. Attach the district's test security and assessment training materials, including any handouts, or powerpoint presentations utilized during training. This information is not needed for plan approval but will be a requirement during any in-person or desk audit conducted by an MDE auditor or OSA staff member.

3. Attach the district's training sign-in sheets with appropriate dates to demonstrate training attendance and participation. Signatures of all who attended the training (or roll marked with x beside name if virtual training) must be kept on file at the district office.

District training shall include the following topics:

- ➔ The district policy for all personnel involved in the administration of statewide assessments.
- ➔ The district policy deals with potential test security violations and testing irregularities (i.e., cellular device possession rules, cheating consequences); potential emergency situations (i.e., sudden illness, weather, fire, bomb threats).
- ➔ Identify the individuals who have access to the secure storage area at district site and how the materials will be transported to and from school sites (Appendix F, Section IV, 3d).
- ➔ The secure material distribution process to be followed at the district's schools.
- ➔ Describe the district processes that will be followed to ensure needed testing accommodations are provided and administered accurately to students receiving them, this includes training protocols observed at the district's schools.
- ➔ Describe the district policy for the testing of students off campus (i.e., homebound students, Juvenile Detention Center, hospitalization) and how test security will be maintained.

➔ Detail the district's secure material shredding process.

Universal Screening Assessment Procedures

The Kosciusko School District administers district-approved universal screening assessments during designated benchmark windows throughout the school year in accordance with Mississippi Department of Education (MDE) guidance, vendor administration requirements, and district procedures. Universal screening assessments shall be administered under standardized conditions to ensure valid, reliable, and accurate student performance data. These procedures apply to all district-approved universal screening assessments, including but not limited to Renaissance screeners, Kindergarten Readiness Assessment (KRA), and any additional MDE-approved universal screening assessments.

The following procedures shall be followed during each universal screening assessment administration:

Training

- All certified personnel administering universal screening assessments shall participate in annual training prior to each benchmark administration.
- Training shall include Renaissance Train-the-Trainer materials, when applicable, vendor administration procedures, district testing procedures, standardized administration procedures, technology readiness, student login verification, testing accommodations, active monitoring expectations, assessment security, confidentiality requirements, and procedures for reporting testing irregularities.
- Attendance at all required training sessions shall be documented using sign-in sheets maintained by the District Test Coordinator (DTC). Required documentation shall be uploaded to Caveon in accordance with MDE requirements.

Scheduling

- Universal screening assessment schedules shall be developed by the District Test Coordinator in collaboration with school administrators and School Test Coordinators (STCs).
- Each school's benchmark testing schedule shall be posted no later than thirty (30) days prior to the opening of the testing window, or as soon as practical for the Beginning-of-Year (BOY) administration.

Test Administration

- One certified employee shall administer each universal screening assessment session.
- A second trained school employee may assist with student supervision or logistical support when needed; however, a second proctor is not required unless otherwise required by district procedures or specific assessment guidance.
- Test Administrators shall actively monitor students throughout testing and ensure that standardized administration procedures are consistently followed.
- Test Administrators shall not coach, cue, prompt, interpret assessment items, influence student responses, or provide assistance beyond that permitted by the assessment vendor or documented accommodations.

Technology Readiness

- Prior to each benchmark administration, the School Test Coordinator, technology staff, and classroom teachers shall verify that the assessment platform is operational, student devices are functioning properly, internet connectivity is available, student rosters are accurate, and the assessment is accessible through the district's approved Single Sign-On platform or other approved login method.
- Any technology concerns that occur during testing shall be reported immediately to the School Test Coordinator.

Student Login Verification

- Prior to beginning the assessment, the Test Administrator shall verify that every student is logged into the correct assessment under his or her assigned account.
- Test Administrators shall actively circulate throughout the testing room and verify each student's identity by confirming the student's name and the assessment displayed on the student's device before testing begins.

Assessment Security and Confidentiality

- Student usernames, passwords, Clever credentials, QR codes, assessment dashboards, assessment reports, and any assessment materials containing student information shall be treated as confidential.
- Access to assessment platforms and student assessment data shall be limited to authorized personnel whose job responsibilities require such access.
- Assessment reports containing student information shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and district confidentiality procedures.

Accommodations

- Students shall receive only those testing accommodations documented in their Individualized Education Program (IEP), Section 504 Plan, or Language Service Plan (LSP), provided the accommodation is supported by the assessment vendor.
- School Test Coordinators shall verify accommodations prior to each benchmark administration and ensure testing personnel understand how accommodations are to be appropriately implemented.

Testing Irregularities

- Any testing irregularity that may compromise the validity or integrity of a universal screening assessment shall be documented and reported immediately to the School Test Coordinator.
- The School Test Coordinator shall notify the District Test Coordinator and follow all applicable district and Mississippi Department of Education reporting procedures.

Principal Certification

- Following each benchmark administration window, each principal shall complete the required Mississippi Department of Education Principal Certification Form verifying that universal screening assessments were administered in accordance with applicable state guidance and district procedures.
- When applicable, Kindergarten Readiness Assessment (KRA) certification and universal screening certification may be combined on a single certification form.

Assessment Documentation

- The District Test Coordinator shall maintain all required documentation, including training agendas, training sign-in sheets, benchmark testing schedules, principal certifications, and any additional documentation required by the Mississippi Department of Education.
- Documentation shall be retained in accordance with state record retention requirements and made available upon request during monitoring or audit activities.

Section C: Handling Materials

Storage and Access to Secure Test Materials for District

In this section, describe the district policies and procedures surrounding the handling of deliverable secure test materials and how those materials will be received from the vendor, inventoried, transported, and delivered to each school site.

The DTC is responsible for ordering all paper materials required from the vendor for testing. All secure test materials shall be securely stored within the designated secure storage location while those materials are not in use for preparation or in transit to individual schools. Access must be limited to individuals identified in the district plan who are responsible for the materials' security.

- ➔ The District Test Security Plan shall identify all individuals who have access to the secure material storage area at the district and school sites (Appendix F, Section IV, 3.d).
- ➔ Secure test materials at the district level include, but are not limited to any material containing student identifiable information, student responses and/or test content which can be included on the following: Paper Accommodated materials (Test Booklets), Braille Test Books, Read-Aloud Scripts, and MAAP-A Test Administration Manuals/Task Cards/Scoring Sheets.
- ➔ Secure testing materials are required to be inventoried by the DTC upon receipt from the vendor. The materials delivered shall match the vendor's ledger prior to the distribution to the school site(s). After delivery to the school(s), the STC shall sign for inventory, and maintain a log detailing the chain of custody of deliverable materials during the entire testing window (Appendix F, Section IV, 5b).
- ➔ Two trained people shall be with all open boxes of secure materials prior to distribution to the schools.

4. Detail the individuals with access, list their name and role in the school district.

   - ➢ Dr. Josh Dodd, District Testing Coordinator
   - ➢ Janna Wollfarth, Assistant Testing Coordinator
   - ➢ Kelly Quick, MAAP-A Testing Coordinator
   - ➢ Nicole Witzel, Administrative Assistant

5. Describe how the ordered materials will be received, counted to verify the inventory, and securely stored at the district, unless materials are delivered directly to the school site.

   Upon receiving testing materials, the DTC will sign for the shipment keeping a record of the delivery date and time. Materials will be delivered to the district's central office unless specified otherwise. The DTC will receive the shipment with a witness present and use the vendor's packing slip to verify all materials are present. Any missing or incorrect materials will be reported immediately. Once verified, materials will be stored in a locked, secure area with limited access. Only authorized personnel, such as the DTC and designee, will have key access. An access log will record all entries and removals of materials. An inventory list will also be kept for all materials in the designated secure storage area. This log will be updated whenever materials are checked out or returned. The STC will sign for the materials upon receipt and verify the shipment using the same process. Any issues found at the school level will be reported to the district immediately.

6. Describe the distribution procedure of secure test materials from the district to STCs and their schools.

   Districts may transport sealed boxes to and from schools without a second person present. Secure test materials will be distributed from the district to STCs through a controlled process to ensure security and accuracy. The DTC or designee will prepare an inventory list for each school and verify all materials before distribution. Materials will be checked out from the secure district storage area and delivered to the designated secure storage area at the school. STCs will receive the materials and sign to confirm receipt and accuracy. No boxes of secure materials should be left unattended. Any discrepancies during distribution or upon receipt will be reported immediately to the DTC for resolution. All inventory logs detailing the distribution, receipt, retrieval of all testing materials must be maintained.

7. Detail the retrieval procedure for returnable secure materials from individual schools, unless those materials are sent directly back to the vendor from the school.

   The retrieval of returnable secure materials from schools will follow a controlled process to ensure security and accountability. After testing, STCs will organize and account for all returnable materials using the original inventory list. The STC will document the materials being returned. The DTC will inventory and collect the materials from the STC. Both the DTC and the STC will sign off to confirm accuracy. The materials will then be returned to the district's secure storage area. If materials are shipped directly back to the vendor from the school, the STC will follow vendor instructions for packaging and shipping. Proof of shipment will be retained, and the DTC will be notified once materials have been sent.

8. Detail the process used in verifying all materials are accounted for as they are packed for return to the test vendor within the specified time frame.

   Shipping and packing slips must be stored until materials are marked received at the return warehouse of the vendor. Check the transport servicer's tracking number to verify delivery status. The DTC will use the original inventory list to confirm all returnable items are present. Each item will be counted. Once verified, materials will be grouped, labeled, and packaged following the vendor's instructions. The DTC will review the contents of each package to ensure nothing is missing. Before shipment, the DTC will review all documentation to confirm it meets the vendor's requirements and deadlines. A secure shipping method will be used, and proof of shipment, such as a tracking receipt, will be retained.

9. Describe the district's secure material shredding procedure/ policy (Note: two trained persons are required to be with secure materials).

   All shredding will be conducted by the DTC, with two trained personnel present throughout the process. The materials will be taken to a secure shredding location, where both trained personnel will supervise the entire process. After shredding, the DTC will document the date, time, and personnel involved, along with confirmation that all materials were properly destroyed.

Section D: Signatures

The District Test Security Plan is signed by the district superintendent, the DTC, and the chairman of the school board. The School(s) Test Security Plan, which is a part of the District Test Security Plan, is signed by the school principal, school test coordinator, and the district test coordinator.

- ➔ The Superintendent and DTC are responsible for creating and completing the District Test Security Plan each calendar year (Appendix F, Section IV, 3b).
- ➔ The District Test Security Plan shall contain all components required by the OSA (Appendix F, Section IV, 3a).
- ➔ The District Test Security Plan shall be uploaded after all signatures have been obtained.

District Test Security Plan Cover Page

We assure that **Kosciusko School District** will be in full compliance with the testing requirements as set forth in Appendix F of the current version of the Mississippi Public School Accountability Standards and Mississippi Code §37-16-4. We understand that there is one Security Plan governing the school district and a Security Plan for each school. The District Test Security Plan and the School Test Security Plan shall be revised and signed by the appropriate personnel each year.

Kosciusko School District

School District

Allison Schuler

School Board President *Signature* *Date*

Dr. Danya Turner

Superintendent *Signature* *Date*

Dr. Josh Dodd

District Test Coordinator (DTC) *Signature* *Date*

Organization and Content of the School Test Security Plan

Guidance on School Test Security Plans

The School Test Security Plan should resemble the policies/procedures of the District Test Security Plan, including the following sections.

A. School testing windows/calendars: The testing windows and administration schedules outlined for all state assessments administered within the school;

B. Training Protocols: Describe the school policy/district policy for the personnel authorized to administer and proctor assessments, including details surrounding credentialing requirements and training protocols required for each role to necessitate proper test administration;

C. Handling Secure Materials: Describe the handling of secure materials, detailing how the secure testing materials will be stored, distributed, and collected before and after testing within the school (AppendixF, Section IV, 5a-5f);

D. Additional Assessment Procedures: Describe monitoring of students and test administration staff. If needed, outline restroom breaks, stretch breaks, lunch breaks, or early dismissal. Outline how the school will utilize/follow the district policy regarding potential test security violations and procedures for addressing testing irregularities, including electronic device policy, seating charts, and calculator policy;

E. Accommodations: Identify the procedure to ensure students requiring a testing accommodation (Read-Aloud, Text-to-Speech (TTS), Large Print, transferring answers from print to online) as listed in the students Individualized Education Program (IEP), 504 Plan, or Language Service Plan (LSP) are having those needs met, double checking for accommodations compliance prior to testing; and

F. Required Signatures: The school test security plan shall be signed by the DTC, STC, and the school Principal.

Section A: Testing Schedule

The test schedule and test personnel attachments described below are not needed for plan approval, these attachments are added to the plan after training is complete but before the opening of each testing window.

➔ A specific schedule for each school administering a Statewide assessment within the district shall be submitted to the OSA thirty (30) calendar days prior to the start of any window. A school shall test in accordance with the schedule provided, unless administering a make-up session or change is a result from inclement weather conditions or technology issues that prevented the assessment administration occurring on the day originally scheduled (Appendix F, Section IV, 15).

1. Attach the school's approved testing schedule to the plan.

Section B: School Training/Test Administration Personnel

In this section, demonstrate for each test administered, all training that school level personnel received prior to the assessment administrations. This training may have occurred at the district level, school level, or both. The training sessions at the state level should inform the school training content. School level training, delivered by the STC, shall be given to all personnel performing a testing role in the school.

➔ The STC shall attend applicable training sessions sponsored by the OSA vendors, and the DTC for any upcoming assessment. (Appendix F, Section IV, 6, 7, and 8).

- ➔ The STC may use the district/state level material to formulate training for the Test Administrators (TA), proctors, hall monitors, and other test administration personnel.
- ➔ STCs shall collaborate with special education support staff to prepare and deliver State Testing accommodations to students receiving those supports.
- ➔ TAs shall be licensed school personnel, hold a valid Mississippi Educator License, and be employed by the district (Appendix F, Section IV, 7c).
- ➔ Proctors are not required to be licensed school personnel unless they are fulfilling the role of Second Scorer for a MAAP-A administration or administering a state assessment to a homebound or an incarcerated student. These instances require the Proctor/Second Scorer to be a licensed teacher (Appendix F, Section IV, 7d).
- ➔ If a school is not on a 4x4 block scheduling and testing high school EOC students in the fall semester, the STC training is not required.
- ➔ All personnel involved in the administration of an assessment shall have a signed confidentiality and electronic device agreement on file prior to testing. These documents shall be kept at the district/school for five (5) years (Appendix F, Section IV, 7b).
- ➔ A dated, detailed agenda of the training presented to each school in preparation for all assessments must be attached to the Test Security Plan.
- ➔ Training shall include information on test security procedures, violations of test security, and the consequences for those violations (Appendix F, Section IV, 9).

2. Attach the school's test security and assessment training materials, include any handouts, or powerpoint presentations utilized during training. Again, this information is not needed for plan approval but will be a requirement during any assessment audit by an MDE auditor or at the request of the OSA.
3. Attach a roster of all staff performing a role in statewide assessments, listing the role(s) they were trained to perform. Training sign-in sheets shall be provided for this purpose.

Training shall include the following topics:

- ➔ Secure material handling/distribution, how to use district-developed secure material transfer logs for testing
- ➔ Test security violations and consequences for violations.
- ➔ Accommodations: Review key steps of how to administer the respective assessment(s) with accommodations (i.e. Braille/Large Print, teacher review of Braille test cover memos prior to testing, transcription and scribe policy, read-aloud, multi-day and other allowable accommodations per IEP/504 Plan/LSP)
- ➔ Review vendor's Test Administration Manual
- ➔ Irregularity types: How to identify, report, and address each type that may arise during testing
- ➔ Emergency procedure protocols (weather, fire, etc.)
- ➔ Student monitoring: Actively observing students during testing by the TAs and Proctors (Appendix F, Section IV, 17)
- ➔ Classroom set-up: Ensuring the testing area does not contain information on the walls that could aid students on the content of the test being given in the room
- ➔ ACT/ACT WorkKeys testing: Follow all ACT guidelines and utilize ACT training materials/videos

Section C: Handling Materials

Storage and Access to Secure Test Materials for School

In this section, you will describe for each assessment program administered the secure test material handling procedures to be followed at the school. Except during actual student testing or preparation, all secure test materials shall be stored in the designated secure storage area at the school.

- ➔ Secure Test Materials at the school level include, but are not limited to any material containing student identifiable information, student responses and/or test content which can be included on the following:
    - Paper Accommodated materials (test booklets)
    - Read-aloud paper scripts or log-in tickets for scripts
    - Reference sheets (Vendor Reference Sheets/Writing Rubrics)
    - Used scratch/graph paper (including writing drafts)
    - Student testing tickets (student log-in information)
    - MAAP-A Test Administration Manuals/Task Cards/Scoring Sheets
    - Used Accommodation 48 supplemental aids
    - Access codes
    - Seating charts
    - Handheld calculators that have any memory function or program capability
- ➔ The STC and possibly the DTC should be the primary individuals with access to the secure storage area. List all trained personnel who have access to the secure storage area at the school.
- ➔ If the secure storage room/closet is used for other purposes to which unauthorized individuals have access then a second layer of locked access should be utilized, i.e.: locked file cabinet kept in the secure room/closet which holds the secure testing materials.
- ➔ Testing tickets shall be printed from the appropriate vendor platform in advance of the scheduled assessment. Reproduction and/or the dissemination of test ticket information via an alternative method is prohibited (Appendix F, Section IV, 4).
- ➔ Once tickets are printed for the first testing day, all subsequent tickets for the remainder of the window may be printed.
- ➔ All printed secure test materials shall be inventoried and accounted for at the district and/or school level. Printed secure materials shall be inventoried and logged on a district-developed tracking sheet that documents the materials' chain of custody during the testing window (Appendix F, Section IV, 5a).

The school plan shall:

1. Detail the secure material location at the school site and how materials are kept secure. List the individuals with access to the secure storage location and their role.
2. Describe the ticket printing process: where, by whom, and how far in advance of the first scheduled test administration.
3. Describe the preparation and organization of secure testing materials (pages from manuals, testing/log-in tickets, scratch paper, read aloud scripts, seating chart, etc.) prior to test day (See Supplemental Guidance for additional information).
4. Describe the distribution of secure material procedure observed by the STC when providing TAs testing materials on test day and how these materials are collected after testing, ensuring chain of custody for the duration (See Supplemental Guidance for additional information).
5. Describe how scratch paper will be tracked within the testing room.
6. Briefly describe how test materials will be distributed to students and accounted for before students leave the testing area.
7. For materials not designated for return to the vendor, describe the shredding of secure material procedure observed by the school. The school's procedure must adhere to the district policy.

Handling of secure materials processes and procedures shall ensure:

- ➔ Two people are always with open boxes of secure materials;
- ➔ Logs are kept detailing the check in/check out of all testing materials to track the chain of custody of secure materials;

- ➔ For MAAP-A testing preparation, two people must sign out materials from the STC and be with materials during preparation. MAAP-A materials must be signed in and locked into storage by the STC as soon as the preparation work is completed;
- ➔ Verification that all secure testing materials are accounted for as they are packed for return to the DTC;
- ➔ Verification of secure testing materials not designated for return to the DTC or vendor are securely shredded and disposed of at the school site (i.e., used scratch/graph paper, student testing tickets, manipulatives, etc.);
- ➔ Materials shall be kept in secure storage if disposing of materials at the end of the testing window, unless non-returnable materials are shredded at the conclusion of each testing day; and
- ➔ Any missing materials are investigated immediately, and if not located quickly, the DTC shall be notified by the STC.

Section D: Additional Procedures during Test Administration

This section of the school plan identifies any additional procedures needed to ensure test security and proper assessment administration are adhered to. Depending on district policy or student population, these extra procedures may or may not be necessary. If any of the possible procedures below do not apply, then its addition is not required in the School Test Security Plan.

1. Describe the protocols for school monitoring of test administrators, proctors, students, and others involved in the testing process (role of STC, Principal, hall monitor etc., outside testing rooms, inside testing rooms).

2. Describe the procedures for conducting restroom and, if needed, stretch breaks during or between tests. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

3. Describe the procedures for conducting lunch breaks during testing. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

4. Schools may choose to dismiss students who finish early or allow them to read library books or other material not related to the content of the test. Address the procedure for implementing this process while being sensitive to avoid excessive disruptions to those students who are still testing.

High and Medium Priority Irregularities

The STC must report all irregularities immediately to their DTC. The school plan should describe the procedure for handling both high and medium priority irregularity incidences and for coordinating with their DTC in reporting and investigation procedures.

When developing procedures to address test disruptions due to severe weather, fire, bomb threat, or any emergency which may occur requiring immediate evacuation of the facility, review and adhere to the school's established procedures in the school safety plan.

Electronic communication devices include cell phones, watches with cellular capabilities, earbuds, laptops, and other named electronic devices by OSA during State training. (See Supplemental Guidance for additional information.) Note: STCs may maintain a laptop in the testing hallway to monitor student progress/submission status.

- Test Administrators and Proctors shall maintain a written record/log of any testing irregularities which may occur within the testing room during statewide assessments (Appendix F, Section IV, 17c).

- The MDE prohibits the possession and/or use of any prohibited electronic communication device during the administration of statewide assessments. A prohibited electronic device is any device that gives a student a possible unfair advantage due to the capabilities it possesses (Appendix F, Section IV, 18).
- The school principal is responsible for the development of procedures and implementation of the policy prohibiting the possession of electronic devices for students and staff within testing areas at their school site (Appendix F, Section IV, 19).

Emergency Procedures

1. Describe the procedures addressing individual student emergencies (bathroom, sudden illness). Include how test time will be recorded so accurate time is provided upon the student's return.

2. Describe the procedures for online testing that address disruptions at the school (i.e., power outages, network problems).

Electronic Devices and Suspected Cheating

1. Describe the policy and procedure developed by the school principal that ensures unauthorized electronic devices are not allowed in the testing area, including procedure for student and staff electronic devices.

2. Describe how TAs are to handle, and report suspected cheating to the STC and school principal. Include the STC reporting process to the DTC.

3. When testing using desktops, laptops, and tablets, students will submit their test and log off the device. Detail how the TA will verify this requirement prior to the students leaving the testing area/room.

Calculators

1. Describe the process to ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing (See Supplemental Guidance for additional information).

2. Describe the process to clear the calculator's entry history after testing.

Seating Charts

1. Outline a procedure the STC uses to prepare and maintain seating charts for students during statewide assessments (See Supplemental Guidance for additional information).

Section E. Accommodations

Federal law, state law, and State Board of Education policy requires all students, including English learners (EL) and students with disabilities (SWD), to be administered assessments. Under section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA), all students with disabilities, including students with significant cognitive disabilities (SCD), shall be included in all assessments with appropriate accommodations. The determination of which accommodations are appropriate for a student shall be made individually by the student's Individualized Education Program (IEP) team, 504 Plan team, Language Service Plan (LSP) team, or other LEA team designated to make these decisions.

Setting up Accommodations

School Plans shall describe the process to ensure that each student requiring an accommodation receives that accommodation(s) for the assessment(s) specified as requiring it in the student's IEP, 504 Plan, or LSP. Training for staff administering shall detail how accommodated test sessions are provided accurately. Special education staff shall be involved in these activities and utilize the current edition of the Mississippi Testing

Accommodations Manual (MTAM) to ensure appropriate codes and procedures are explicit and being observed during the administration.

Common issues with accommodated testing:

- Accommodations were not provided to students per their IEP/504 Plan/LSP
- Accommodations were provided to students who should not have received them
- Test staff did not administer accommodations appropriately to students
- Test staff utilized an outdated State Testing Accommodations Manual

If a human reader or American Sign Language (ASL) interpreter will be used with accommodation #55, the TA may review the test materials prior to the test administration. This preparation is completed on school site, should be brief, and witnessed by another trained individual who has signed the test security/confidentiality agreement.

1. Detail the procedure observed by the STC to verify appropriate accommodations are entered into the vendor platform prior to test day.
2. Describe the procedure observed by the STC to ensure testing staff are aware of the accommodations they are to provide and how to provide them properly.
3. When testing an accommodated student over multiple days (accommodation #25), describe how the materials will be distributed and collected each day, as well as the process to ensure test questions from the previous day(s) are not accessed in subsequent testing day(s).
4. Describe the process to transcribe responses into the appropriate vendor platform.

Medical Monitoring

1. If needed, describe the type of medical monitoring needed for your school and how it will be conducted (See Supplemental Guidance for additional information).

Section F: School Signatures

School Test Security Plan Cover Page

The District Test Security Plan is signed by the district superintendent, the district test coordinator (DTC), and the chairman of the school board. The school(s) Test Security Plan, which is a part of the District Test Security Plan, is signed by the school principal, school test coordinator, and the district test coordinator. The School Principal and the STC are responsible for creating and completing the School Test Security Plan, reviewing, revising, and verifying all information is correct each calendar year. Once approved by the DTC, the School Test Security Plan, which is a part of the District Test Security Plan is signed by the School Principal, STC, and DTC (Appendix F, Section IV, 3c).

We assure that _____ will be in full compliance with the testing requirements as set forth in Appendix F of the current version of the Mississippi Public School Accountability Standards and Mississippi Code §37-16-4. We understand that there is one Security Plan governing the school district and a Security Plan for each school. The District Test Security Plan and the School Test Security Plan shall be revised and signed by the appropriate personnel each year.

_____

District *School*

_____

School Principal *Signature* *Date*

_____

School Test Coordinator (STC) *Signature* *Date*

_____

District Test Coordinator (DTC) *Signature* *Date*

Supplemental Guidance

A. Electronic Devices

Only the DTC and designated computer technician(s) (IT Coordinator) are authorized to maintain an electronic communication device within testing areas/rooms. The STC may have a computer in the testing area as needed (NOT in the testing room) to monitor student progress.

Students and trained school testing personnel are not permitted to access any electronic devices used for communication, for capturing images of the test or testing room, or for data storage (e.g., smartphones, smart watches, cell phones, fitness bands, book readers, tablets (unless used for testing), pagers, cameras, non-approved calculators, music players, earbuds (unless used for TTS accommodation), etc.) that can disrupt the testing environment, or be used to compromise the validity, security, and confidentiality of the test. These devices shall be powered off and stored in a location apart from the testing area during a test session. These devices cannot be used as a substitute for a calculator.

If a student has any of these devices during testing, this will constitute prohibited behavior and the student's test results in that content area will be invalidated. NO EXCEPTIONS. Ensure students, especially end-of-course test takers, are aware of this policy.

Teachers and test administration personnel in possession of an electronic communication device will be reported to educator misconduct. Ensure teachers and other test administration personnel are aware of this policy.

These incidents shall be documented on a testing irregularity/violation report form detailing the incident and immediately reported to the DTC.

B. Seating Charts

Various schools have chosen different methods: alphabetical, pre-arranged to separate friends, placement of students at the front of the room based on IEP or special circumstances, etc. To facilitate the test process, generally, seating charts are prepared in advance of testing by the STC and simply updated with annotations by the TA to reflect any student absences or seat changes.

A seating chart is required for each room/site used for any statewide assessment, including test and make-up test sessions. Seating charts shall be legible, and reflective of the room's seating layout. Each chart shall maintain the following information: subject areas tested, any accommodations provided (if applicable to the test session administered), the date of test administration, each student's name and Mississippi Student InformationSystem (MSIS) number, name of proctor, and the TA's name and Mississippi teachers license number. Each seating chart shall be signed by the STC and TA verifying the accuracy of the chart (Appendix F, Section IV, 17d).

Seating charts for MAAP-A are not required.

C. Student Monitoring

The Test Administrator and Proctor shall always grant their full attention to the testing environment to ensure proper monitoring of students during testing. A Test Administrator and the required number of proctors shall be present during the entire test administration. Ensure that student computers or devices are set up and the spacing of students is set in a manner to reduce the possibility of students looking at other students' computers or devices (Appendix F, Section IV, 17e). Ensure that no food is allowed in the testing area during testing (i.e., Oreo™ cookies, Krabby Patties™, M&M's™) Exceptions for medical purposes are permissible.

D. Medical Monitoring

The School Test Security Plan shall include the process of how the student will be allowed to test following the guidelines below. Add addendums to your School Test Security Plan as needed if more students require this policy during the year. Contact the OSA Test Security Director, for more information.

Medical Monitoring Policy – Adopted Spring 2020

Medical monitoring is requested each year due to various conditions such as diabetes. Previously most medical monitoring devices were worn on the student, but recent technology provides medical monitoring through applications on cellular devices. In accordance with Appendix F of the current edition of the *Mississippi Public School Accountability Standards,* possession or use of an electronic communication device is prohibited in the testing environment; however, the MDE does not want to risk a medical emergency during testing due to failure to monitor a potential life-threatening condition. The OSA is providing the following guidance:

- The IEP, 504 Plan or medical documentation, including all pertinent information, shall be kept on file at the school/district and be available to MDE upon request. If either plan is not available, the district medical documentation from a medical doctor is on file.
- Testing procedures shall be included in the School Test Security Plan for each student requiring a cellular phone application device for medical monitoring purposes.
- Any student using a cellular device application for medical monitoring shall **not** have the device in his/her possession during testing for security reasons; however, the device may be in the testing room near the student.
- The cellular device shall have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the functionality of the device. Bluetooth may be left on to communicate and receive information from the monitoring device. If there are any situations where cellular or Wi-Fi cannot be turned off for the health of the student, contact the OSA for guidance.
- For test administrations,the student shall be tested following one of these guidelines:
    a. A student requiring medical monitoring may test in a small group or in a regular testing session with a test administrator, proctor, and an individual to monitor the device, or
    b. A student requiring medical monitoring may test individually with a test administrator and a proctor.
- The OSArecommends assigning a person to monitor the device who is specifically trained to do so.The medical monitor cannot also be the hall monitor.This individual must sign a confidentiality form prior to testing.
- The student(s) shall be seated near the device so that the readings and/or contact with the medical monitor can be maintained.
- It is recommended that the student test near the rear of the room with the cellular device behind the student to avoid distracting other testers.

E. Calculators

Calculator Use

Ensure Appropriate calculators are used on state assessments. Students aren't allowed to have multiple handheld calculators on their desk during testing. Review all calculator guidance (Located on the MDE Student Assessment MAAP website) and ensure appropriate calculators with approved setup are used for each assessment administration.

Algebra I

Students may use the embedded calculator (Desmos-Graphing) within the online test delivery platform, or use an approved school issued handheld calculator.When testing with handheld graphing calculators, the calculator shall have all formulas,applications, and/or programs (including,but not limited to, Zoom Math/Zoom Algebra/

Polynomial Root Finder/Simultaneous Equation Solver) disabled or removed before students use the calculator during any state test.

Grade 8

Students may use the embedded calculator (Desmos-Scientific) within the online test delivery platform,or use an approved school issued scientific (with functionalities consistent with theTI-30XS or similar models)handheld calculator. Scientific calculators cannot have an embedded solver (e.g. numeric equation,polynomial, and system of linear equations).

Grade 6-7

Students may use the embedded calculator (Desmos-FourFunction) within the online test delivery platform,or use an approved school issued four-function calculator with square root and percentage functions.

F. Testing Irregularity Types

There are several irregularity types that may arise during testing. The list below is not exhaustive of all testing irregularities but merely for informational purposes. District and school plans are not required to address each irregularity scenario listed below unless it was explicitly specified as needing address in any previous section of this guidance document. Any irregularity listed below that was not expressly detailed for address in the plan requirements shall be mentioned during training.

High Priority Irregularities

- Cheating of any kind; including educator coaching
- Possession of a prohibited electronic device in the testing area
- Viewing secure test material prior to test administration unless authorized by the MDE or outlined in the test administrators manual/test coordinator manual
- Disclosure of test content to students or teachers/administrators
- Secure test materials not locked in a secure storage area/improper handling which compromises test security
- Loss of secure test materials
- Disposing of non-returnable secure materials in an appropriate manner after a test administration (i.e. not following District's shredding procedure)
- Copying, imaging, or sharing of test content to create study guides

Medium Priority Irregularities

- Testing accommodations specified in a student's IEP, 504 plan, or LEP are not provided to the student
- A student is provided an accommodation and does not have an IEP, 504 plan, or LEP
- Power/technology outage which delays or prevents a scheduled test; may require test reset/regeneration
- Inappropriate test manipulative (calculator, supplemental aids/charts)
- Sudden student or educator illness requiring them to leave the testing room for an extended length of time or dismissed from testing for the rest of the day
- Students testing off grade
- The test was not properly submitted
- Transcription issue
- Administration issues (not reading directions, not setting appropriate test time, leaving test area unattended)
- Student refusal to test

G. Material Handling: Preparation/Distribution Guidance

In each plan's material handling section, the school plan must outline the handling and distribution of test materials. Proper procedures protect the integrity of test items and prevent unauthorized access to content,

which can result in pre-exposure concerns. Well-crafted procedures may also assist in the efficiency of material distribution on test days.

Some test materials become secure once introduced into the testing environment, while others are always secure. The distinction derives from what the test material item provides. If the item provides test content, questions, answer options, or writing prompts it is always considered secure. These items include test tickets, paper tests, or read-aloud scripts.

If the item does not provide test content, questions, answer options, or writing prompts, such as scratch paper, Test Administrator Manuals, seating charts, or reference sheets, the materials become secure once introduced into a testing environment with test tickets, paper tests, or read-aloud scripts. The state of being "secure" occurs for these items when the possibility exists for test content to be recorded or reproduced within those materials; this possibility necessitates their redesignation as a secure test material.

Suggested Material Preparation

Prior to Test Day (3-4 days before):

- ➔ Create each testing rooms' seating chart.
- ➔ Prepare numbered testing bins/totes with materials designated as secure upon entrance into the testing environment.
- ➔ Detail and inventory each test material item on a secure material tracking log.
- ➔ Securely store prepared bins to maintain the integrity of material counts.
- ➔ In the presence of another trained individual, print student testing tickets.
- ➔ Place tickets and access codes in an envelope which corresponds to a testing room's prepared testing bin/tote.
- ➔ Securely store envelopes in the designated secure material location until test day.
- ➔ Continue to print/prepare materials as needed throughout the assessment window.

On test day:

- ➔ The TA meets the STC at the designated material distribution point.
- ➔ The TA verifies the inventory count of test materials in the bin/tote.
- ➔ The TA signs the material distribution log to acknowledge count accuracy and responsibility for items.
- ➔ Once in the testing room, the TA and Proctor complete last-minute housekeeping tasks like posting testing signage or rearranging student desks.
- ➔ The TA uses the seating chart to seat students according to their placement.
- ➔ The TA reads electronic device agreement and has students sign the agreement.
- ➔ The STC and another trained individual retrieve ticket envelopes from the secure material location for distribution.
- ➔ The STC delivers envelopes to each testing room, and the TA verifies and counts the envelope's contents.
- ➔ If accurate, the TA signs for the envelope as previously done with the testing material bins.
- ➔ The TA administers the test and collects materials from students as they complete their test.
- ➔ Once completed, the STC will utilize the distribution log to account for all distributed materials, including scratch paper.
- ➔ Once all secure test materials have been accounted for, the STC will store the used materials until those materials are shredded for disposal according to the district's shredding policy (Note: Specific material items designated for return to the vendor MUST be shipped back to the vendor).

Importance of Test Security
The primary goal of test security is to protect the integrity of the assessment and to ensure its results are accurate and meaningful. All summative test items and assessment materials are secure and shall be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, writing prompts, and student information. For assessments to yield fair, accurate, and valid results, districts shall provide assessments to all students under the same standardized conditions.

Creating a District and School Test Security Plan
A Test Security Plan is required annually for each district and school where state and federally mandated testing occurs. These annually developed plans must adapt to changing testing environments that may inhibit the primary goal of test security, as stated above. Test Security Plans shall be uploaded to each district's Caveon Core account no later than the third Tuesday of January of each year.

Caveon Core is an online test security platform developed by Caveon Test Security Company. The Mississippi Department of Education (MDE) uses the Caveon Core platform to store test security documentation and manage reported test security incidents. District Test Coordinators (DTC) with questions regarding access to this platform should email OSAsupport@mdek12.org.

The District Test Security Plan shall detail all planned procedures for state and federally mandated testing programs that occur at any point in the school year. These testing programs are as follows: Mississippi Academic Assessment Program (MAAP), including re-testers for high school End-of-Course assessments in Algebra I, English II, and Biology; English Language Proficiency Test (ELPT); Mississippi Academic Assessment Program – Alternate (MAAP – A); Kindergarten Readiness Assessments (KRA); National Assessment of Educational Progress (NAEP); and any applicable field test(s) and pilot test(s) for state assessments.

For each testing program listed above, the procedures for maintaining test security and ensuring proper test administration shall be explicit for the district and separately for each school served by the district. In addition to its plan, each school shall keep a printed copy of the district's test security plan readily available. This document will detail the requirements of these plans as set forth by the Office of Student Assessment (OSA).

Note
Having one comprehensive description under various sections is permissible if procedures are the same for more than one assessment program. If the procedures vary for a specific test, indicate the differences.

A Test Security Plan addendum may be submitted at any time to supplement or amend a District Plan or School Plan. For example, a new District Test Coordinator (DTC) or School Test Coordinator (STC) is named prior to the fall test window. In this case, the respective testing coordinators will follow the plan established and approved the year prior; however, a new signature page is required to reflect the updated personnel changes for each plan.

Note
Obtaining the board President's signature is not necessary for an addendum to the District Test Security Plan.

ACT and ACT WorkKeys testing adhere to ACT's requirements and rules.

Organization and Content of the School Test Security Plans

The School Test Security Plan should resemble the policies/procedures of the District Test Security Plan, including the following sections:

A. ***School Testing Windows/Calendars***
The testing windows and administration schedules outlined for all state assessments administered within the school.

B. ***Training Protocols***
Describe the school policy/district policy for the personnel authorized to administer and proctor assessments, including details surrounding credentialing requirements and training protocols required for each role to necessitate proper test administration.

C. ***Handling Secure Materials***
Describe the handling of secure materials, detailing how the secure testing materials will be stored, distributed, and collected before and after testing within the school (Appendix F, Section IV, 5a-5f).

D. ***Additional Assessment Procedures***
Describe monitoring of students and test administration staff. If needed, detailing restroom breaks, stretch breaks, lunch breaks, or early dismissal. Outline how the school will utilize/follow the district policy regarding potential test security violations and procedures for addressing testing irregularities, including electronic device policy, seating charts, and calculator policy.

E. ***Accommodations***
Identify the procedure to ensure students requiring a testing accommodation (i.e.: Read-aloud, Text to Speech (TTS), Large Print Test, transferring answers from print to online) as listed in the students Individualized Education Program (IEP), 504 Plan, or Language Service Plan (LSP) are having those needs met, double checking for accommodations compliance prior to testing; and

F. ***Required Signatures***
The School Test Security Plan shall be signed by the DTC, STC, and the School Principal.

Section A: Testing Schedule

The test schedule and test personnel attachments described below are not needed for plan approval, these attachments are added to the plan after training is complete but before the opening of each testing window.

- A specific schedule for each school administering a Statewide assessment within the district shall be submitted to the OSA thirty (30) calendar days prior to the start of any window.
- A school shall test in accordance with the schedule provided, unless administering a make-up session or change is a result from inclement weather conditions or technology issues that prevented the assessment administration occurring on the day originally scheduled (Appendix F, Section IV, 15).
- A school's testing schedule is developed by the DTC/STC in coordination with each Building Principal (Appendix F, Section IV, 15a)

1. Attach the school's approved testing schedule to the plan.

Section B: School Training/Test Administration Personnel

In this section, demonstrate for each test administered, all training that school level personnel received prior to the assessment administrations. This training may have occurred at the district level, school level, or both. The training sessions at the state level should inform the school training content. School level training, delivered by the STC, shall be given to all personnel performing a testing role in the school.

- The STC shall attend applicable training sessions sponsored by the OSA vendors, and the DTC for any upcoming assessment. (Appendix F, Section IV, 6, 7, and 8).
- The STC may use the district/state level material to formulate training for the Test Administrators (TA), proctors, hall monitors, and other test administration personnel.
- STCs shall collaborate with special education support staff to prepare and deliver State Testing accommodations to students receiving those supports.
- TAs shall be licensed school personnel, hold a valid Mississippi Educator License, and be employed by the district (Appendix F, Section IV, 7c).
- Proctors are not required to be licensed school personnel unless they are fulfilling the role of Second Scorer for a MAAP-A administration or administering a state assessment to a homebound or an incarcerated student. These instances require the Proctor/Second Scorer to be a licensed teacher (Appendix F, Section IV, 7d).
- If a school is not on a 4x4 block scheduling and testing high school EOC students in the fall semester, the STC training is not required.
- All personnel involved in the administration of an assessment shall have a signed confidentiality and electronic device agreement on file prior to testing. These documents shall be kept at the district/school for five (5) years (Appendix F, Section IV, 7b).
- A dated, detailed agenda of the training presented to each school in preparation for all assessments must be attached to the Test Security Plan.
- Training shall include information on test security procedures, violations of test security, and the consequences for those violations (Appendix F, Section IV, 9).

2. Attach the school's test security agenda and assessment training materials, including any handouts, or PowerPoint presentations utilized during training. Again, this information is not needed for plan approval but will be a requirement during any assessment audit by an MDE auditor or at the request of the OSA.

3. Attach a roster of all staff performing a role in statewide assessments, listing the role(s) they were trained to perform. Training sign-in sheets shall be provided for this purpose.

Training shall include the following topics:

- Secure material handling/distribution, how to use district-developed secure material transfer logs,
- Test security violations and consequences for violations,
- Accommodations: Review key steps of how to administer the respective assessment(s) with accommodations (i.e. Braille/Large Print, teacher review of Braille test cover memos prior to testing, transcription and scribe policy, read-aloud, multi-day and other allowable accommodations per IEP/504 Plan/LSP),
- Review vendor's Test Administration Manual,
- Irregularity types: How to identify, report, and address each type that may arise during testing,
- Emergency procedure protocols (weather, fire, etc.),
- Student monitoring: Actively observing students during testing by the TAs-Proctors (Appendix F, Section IV, 17),

- Classroom set-up: Ensuring the testing area does not contain information on the walls that could aid students on the content of the test being given in the room, and/or
- ACT/ACT WorkKeys testing: Follow all ACT guidelines and utilize ACT training materials/videos.

Section C: Handling Materials

Storage and Access to Secure Test Materials for School

In this section, you will describe for each assessment program administered the secure test material handling procedures to be followed at the school. Except during actual student testing or preparation, all secure test materials shall be stored in the designated secure storage area at the school.

- Secure Test Materials at the school level include, but are not limited to any material containing student identifiable information, student responses and/or test content which can be included on the following:
  - Paper Accommodated materials (test booklets)
  - Read-aloud paper scripts or log-in tickets for scripts
  - Reference sheets (Vendor Reference Sheets/Writing Rubrics)
  - Used scratch/graph paper (including writing drafts)
  - Student testing tickets (student log-in information)
  - MAAP-A Test Administration Manuals/Task Cards/Scoring Sheets
  - Used Accommodation 48 supplemental aids
  - Access codes
  - Seating charts
  - Handheld calculators that have any memory function or program capability
- The STC and possibly the DTC should be the primary individuals with access to the secure storage area. List all trained personnel who have access to the secure storage area at the school.
- If the secure storage room/closet is used for other purposes to which unauthorized individuals have access then a second layer of locked access should be utilized (example: having locked file cabinets kept in the secure room/closet which holds the secure testing materials.
- Testing tickets shall be printed from the appropriate vendor platform in advance of the scheduled assessment. Reproduction and/or the dissemination of test ticket information via an alternative method is prohibited (Appendix F, Section IV, 4).
- Once tickets are printed for the first testing day, all subsequent tickets for the remainder of the window may be printed.
- All printed secure test materials shall be inventoried and accounted for at the district and/or school level. Printed secure materials shall be inventoried and logged on a district developed tracking sheet that documents the materials' chain of custody during the entire testing window (Appendix F, Section IV, 5a).

The school plan shall:

4. Detail the secure material location at the school site and how materials are kept secure. List the individuals with access to the secure storage location and their role.

➔ Secure testing materials are stored in a locked filing cabinet located in the school library. The filing cabinet remains locked at all times when materials are not being inventoried, distributed, or returned. Access to the secure storage location is limited to the STC and the ASTC to ensure the security and confidentiality of all testing materials.

5. Describe the ticket printing process: where, by whom, and how far in advance of the first scheduled test administration.

➔ Currently, the state-approved screener does not require student testing tickets. Teachers will verify that all students are listed on the testing roster and ensure devices are powered on and ready for testing. If testing tickets are required for a future administration, the School Test Coordinator (STC) will print the tickets no more than 48 hours prior to testing. Printed tickets will be secured in a locked location and distributed on the day of testing.

6. Describe the preparation and organization of secure testing materials (pages from manuals, testing/log-in tickets, scratch paper, read aloud scripts, seating chart, etc.) prior to test day (See Supplemental Guidance for additional information).

➔ If secure materials such as testing manuals, testing tickets, scratch paper, read-aloud scripts, or seating charts are required, the School Test Coordinator (STC) will prepare and organize the materials prior to test day. Materials will be separated by teacher and testing group and stored in a secure location until distribution. On test day, teachers will check out materials from the STC and be escorted to the testing room by a certified and trained staff member. All secure materials will be collected and returned to the STC immediately following testing.

7. Describe the distribution of secure material procedure observed by the STC when providing TAs testing materials on test day and how these materials are collected after testing, ensuring chain of custody for the duration (See Supplemental Guidance for additional information).

➔ If testing tickets are required, the Test Administrator (TA) will report to the School Test Coordinator (STC) on test day to check out testing materials. The TA will verify and count all testing tickets before signing them out on the testing materials log. The sign-out log will include the number of tickets received and the time checked out. The TA will also receive any required testing manuals.

➔ If a student is absent, the TA will remove the student's ticket from the testing materials and record the student's name on the absentee roster. The STC will secure the unused ticket, absentee roster, and seating chart in the locked storage location.

➔ The TA will transport testing materials to the testing location and be escorted by a trained staff member. Hall monitors may assist students with logging in if needed but will not have access to secure testing materials.

➔ At the conclusion of testing, the TA and proctor will collect and verify all testing materials in the testing room. Two trained staff members, including at least one certified employee, will return the materials to the STC. The TA will count and verify all returned tickets and sign them back in on the testing materials log. The STC will then secure all materials in the locked storage location.

➔ A minimum of two trained individuals will maintain custody of secure testing materials throughout the distribution and collection process to ensure chain of custody.

➔ If testing tickets are not required, the TA will return the seating chart and any other required documentation to the STC at the conclusion of testing.

8. Describe how scratch paper will be tracked within the testing room.

➔ Not applicable

9. Briefly describe how test materials will be distributed to students and accounted for before students leave the testing area.

➔ Teachers will log students into the testing platform using each student's Clever badge. If testing tickets are required, the Test Administrator (TA) and proctor will distribute all testing materials, including authorization tickets, in accordance with the Test Administration Manual (TAM). At the conclusion of testing, the TA or proctor will collect all materials required by the TAM, including authorization tickets, from each student. Before students are dismissed from the testing area, the TA will account for and verify all testing materials to ensure that all materials have been collected and returned.

10. For materials not designated for return to the vendor, describe the shredding of secure material procedure observed by the school. The school's procedure must adhere to the district policy.

➔ The state-approved screener does not currently require secure materials that must be shredded. If testing tickets or other secure materials not designated for return are used, they will be shredded in accordance with district policy following the completion of testing. The date of shredding will be documented and submitted to the District Test Coordinator (DTC).

Handling of secure materials processes and procedures shall ensure:

- Two people are always with open boxes of secure materials.
- Logs are kept detailing the check in/check out of all testing materials to track the chain of custody of secure materials.
- For MAAP-A testing preparation, two people must sign out materials from the STC and be with materials during preparation. MAAP-A materials must be signed in and locked into storage by the STC as soon as the preparation work is completed.
- Verification that all secure testing materials are accounted for as they are packed for return to the DTC.
- Verification of secure testing materials not designated for return to the DTC or vendor are securely shredded and disposed of at the school site (i.e., used scratch/graph paper, student testing tickets, manipulatives, etc.).
- Materials shall be kept in secure storage if disposing of materials at the end of the testing window, unless non-returnable materials are shredded at the conclusion of each testing day.
- Any missing materials are investigated immediately, and if not located quickly, the DTC shall be notified by the STC.

Section D: Additional Procedures during Test Administration

This section of the school plan identifies any additional procedures needed to ensure test security and proper assessment administration are adhered to. Depending on district policy or student population, these extra procedures may or may not be necessary. If any of the possible procedures below do not apply, then its addition is not required in the School Test Security Plan.

11. Describe the protocols for school monitoring of test administrators, proctors, students, and others involved in the testing process (role of STC, Principal, hall monitor etc., outside testing rooms, inside testing rooms).

➔ The School Test Coordinator (STC) and trained hall monitors will actively monitor the testing process throughout the test administration. Monitors will walk the hallways and visit testing rooms to ensure that Test Administrators (TAs) and proctors are actively monitoring students and following testing procedures. Hall monitors may assist with student logins if needed but will not have access to secure testing materials. Any testing concerns or irregularities will be reported immediately to the STC. The

STC and principal will be available throughout the testing session to provide support and ensure testing procedures are being followed.

12. Describe the procedures for conducting restroom breaks and, if needed, stretch breaks during or between tests. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

➔ Students will be given an opportunity to use the restroom prior to the start of testing. After testing begins, students will be allowed to use the restroom one at a time as needed. A student requesting a restroom break will raise his or her hand, and the Test Administrator (TA) will pause the student's test. The student will then be escorted to and from the restroom by a hall monitor. Testing devices and any secure testing materials will remain in the testing room under the supervision of the TA and proctor. Upon returning, the student will resume testing where he or she left off.

➔ If stretch breaks are permitted between testing sessions, students will remain in the testing room under the supervision of testing personnel. All testing devices and secure testing materials will remain secured and under continuous supervision during the break.

13. Describe the procedures for conducting lunch breaks during testing. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

➔ If a lunch break occurs during testing, all students' tests will be paused, or students will be logged out of the testing platform in accordance with testing requirements. Testing devices will remain in the testing room under the supervision of the Test Administrator (TA) and proctor or will be secured as directed by the Test Administration Manual (TAM). Any secure testing materials will be collected and secured before students leave the testing area. Upon returning from lunch, students will log back into the testing platform and resume testing where they left off.

14. Schools may choose to dismiss students who finish early or allow them to read library books or other material not related to the content of the test. Address the procedure for implementing this process while being sensitive to avoid excessive disruptions to those students who are still testing.

➔ Students who finish testing early will remain in the testing room and put their heads down quietly until testing is complete. Students will not be allowed to access books, electronic devices, or other materials that could cause a distraction to students who are still testing. The Test Administrator (TA) and proctor will actively monitor the testing environment to ensure minimal disruptions.

High and Medium Priority Irregularities

The STC must report all irregularities immediately to their DTC. The school plan should describe the procedure for handling both high and medium priority irregularity incidences and for coordinating with their DTC in reporting and investigation procedures. When developing procedures to address test disruptions due to severe weather, fire, bomb threat, or any emergency which may occur requiring immediate evacuation of the facility, review and adhere to the school's established procedures in the school safety plan. Electronic communication devices include cell phones, watches with cellular capabilities, earbuds, laptops, and other named electronic devices by OSA during State training. (See Supplemental Guidance for additional information.)

Note: STCs may maintain a laptop in the testing hallway to monitor student progress/submission status.

- Test Administrators and Proctors shall maintain a written record/log of any testing irregularities which may occur within the testing room during statewide assessments (Appendix F, Section IV, 17c).

- The MDE prohibits the possession and/or use of any prohibited electronic communication device during the administration of statewide assessments. A prohibited electronic device is any device that gives a student a possible unfair advantage due to the capabilities it possesses (Appendix F, Section IV, 18).
- The school principal is responsible for the development of procedures and implementation of the policy prohibiting the possession of electronic devices for students and staff within testing areas at their school site (Appendix F, Section IV, 19).

Emergency Procedures

15. Describe the procedures addressing individual student emergencies (bathroom, sudden illness). Include how test time will be recorded so accurate time is provided upon the student's return.

➔ If a student experiences an emergency, such as a restroom need or sudden illness, the Test Administrator (TA) will pause the student's test and document the time the student leaves the testing room. Upon the student's return, the TA will document the return time and ensure the student receives the appropriate amount of remaining testing time. The student will resume testing where he or she left off. Any testing devices and secure testing materials will remain secured and under the supervision of testing personnel during the student's absence.

16. Describe the procedures for online testing that address disruptions at the school (i.e., power outages, network problems).

➔ In the event of a power outage, network interruption, or other testing disruption, testing will be paused and the School Test Coordinator (STC) will be notified immediately. Students will not continue testing until the issue has been resolved. Any testing devices and secure testing materials will remain secured and under the supervision of testing personnel during the disruption.

Electronic Devices and Suspected Cheating

17. Describe the policy and procedure developed by the school principal that ensures unauthorized electronic devices are not allowed in the testing area, including procedure for student and staff electronic devices.

➔ Unauthorized electronic devices are not permitted in the testing area during active testing sessions. Prior to testing, all Test Administrators (TAs), proctors, hall monitors, and other staff involved in testing will secure their personal electronic devices outside the testing area.

➔ Students do not typically possess electronic devices during the administration of the Pre-K and Kindergarten screener; however, any student device present will be collected and secured before testing begins.

➔ If a staff member must access an electronic device due to an emergency, he or she must notify the School Test Coordinator (STC) immediately. Any use of an electronic device during active testing will be documented and reported in accordance with district and state testing procedures.

➔ If a student or staff member is found in possession of or using an unauthorized electronic device during testing, the STC will be notified immediately, and appropriate district and state testing procedures will be followed.

18. Describe how TAs are to handle, and report suspected cheating to the STC and school principal. Include the STC reporting process to the DTC.

➔ If a Test Administrator (TA) suspects a student of cheating or observes a testing irregularity, the TA will immediately document the incident and notify the School Test Coordinator (STC). The STC will review the incident, gather any necessary information, and notify the building principal. The STC will then report the incident to the District Test Coordinator (DTC) and follow all district and state testing procedures regarding the investigation and documentation of the suspected cheating incident.

19. When testing using desktops, laptops, and tablets, students will submit their test and log off the device. Detail how the TA will verify this requirement prior to the students leaving the testing area/room.

➔ Students will not be allowed to leave the testing area until testing is complete. Before students are dismissed, the Test Administrator (TA) will verify that each student has submitted the assessment and logged off the testing device. The TA will visually confirm that students have reached the appropriate completion screen and are no longer logged into the testing platform before allowing students to leave the testing area.

Calculators

20. Describe the process to ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing (See Supplemental Guidance for additional information).

➔ Not applicable. The state-approved Pre-K and Kindergarten screener does not require the use of calculators.

21. Describe the process to clear the calculator's entry history after testing.

➔ Not applicable. The state-approved Pre-K and Kindergarten screener does not require the use of calculators.

Seating Charts

22. Outline the procedure the STC uses to prepare and maintain seating charts for students during statewide assessments.

➔ The School Test Coordinator (STC) will provide seating chart templates and instructions to Test Administrators (TAs) prior to testing. Seating charts will be maintained for each testing session and must include the student's name, MSIS number, accommodations, room number, grade level, test name, and test date. Seating charts must also include the TA's name, signature, and educator license number; the proctor's name and signature; and the STC's name and signature. Completed seating charts will be collected by the STC and maintained with other required testing documentation.

Section E. Accommodations

Federal law, state law, and State Board of Education policy requires all students, including English learners (EL) and students with disabilities (SWD), to be administered assessments. Under section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA), all students with disabilities, including students with significant cognitive disabilities (SCD), shall be included in all assessments with appropriate accommodations. The determination of which accommodations are appropriate for a student shall be made individually by the student's Individualized Education Program (IEP) team, 504 Plan team, Language Service Plan (LSP) team, or other LEA team designated to make these decisions.

Setting up Accommodations
School Plans shall describe the process to ensure that each student requiring an accommodation receives that accommodation(s) for the assessment(s) specified as requiring it in the student's IEP, 504 Plan, or LSP. Training for staff administering shall detail how accommodated test sessions are provided accurately. Special education staff shall be involved in these activities and utilize the current edition of the Mississippi Testing Accommodations Manual (MTAM) to ensure appropriate codes and procedures are explicit and being observed during the administration.

Common issues with accommodated testing:

- Accommodations were not provided to students per their IEP/504 Plan/LSP
- Accommodations were provided to students who should not have received them
- Test staff did not administer accommodations appropriately to students
- Test staff utilized an outdated State Testing Accommodations Manual

If a human reader or American Sign Language (ASL) interpreter will be used with accommodation #55, the TA may review the test materials prior to the test administration. This preparation is completed on school site, should be brief, and witnessed by another trained individual who has signed the test security/confidentiality agreement.

23. Detail the procedure observed by the STC to verify appropriate accommodations are entered into the vendor platform prior to test day.

➔ Special Education teachers will provide the School Test Coordinator (STC) with documentation of students' testing accommodations from each student's IEP. The STC will review the accommodation information and verify that all required accommodations have been entered correctly into the testing vendor's platform prior to test day. Testing accommodations will also be documented on the seating charts to ensure that Test Administrators (TAs) are aware of and provide the appropriate accommodations during testing.

24. Describe the procedure observed by the STC to ensure testing staff are aware of the accommodations they are to provide and how to provide them properly.

➔ Special Education teachers will communicate each student's required accommodations to the appropriate testing staff prior to testing. The School Test Coordinator (STC) will review accommodations with Test Administrators (TAs) and proctors during test training and ensure that staff understand how the accommodations are to be provided. Accommodations will also be documented on seating charts and other testing documentation to ensure that students receive the accommodations identified in their IEPs during testing.

25. When testing an accommodated student over multiple days (accommodation #25), describe how the materials will be distributed and collected each day, as well as the process to ensure test questions from the previous day(s) are not accessed in subsequent testing day(s).

➔ Not applicable.

26. Describe the process to transcribe responses into the appropriate vendor platform.

➔ Not applicable.

Medical Monitoring

27. If needed, describe the type of medical monitoring needed for your school and how it will be conducted (See Supplemental Guidance for additional information).

➔ If a student requires medical monitoring or medical accommodations during testing, those needs will be provided in accordance with the student's IEP, Section 504 Plan, Individualized Health Care Plan, or another documented medical plan. The School Test Coordinator (STC), school nurse, and testing staff will coordinate as needed to ensure that required medical supports are provided while maintaining test security and minimizing disruptions to the testing environment.

Section F: School Signatures

School Test Security Plan Cover Page

The District Test Security Plan is signed by the District Superintendent, the District Test Coordinator (DTC), and the President of the School Board . The School(s) Test Security Plan, which is a part of the District Test Security Plan, is signed by the School Principal, School Test Coordinator (STC), and the District Test Coordinator (DTC).

- The School Principal and the STC are responsible for creating and completing the School Test Security Plan, reviewing, revising, and verifying all information is correct each calendar year. Once approved by the DTC, the School Test Security Plan, which is a part of the District Test Security Plan is signed by the School Principal, STC, and DTC (Appendix F, Section IV, 3c).

We assure that **Kosciusko Lower Elementary** will be in full compliance with the testing requirements as set forth in Appendix F of the current version of the Mississippi Public School Accountability Standards and Mississippi Code §37-16-4. We understand that there is one Security Plan governing the school district and a Security Plan for each school. The District Test Security Plan and the School Test Security Plan shall be revised and signed by the appropriate personnel each year.

Kosciusko School District	**Kosciusko Lower Elementary**	
District	*School*	
Monica Harris	Monica Harris (Jul 13, 2026 11:48:27 CDT)	07/13/26
School Principal	*Signature*	*Date*
Rosie Terry	Rosie Terry (Jul 14, 2026 07:27:59 CDT)	07/14/26
School Test Coordinator	*Signature*	*Date*
Dr. Josh Dodd	Dr. Josh Dodd (Jul 13, 2026 13:54:25 CDT)	07/13/26
District Test Coordinator	*Signature*	*Date*

Supplemental Guidance

A. Electronic Devices

Only the DTC and designated computer technician(s) (IT Coordinator) are authorized to maintain an electronic communication device within testing areas/rooms. The STC may have a computer in the testing area as needed (NOT in the testing room) to monitor student progress.

Students and trained school testing personnel are not permitted to access any electronic devices used for communication, for capturing images of the test or testing room, or for data storage (e.g., smartphones, smart watches, cell phones, fitness bands, book readers, tablets (unless used for testing), pagers, cameras, non-approved calculators, music players, earbuds (unless used for TTS accommodation), etc.) that can disrupt the testing environment, or be used to compromise the validity, security, and confidentiality of the test. These devices shall be powered off and stored in a location apart from the testing area during a test session. These devices cannot be used as a substitute for a calculator.

If a student has any of these devices during testing, this will constitute prohibited behavior and the student's test results in that content area will be invalidated. NO EXCEPTIONS. Ensure students, especially end-of-course test takers, are aware of this policy.

Teachers and test administration personnel in possession of an electronic communication device will be reported to educator misconduct. Ensure teachers and other test administration personnel are aware of this policy.

These incidents shall be documented on a testing irregularity/violation report form detailing the incident and immediately reported to the DTC.

B. Seating Charts

Various schools have chosen different methods: alphabetical, pre-arranged to separate friends, placement of students at the front of the room based on IEP or special circumstances, etc. To facilitate the test process, generally, seating charts are prepared in advance of testing by the STC and simply updated with annotations by the TA to reflect any student absences or seat changes.

- A seating chart is required for each room/site used for any statewide assessment, including retest and make-up test sessions. Seating charts shall be legible, and reflective of the room's seating layout. Each chart shall maintain the following information: subject area tested, any accommodations provided (if applicable to the test session administered), the date of test administration, each student's name and Mississippi Student Information System (MSIS) number, name of proctor, and the TA's name and Mississippi teachers' license number. Each seating chart shall be signed by the STC and TA verifying the accuracy of the chart (Appendix F, Section IV, 17d).
- Seating charts for MAAP-A are not required.

C. Student Monitoring

- The Test Administrator and Proctor shall always grant their full attention to the testing environment to ensure proper monitoring of students during testing.
- A Test Administrator and the required number of proctors shall be present during the entire test administration.
- Ensure that student computers or devices are set up and the spacing of students is set in a manner to reduce the possibility of students looking at other students' computers or devices (Appendix F, Section IV, 17e).
- Ensure that no food is allowed in the testing area during testing (i.e., Oreo™ cookies, Krabby Patties™, M&M's™) Exceptions for medical purposes are permissible.

D. Medical Monitoring

The School Test Security Plan shall include the process of how the student will be allowed to test following the guidelines below. Add addendums to your School Test Security Plan as needed if more students require this policy during the year. Contact the OSA Test Security Director, for more information.

Medical Monitoring Policy – Adopted Spring 2020

Medical monitoring is requested each year due to various conditions such as diabetes. Previously most medical monitoring devices were worn on the student, but recent technology provides medical monitoring through applications on cellular devices. In accordance with Appendix F of the current edition of the Mississippi Public School Accountability Standards, possession or use of an electronic communication device is prohibited in the testing environment; however, the MDE does not want to risk a medical emergency during testing due to failure to monitor a potential life-threatening condition. The OSA is providing the following guidance:

- The IEP, 504 Plan or medical documentation, including all pertinent information, shall be kept on file at the school/district and be available to MDE upon request. If either plan is not available, the district medical documentation from a medical doctor is on file.
- Testing procedures shall be included in the School Test Security Plan for each student requiring a cellular phone application device for medical monitoring purposes.
- Any student using a cellular device application for medical monitoring shall not have the device in his/her possession during testing for security reasons; however, the device may be in the testing room near the student.
- The cellular device shall have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the functionality of the device. Bluetooth may be left on to communicate and receive information from the monitoring device. If there are any situations where cellular or Wi-Fi cannot be turned off for the health of the student, contact the OSA for guidance.
- For test administrations, the student shall be tested following one of these guidelines:
    - A student requiring medical monitoring may test in a small group or in a regular testing session with a test administrator, proctor, and an individual to monitor the device, or
    - A student requiring medical monitoring may test individually with a test administrator and a proctor.
- The OSA recommends assigning a person to monitor the device who is specifically trained to do so. The medical monitor cannot also be the hall monitor. This individual must sign a confidentiality form prior to testing.
- The student(s) shall be seated near the device so that the readings and/or contact with the medical monitor can be maintained.
- It is recommended that the student test near the rear of the room with the cellular device behind the student to avoid distracting other testers.

E. Calculators

Calculator Use: Ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing. Review all calculator guidance (Located on the MDE Student Assessment MAAP webpage) and ensure appropriate calculators with approved setup are used for each administration.

Algebra I
Students may use the embedded calculator (Desmos-Graphing) within the online test delivery platform, or use an approved school issued handheld calculator. When testing with handheld graphing calculators, the calculator shall have all formulas, applications, and/or programs (including, but not limited to, Zoom Math/Zoom Algebra/ Polynomial Root Finder/ Simultaneous Equation Solver) disabled or removed before students use the calculator during any state test.

Grade 8
Students may use the embedded calculator (Desmos-Scientific) within the online test delivery platform, or use an approved school issued scientific (with functionalities consistent with the TI-30XS or similar models) handheld calculator. Scientific calculators cannot have an embedded solver (e.g. numeric equation, polynomial, and system of linear equations).

Grade 6-7
Students may use the embedded calculator (Desmos-Four Function) within the online test delivery platform, or use an approved school issued four-function calculator with square root and percentage functions.

F. Testing Irregularity Types
There are several irregularity types that may arise during testing. The list below is not exhaustive of all testing irregularities but merely for informational purposes. District and school plans are not required to address each irregularity scenario listed below unless it was explicitly specified as needing address in any previous section of this guidance document. Any irregularity listed below that was not expressly detailed for address in the plan requirements shall be mentioned during training.

High Priority Irregularities
- Cheating of any kind; including educator coaching
- Possession of a prohibited electronic device in the testing area
- Viewing secure test material prior to test administration unless authorized by the MDE or outlined in the test administrators manual/test coordinator manual
- Disclosure of test content to students or teachers/administrators
- Secure test materials not locked in a secure storage area/improper handling which compromises test security
- Loss of secure test materials
- Disposing of non-returnable secure materials in an appropriate manner after a test administration (i.e. not following District's shredding procedure)
- Copying, imaging, or sharing of test content to create study guides

Medium Priority Irregularities
- Testing accommodations specified in a student's IEP, 504 plan, or LEP are not provided to the student
- A student is provided an accommodation and does not have an IEP, 504 plan, or LEP
- Power/technology outage which delays or prevents a scheduled test; may require test reset/regeneration
- Inappropriate test manipulative (calculator, supplemental aids/charts)
- Sudden student or educator illness requiring them to leave the testing room for an extended length of time or dismissed from testing for the rest of the day
- Students testing off grade
- The test was not properly submitted
- Transcription issue
- Administration issues
- Student refusal to test

G. Material Handling: Preparation/Distribution Guidance

In each plan's material handling section, the school plan must outline the handling and distribution of test materials. Proper procedures protect the integrity of test items and prevent unauthorized access to content, which can result in pre-exposure concerns. Well-crafted procedures may also assist in the efficiency of material distribution on test days.

Some test materials become secure once introduced into the testing environment, while others are always secure. The distinction derives from what the test material item provides. If the item provides test content, questions, answer options, or writing prompts it is always considered secure. These items include test tickets, paper tests, or read-aloud scripts.

If the item does not provide test content, questions, answer options, or writing prompts, such as scratch paper, Test Administrator Manuals, seating charts, or reference sheets, the materials become secure once introduced into a testing environment with test tickets, paper tests, or read aloud scripts. The state of being "secure" occurs for these items when the possibility exists for test content to be recorded or reproduced within those materials; this possibility necessitates their redesignation as a secure test material.

Prior to Test Day (3-4 days before):

- Create each testing rooms' seating chart.
- Prepare numbered testing bins with materials designated as secure upon entrance into the testing environment.
- Detail and inventory each test material item on a secure material tracking log.
- Securely store prepared bins to maintain the integrity of material counts.
- In the presence of another trained individual, print student testing tickets.
- Place tickets and access codes in an envelope which corresponds to a testing room's prepared testing bin.
- Securely store envelopes in the designated secure material location until test day.
- Continue to print/prepare materials as needed throughout the assessment window.

On test day:

- The TA meets the STC at the designated material distribution point.
- The TA verifies the inventory count of test materials in the bin/tote.
- The TA signs the material distribution log to acknowledge count accuracy and responsibility for items.
- Once in the testing room, the TA and Proctor complete last-minute tasks.
- The TA uses the seating chart to seat students according to their placement.
- The TA reads electronic device agreement and has students sign the agreement.
- The STC and another trained staff member retrieve ticket envelopes from the secure material location.
- The STC delivers envelopes to each testing room, and the TA verifies and counts the envelope's contents.
- If accurate, the TA signs for the envelope as previously done with the testing material bins.
- The TA administers the test and collects materials from students as they complete their test.
- Once completed, the STC will utilize the distribution log to account for all distributed materials, including scratch paper.
- Once all secure test materials have been accounted for, the STC will store the used materials until those materials are shredded for disposal according to the district's shredding policy
- Specific material items designated for return to the vendor MUST be shipped back to the vendor.

Importance of Test Security
The primary goal of test security is to protect the integrity of the assessment and to ensure its results are accurate and meaningful. All summative test items and assessment materials are secure and shall be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, writing prompts, and student information. For assessments to yield fair, accurate, and valid results, districts shall provide assessments to all students under the same standardized conditions.

Creating a District and School Test Security Plan
A Test Security Plan is required annually for each district and school where state and federally mandated testing occurs. These annually developed plans must adapt to changing testing environments that may inhibit the primary goal of test security, as stated above. Test Security Plans shall be uploaded to each district's Caveon Core account no later than the third Tuesday of January of each year.

Caveon Core is an online test security platform developed by Caveon Test Security Company. The Mississippi Department of Education (MDE) uses the Caveon Core platform to store test security documentation and manage reported test security incidents. District Test Coordinators (DTC) with questions regarding access to this platform should email OSAsupport@mdek12.org.

The District Test Security Plan shall detail all planned procedures for state and federally mandated testing programs that occur at any point in the school year. These testing programs are as follows: Mississippi Academic Assessment Program (MAAP), including re-testers for high school End-of-Course assessments in Algebra I, English II, and Biology; English Language Proficiency Test (ELPT); Mississippi Academic Assessment Program – Alternate (MAAP – A); Kindergarten Readiness Assessments (KRA); National Assessment of Educational Progress (NAEP); and any applicable field test(s) and pilot test(s) for state assessments.

For each testing program listed above, the procedures for maintaining test security and ensuring proper test administration shall be explicit for the district and separately for each school served by the district. In addition to its plan, each school shall keep a printed copy of the district's test security plan readily available. This document will detail the requirements of these plans as set forth by the Office of Student Assessment (OSA).

Note
Having one comprehensive description under various sections is permissible if procedures are the same for more than one assessment program. If the procedures vary for a specific test, indicate the differences.

A Test Security Plan addendum may be submitted at any time to supplement or amend a District Plan or School Plan. For example, a new District Test Coordinator (DTC) or School Test Coordinator (STC) is named prior to the fall test window. In this case, the respective testing coordinators will follow the plan established and approved the year prior; however, a new signature page is required to reflect the updated personnel changes for each plan.

Note
Obtaining the board President's signature is not necessary for an addendum to the District Test Security Plan.

ACT and ACT WorkKeys testing adhere to ACT's requirements and rules.

Organization and Content of the School Test Security Plans

The School Test Security Plan should resemble the policies/procedures of the District Test Security Plan, including the following sections:

A. *School Testing Windows/Calendars*
The testing windows and administration schedules outlined for all state assessments administered within the school.

B. *Training Protocols*
Describe the school policy/district policy for the personnel authorized to administer and proctor assessments, including details surrounding credentialing requirements and training protocols required for each role to necessitate proper test administration.

C. *Handling Secure Materials*
Describe the handling of secure materials, detailing how the secure testing materials will be stored, distributed, and collected before and after testing within the school (Appendix F, Section IV, 5a-5f).

D. *Additional Assessment Procedures*
Describe monitoring of students and test administration staff. If needed, detailing restroom breaks, stretch breaks, lunch breaks, or early dismissal. Outline how the school will utilize/follow the district policy regarding potential test security violations and procedures for addressing testing irregularities, including electronic device policy, seating charts, and calculator policy.

E. *Accommodations*
Identify the procedure to ensure students requiring a testing accommodation (i.e.: Read-aloud, Text to Speech (TTS), Large Print Test, transferring answers from print to online) as listed in the students Individualized Education Program (IEP), 504 Plan, or Language Service Plan (LSP) are having those needs met, double checking for accommodations compliance prior to testing; and

F. *Required Signatures*
The School Test Security Plan shall be signed by the DTC, STC, and the School Principal.

Section A: Testing Schedule

The test schedule and test personnel attachments described below are not needed for plan approval, these attachments are added to the plan after training is complete but before the opening of each testing window.

- A specific schedule for each school administering a Statewide assessment within the district shall be submitted to the OSA thirty (30) calendar days prior to the start of any window.
- A school shall test in accordance with the schedule provided, unless administering a make-up session or change is a result from inclement weather conditions or technology issues that prevented the assessment administration occurring on the day originally scheduled (Appendix F, Section IV, 15).
- A school's testing schedule is developed by the DTC/STC in coordination with each Building Principal (Appendix F, Section IV, 15a)

1. Attach the school's approved testing schedule to the plan.

Section B: School Training/Test Administration Personnel

In this section, demonstrate for each test administered, all training that school level personnel received prior to the assessment administrations. This training may have occurred at the district level, school level, or both. The training sessions at the state level should inform the school training content. School level training, delivered by the STC, shall be given to all personnel performing a testing role in the school.

- ➔ The STC shall attend applicable training sessions sponsored by the OSA vendors, and the DTC for any upcoming assessment. (Appendix F, Section IV, 6, 7, and 8).
- ➔ The STC may use the district/state level material to formulate training for the Test Administrators (TA), proctors, hall monitors, and other test administration personnel.
- ➔ STCs shall collaborate with special education support staff to prepare and deliver State Testing accommodations to students receiving those supports.
- ➔ TAs shall be licensed school personnel, hold a valid Mississippi Educator License, and be employed by the district (Appendix F, Section IV, 7c).
- ➔ Proctors are not required to be licensed school personnel unless they are fulfilling the role of Second Scorer for a MAAP-A administration or administering a state assessment to a homebound or an incarcerated student. These instances require the Proctor/Second Scorer to be a licensed teacher (Appendix F, Section IV, 7d).
- ➔ If a school is not on a 4x4 block scheduling and testing high school EOC students in the fall semester, the STC training is not required.
- ➔ All personnel involved in the administration of an assessment shall have a signed confidentiality and electronic device agreement on file prior to testing. These documents shall be kept at the district/school for five (5) years (Appendix F, Section IV, 7b).
- ➔ A dated, detailed agenda of the training presented to each school in preparation for all assessments must be attached to the Test Security Plan.
- ➔ Training shall include information on test security procedures, violations of test security, and the consequences for those violations (Appendix F, Section IV, 9).

2. Attach the school's test security agenda and assessment training materials, including any handouts, or PowerPoint presentations utilized during training. Again, this information is not needed for plan approval but will be a requirement during any assessment audit by an MDE auditor or at the request of the OSA.

3. Attach a roster of all staff performing a role in statewide assessments, listing the role(s) they were trained to perform. Training sign-in sheets shall be provided for this purpose.

Training shall include the following topics:

- Secure material handling/distribution, how to use district-developed secure material transfer logs,
- Test security violations and consequences for violations,
- Accommodations: Review key steps of how to administer the respective assessment(s) with accommodations (i.e. Braille/Large Print, teacher review of Braille test cover memos prior to testing, transcription and scribe policy, read-aloud, multi-day and other allowable accommodations per IEP/504 Plan/LSP),
- Review vendor's Test Administration Manual,
- Irregularity types: How to identify, report, and address each type that may arise during testing,
- Emergency procedure protocols (weather, fire, etc.),
- Student monitoring: Actively observing students during testing by the TAs-Proctors (Appendix F, Section IV, 17),

- Classroom set-up: Ensuring the testing area does not contain information on the walls that could aid students on the content of the test being given in the room, and/or
- ACT/ACT WorkKeys testing: Follow all ACT guidelines and utilize ACT training materials/videos.

Section C: Handling Materials

Storage and Access to Secure Test Materials for School

In this section, you will describe for each assessment program administered the secure test material handling procedures to be followed at the school. Except during actual student testing or preparation, all secure test materials shall be stored in the designated secure storage area at the school.

- Secure Test Materials at the school level include, but are not limited to any material containing student identifiable information, student responses and/or test content which can be included on the following:
  - Paper Accommodated materials (test booklets)
  - Read-aloud paper scripts or log-in tickets for scripts
  - Reference sheets (Vendor Reference Sheets/Writing Rubrics)
  - Used scratch/graph paper (including writing drafts)
  - Student testing tickets (student log-in information)
  - MAAP-A Test Administration Manuals/Task Cards/Scoring Sheets
  - Used Accommodation 48 supplemental aids
  - Access codes
  - Seating charts
  - Handheld calculators that have any memory function or program capability
- The STC and possibly the DTC should be the primary individuals with access to the secure storage area. List all trained personnel who have access to the secure storage area at the school.
- If the secure storage room/closet is used for other purposes to which unauthorized individuals have access then a second layer of locked access should be utilized (example: having locked file cabinets kept in the secure room/closet which holds the secure testing materials.
- Testing tickets shall be printed from the appropriate vendor platform in advance of the scheduled assessment. Reproduction and/or the dissemination of test ticket information via an alternative method is prohibited (Appendix F, Section IV, 4).
- Once tickets are printed for the first testing day, all subsequent tickets for the remainder of the window may be printed.
- All printed secure test materials shall be inventoried and accounted for at the district and/or school level. Printed secure materials shall be inventoried and logged on a district developed tracking sheet that documents the materials' chain of custody during the entire testing window (Appendix F, Section IV, 5a).

The school plan shall:

4. Detail the secure material location at the school site and how materials are kept secure. List the individuals with access to the secure storage location and their role.

→ Test Materials will be kept in a locked file cabinet located in the teacher work room (Room 3A). The STC and ASTC will have the only keys to the cabinet. A sign stating "Authorized Personnel Only" along with the Secure Materials Checkout Tracking Form with the names listed and secure materials tracked for entrance/exit.

School	Location	Restricted Personnel List
Kosciusko Middle Elementary	Locked File Cabinet in Teacher Work Room	Janna Wollfarth, STC Ashley Trehern, ASTC Dr. Josh Dodd, DTC

5. Describe the ticket printing process: where, by whom, and how far in advance of the first scheduled test administration.

➔ After the School Test Coordinator (STC) and all testing personnel have been trained, the STC begins test preparation by creating test sessions and assigning students to the appropriate testing rooms using the online portal. Student information is verified, and accommodations are selected as needed. These steps are completed prior to the opening of the testing window, once the STC has access to the online portal. Test ticket printing takes place in the library and is conducted by the STC along with a certified, trained staff member. Tickets are printed and placed into pre-labeled envelopes that specify the testing room and Test Administrator (TA). Test tickets are printed no earlier than one week before the first scheduled test administration. Once printed, the STC and the assisting certified personnel secure the tickets and record the action on the Secure Materials Checkout Tracking Form, including the date and time of the transaction.

6. Describe the preparation and organization of secure testing materials (pages from manuals, testing/log-in tickets, scratch paper, read aloud scripts, seating chart, etc.) prior to test day (See Supplemental Guidance for additional information).

➔ The School Test Coordinator (STC) is responsible for preparing and organizing both secure and non-secure testing materials. During staff test training—typically conducted two weeks before the testing window opens—Test Administrators (TAs) are provided with the Test Administrator Manuals (TAMs) and other relevant testing information for review. Homeroom teachers are tasked with completing and submitting required documentation by a set deadline, including seating charts, student rosters, computer assignment forms, and the Certification of Removal/Covering of Content-Related Materials in the Classroom form. For each testing room, the STC prepares two plastic tubs labeled **"Secure Testing Materials"** and **"Non-Secure Testing Materials."**

➔ The **Non-Secure Testing Materials** tub includes a checklist and is stocked the day before testing with the following items:

- Red "Help" sign and "Testing—Do Not Disturb" sign
- Seating chart, absentee form, and recording sheet
- Student roster and computer assignment form
- Scratch paper documentation and unused scratch/graph paper
- Pencils, timers (with batteries), Kleenex, and tape
- Electronic agreements for staff and students
- ELA/Math Start/Stop times, ELA writing rubrics
- For accommodated rooms: copies of IEP, 504, and LSP Accommodation Code Forms along with the Accommodation Verification Form, provided in a labeled folder

➔ The **Secure Testing Materials** tub contains all secure items, such as:

- Test tickets

- Read aloud scripts, if applicable
- Used scratch/graph paper
- On the day of testing, secure materials are retrieved from a locked file cabinet in the teacher workroom by the STC and a trained staff member. These materials are then placed in the secure tubs. At all times, two trained personnel are responsible for accompanying and monitoring the secure materials to ensure proper handling and security.
- Teacher Administrator Manual (TAM) becomes secure once placed in the testing room

7. Describe the distribution of secure material procedure observed by the STC when providing TAs testing materials on test day and how these materials are collected after testing, ensuring chain of custody for the duration (See Supplemental Guidance for additional information).

➔ On the morning of testing, the designated Test Administrator (TA) reports to the testing distribution room (Room 15) to retrieve the **Secure Testing Materials** tub. Under the supervision of the School Test Coordinator (STC), the TA verifies the contents by counting all test tickets from the envelope and signing and dating a form to confirm the quantity received. This process establishes a documented chain of custody. Once verified, the TA is escorted by a trained hall monitor to their assigned testing room with the secure materials. Immediately following the conclusion of testing, the TA is escorted back to Room 15 with the secure testing materials. The STC then collects all secure items, including test tickets and used scratch or graph paper, and ensures that all materials are accounted for. The STC logs the return and secures the items in a locked file cabinet located in the secure storage area. For accommodated testing rooms, secure materials such as test tickets and used scratch paper/graph paper are placed in pre-labeled student folders at the end of the testing session. These materials are returned to the STC, verified, and securely stored in the locked cabinet for retrieval on the following testing day. This procedure ensures the integrity and accountability of all secure materials throughout the testing process.

8. Describe how scratch paper will be tracked within the testing room.

➔ All students are provided with scratch paper, including graph paper (Mathematics Session only), which is considered secure material once distributed during a test session. The Test Administrator (TA) is responsible for tracking scratch paper usage by recording the number of sheets each student uses on the Scratch Paper Documentation Form. If a student requests additional scratch paper, it is provided one sheet at a time, not in stacks. There is no minimum or maximum number of sheets a student may receive. At the conclusion of testing, the TA and proctor collect all used scratch paper and place it in the **Secure Testing Materials** tub. The STC then verifies that all scratch paper is accounted for and stores it securely in a locked file cabinet within the designated secure storage area. In accommodated testing rooms, used scratch paper is collected and stored in pre-labeled student folders, which are also kept in the locked file cabinet until the student completes testing. Students with Accommodation 25 may have access to their scratch paper collected on the previous day. Scratch paper is stored by the STC for students with Accommodation 25 until the completion of their assessment. All used scratch paper, including graph paper used during mathematics sessions, is later shredded at the district level. The STC/DTC documents the shredding process using the Certificate of Shredding Form, which must be signed and kept on file. Additionally, the District Test Coordinator (DTC) is responsible for completing and uploading the Test Security Certification Form in SharePoint within five days of the close of the testing window to certify that all scratch paper has been properly destroyed.

9. Briefly describe how test materials will be distributed to students and accounted for before students leave the testing area.

➔ On test day, the Test Administrator (TA) distributes secure materials—including test tickets, scratch paper, and any required accommodations—individually to each student. When receiving their test ticket, students must state their name to the TA to confirm their identity. All materials are tracked using the appropriate documentation forms. Throughout the session, the TA monitors the use of materials and records scratch paper usage. Before students are dismissed, the TA and proctor collect all secure materials, including used scratch paper, test tickets, and read-aloud scripts (if applicable). These items are verified against distribution records, placed in the Secure Testing Materials tub, and returned to the School Test Coordinator (STC), who confirms all materials are accounted for and securely stored.

10. For materials not designated for return to the vendor, describe the shredding of secure material procedure observed by the school. The school's procedure must adhere to the district policy.

➔ All secure materials not designated for return to the vendor—such as used scratch paper including graph paper—are collected by the Test Administrator (TA) and returned to the School Test Coordinator (STC) at the end of each test session. These materials are placed in the Secure Testing Materials tub and stored in a locked file cabinet within the secure storage area. Once testing is complete, the STC prepares the materials for destruction in accordance with district policy. Shredding is conducted at the district level. The STC/DTC documents the materials being shredded using the Certificate Shredding Form, which is signed and retained for recordkeeping. The District Test Coordinator (DTC) is responsible for completing and uploading the Test Security Certification Form to SharePoint within five days of the close of the testing window, verifying that all non-returnable secure materials have been properly shredded.

Handling of secure materials processes and procedures shall ensure:

- Two people are always with secure materials.
- Logs are kept detailing the check in/check out of all testing materials to track the chain of custody of secure materials.
- Verification that all secure testing materials are accounted for as they are packed for return to the DTC.
- Verification of secure testing materials not designated for return to the DTC or vendor are securely shredded and disposed of at the school site (i.e., used scratch/graph paper, student testing tickets, manipulatives, etc.).
- Materials shall be kept in secure storage if disposing of materials at the end of the testing window, unless non-returnable materials are shredded at the conclusion of each testing day; and
- Any missing materials are investigated immediately, and if not located quickly, the DTC shall be notified by the STC.

Section D: Additional Procedures during Test Administration

This section of the school plan identifies any additional procedures needed to ensure test security and proper assessment administration are adhered to. Depending on district policy or student population, these extra procedures may or may not be necessary. If any of the possible procedures below do not apply, then its addition is not required in the School Test Security Plan.

11. Describe the protocols for school monitoring of test administrators, proctors, students, and others involved in the testing process (role of STC, Principal, hall monitor etc., outside testing rooms, inside testing rooms).

    Prior to the administration of state assessments, the STC is trained by the DTC on all state and district-mandated guidelines and requirements. The STC then conducts a mandatory school-wide training for all eligible staff, covering the roles and responsibilities of TAs, Proctors, Hall Monitors, and other personnel involved in testing. The training also includes test security, chain of custody procedures, and

proper test administration protocols.

- ➔ ***Role of the STC:***
  The STC oversees the entire testing process at the school level, ensuring compliance with testing regulations and security protocols. The STC prepares, distributes, and collects testing materials, monitors test sessions, documents incidents, and supports staff throughout the administration. The STC also conducts daily observation of the testing rooms to ensure that procedures are being followed correctly.

- ➔ ***Role of the Principal:***
  The Principal provides leadership and support to ensure a secure and orderly testing environment. While not directly involved in the administration of the test, the Principal helps enforce expectations and is available to assist with any issues that may arise during testing.

- ➔ ***Role of the TA:***
  TAs are responsible for administering the test in strict accordance with the Test Administrator Manual. They distribute and collect test materials, monitor students throughout the session, ensure the correct timing and directions are followed, and document scratch paper use and other relevant actions. TAs must remain actively engaged throughout the session and report any irregularities to the STC immediately.

- ➔ ***Role of the Proctors:***
  Proctors assist the TA in maintaining a secure testing environment by monitoring students and helping to distribute materials, if needed. They ensure students remain on task and do not engage in prohibited behavior. Proctors may also help in tracking materials and reporting concerns to the TA.

- ➔ ***Role of the Hall Monitors:***
  Hall monitors are stationed outside testing rooms to maintain a quiet environment and prevent disruptions. They escort students to and from restrooms, ensure hallways remain clear, and accompany TAs to and from secure storage locations. Hall monitors also help enforce testing security by limiting unauthorized access to testing areas.

- ➔ ***Role of the Students:***
  Prior to testing, families are informed of student expectations through parent communication. Students are reminded to arrive on time, get adequate rest, and follow all directions during testing including the prohibition of electronic devices in testing rooms. Students are expected to try their best and maintain test security by not discussing test content.

- ➔ ***Monitoring Protocols:***
  During testing, the STC actively monitors both inside and outside testing rooms to ensure procedures are followed. Any irregularities are documented and reported in accordance with district and state guidelines. All personnel must remain alert, attentive, and engaged throughout the testing period to maintain the integrity of the assessment process.

12. Describe the procedures for conducting restroom and, if needed, stretch breaks during or between tests. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

➔ ***Stretch Breaks:***
Stretch breaks for the general population of students are not utilized during the administration of the third-grade state assessments.

➔ ***Restroom Breaks During Testing:***
Restroom breaks are allowed one student at a time during testing. A hall monitor escorts the student to and from the restroom to ensure test security and minimize disruptions. Before leaving the testing room, the student must pause their test on the device. No secure materials, including scratch paper or test tickets, may be taken out of the room. The TA monitors the return of the student and confirms that the test session resumes appropriately.

➔ ***Sleeping Students:***
During the administration of the state assessment, the Test Administrator (TA) and proctor are responsible for actively monitoring all students in the testing room to ensure test security and student engagement. If a student falls asleep during testing:

Initial Intervention:
The TA and/or proctor will discreetly approach the student and gently wake them. The student will be prompted to pause their test on the device.

Supervised Alertness Break:
The student will be escorted out of the testing room by a hall monitor. Under the supervision of the hall monitor, the student will complete brief physical activity (e.g., jogging in place, jumping jacks, lunges) for approximately 60 seconds to help increase alertness and focus.

Resuming the Test:
After the movement break, the student will return to the testing room to resume the test. The TA will document the time out and time back in on the official recording form to ensure accurate tracking of time and test integrity. This procedure ensures minimal disruption to other testers and supports the student in remaining alert and successful during the assessment.

➔ ***Accommodation Rooms with Scheduled Breaks:***
Students who have a documented accommodation for scheduled breaks during the state assessment must be provided this support as outlined in their Individualized Education Plan (IEP), 504 Plan, or Language Service Plan (LSP). The Test Administrator (TA) is responsible for documenting each scheduled break on the Accommodation Verification Form. The student will be notified of their break time based on the specific duration indicated in their IEP/504/LSP Accommodation Page. At the start of the break, the student must pause their test, and all secure testing materials (e.g., test tickets, scratch paper) must be collected and secured. Depending on the nature of the break, the student may exit the testing room for restroom or water access, accompanied by a hall monitor. Once the break time has ended, the student returns to the designated testing room to resume the assessment. If more than one scheduled break is required, the same procedure will be followed for each occurrence. Detailed documentation must be maintained for every scheduled break, including the time the break occurred and the duration of the break.

13. Describe the procedures for conducting lunch breaks during testing. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

➔ The School Test Coordinator (STC) ensures that testing begins promptly each day to allow students sufficient time to complete their assessments prior to lunch. Students are allotted a maximum of 180

minutes to complete each ELA and Mathematics session and 90 minutes for the Writing session. An alternative lunch schedule is implemented, if necessary, to accommodate testing completion before lunch breaks begin. Once all the general education testing rooms have completed testing and the secure materials have been collected, verified, and returned to the STC, lunch breaks are permitted. Secure materials are stored in a locked file cabinet within the secure testing area.

- ➔ ***Accommodated Rooms with Extended Time:***
  For students receiving accommodations such as extended time and scheduled breaks, a lunch break may be provided during the testing session, if necessary. In such cases, the student will pause their test and close their Chromebook. The Test Administrator (TA) will collect and account for all secure materials and place them in the Secure Testing Materials tub. The TA and hall monitor will escort these materials to the STC, who will secure them in the locked file cabinet for the duration of the lunch break. Once the break concludes, materials are retrieved and the student resumes testing.

- ➔ ***Student Supervision and Test Security During Lunch:***
  During lunch breaks, students who are still actively testing will eat in a designated area separate from students who have already completed the assessment to ensure they do not interact or discuss test content. Students are not permitted to access any personal materials or electronic devices during the break.

14. Schools may choose to dismiss students who finish early or allow them to read library books or other material not related to the content of the test. Address the procedure for implementing this process while being sensitive to avoid excessive disruptions to those students who are still testing.

- ➔ To minimize disruptions and maintain a secure, focused testing environment, students participating in the third-grade state assessment will remain in the testing room for the duration of the allotted testing time. Early dismissal of students who finish before the scheduled end time is not permitted. Upon completion of their assessment, and after all secure testing materials have been collected and verified by the Test Administrator (TA) or proctor, students may engage in quiet, independent activities.

  Acceptable activities include:
  - ➔ Reading a library book that is not related to the content of the assessment, or
  - ➔ Resting quietly at their desks with their heads down.
  - ➔ These activities are selected to ensure minimal noise and movement, preserving a calm and distraction-free environment for students who are still actively testing. The TA and proctor will continue to monitor all students closely to uphold test security and maintain a respectful testing atmosphere.

High and Medium Priority Irregularities

The STC must report all irregularities immediately to their DTC. The school plan should describe the procedure for handling both high and medium priority irregularity incidences and for coordinating with their DTC in reporting and investigation procedures. When developing procedures to address test disruptions due to severe weather, fire, bomb threat, or any emergency which may occur requiring immediate evacuation of the facility, review and adhere to the school's established procedures in the school safety plan. Electronic communication devices include cell phones, watches with cellular capabilities, earbuds, laptops, and other named electronic devices by OSA during State training. (See Supplemental Guidance for additional information.) Note: STCs may maintain a laptop in the testing hallway to monitor student progress/submission status. Test Administrators and Proctors shall maintain a written record/log of any testing irregularities which may occur within the testing room during statewide assessments (Appendix F, Section IV, 17c). The MDE

prohibits the possession and/or use of any prohibited electronic communication device during the administration of statewide assessments. A prohibited electronic device is any device that gives a student a possible unfair advantage due to the capabilities it possesses (Appendix F, Section IV, 18). The school principal is responsible for the development of procedures and implementation of the policy prohibiting the possession of electronic devices for students and staff within testing areas at their school site (Appendix F, Section IV, 19).

Emergency Procedures

15. Describe the procedures addressing individual student emergencies (bathroom, sudden illness). Include how test time will be recorded so accurate time is provided upon the student's return.

➔ In the event of an individual student emergency—such as the need for a bathroom break or a sudden illness—the Test Administrator (TA) will follow established procedures consistent with restroom break protocols. The TA and/or proctor will immediately place the Red Help Sign on the door to signal for assistance. The student's test will be paused, and their Chromebook will be closed. All secure testing materials (including scratch paper and test tickets) will be promptly collected and secured by the TA or proctor. A hall monitor will escort the student to the restroom or assist with addressing the emergency. Restroom access is limited to one student at a time. If the student is able to return to the testing session, the TA will return the student's materials and allow them to resume testing, ensuring that the Chromebook is reactivated securely. All interruption times (when the student left and returned) will be accurately recorded by the TA on the Recording Sheet to ensure the student receives the correct remaining test time. If the student is unable to return, the STC will be notified immediately, and appropriate district and state testing protocols will be followed.

16. Describe the procedures for online testing that address disruptions at the school (i.e., power outages, network problems).

➔ In the event of a disruption to online testing—such as a power outage, network failure, or platform access issue—the school will follow the Mississippi Department of Education (MDE) guidelines and regulations to maintain the integrity and security of the assessment. Each school will have assigned IT personnel from the Kosciusko School District present on-site during all online testing sessions to provide immediate technical support. The District Test Coordinator (DTC) will also be on standby to assist with resolving more complex issues, including problems with the online testing portal or widespread computer failures.

➔ ***Student Verification and Test Security:***
If a disruption occurs, the Test Administrator (TA) will immediately pause testing for all affected students. Students will remain seated, and secure materials will be collected and safeguarded by the TA and proctor. Once the issue is resolved, students will be re-verified in the testing portal according to MDE protocols before resuming their assessment. If the disruption is prolonged and testing cannot resume on the same day, the School Test Coordinator (STC) will notify the DTC immediately, and the test session will be rescheduled following state guidelines. All documentation related to the disruption, including timing, resolution steps, and student impact, will be recorded and submitted as required. All efforts will be made to ensure minimal loss of instructional time and that students are able to resume testing in a secure and equitable manner.

Electronic Devices and Suspected Cheating

17. Describe the policy and procedure developed by the school principal that ensures unauthorized electronic devices are not allowed in the testing area, including procedure for student and staff electronic devices.

To ensure test security and compliance with state testing regulations, the school has implemented a strict policy prohibiting unauthorized electronic devices in the testing area for both students and staff.

➔ **Staff Procedures:**
All testing staff and volunteers are required to sign a daily Electronic Device Prohibition Form before testing begins. Staff must store all personal electronic devices (e.g., phones, smartwatches) in a designated secure location prior to entering any testing environment. This policy is thoroughly reviewed during mandatory test security training prior to the testing window.

➔ **Student Procedures:**
Prior to each test session, the Test Administrator (TA) will remind students that electronic devices are strictly prohibited in the testing room. If a student has a device, it will be collected and sent to the principal's office, where it will remain secured until the end of the school day. Parents will be notified to pick up the device and are informed of the testing dates and device policy in writing prior to the testing window. Each student will be required to sign a statement acknowledging their understanding of the no-electronics policy before testing begins.

➔ **Violation of the Policy:**
If a student is found with an unauthorized electronic device during testing:

- The TA will immediately secure all testing materials.
- The student will be escorted to the principal's office by a hall monitor.
- The School Test Coordinator (STC) will document the incident and notify the District Test Coordinator (DTC) immediately.
- Disciplinary action will follow according to school and district guidelines.
- This policy is consistently enforced to protect the integrity of the testing process and is an integral part of the school's test security plan.

18. Describe how TAs are to handle, and report suspected cheating to the STC and school principal. Include the STC reporting process to the DTC.

If a Test Administrator (TA) suspects or observes any instance of student or staff cheating during the administration of a statewide assessment, the following procedures must be followed promptly and confidentially to maintain the security and integrity of the assessment:

➔ **Immediate Response by TA**

The TA will secure all test materials for the involved student(s) without disrupting the testing environment for others. The student will be discreetly removed from the testing room, if necessary, with the assistance of a hall monitor. The TA will not discuss the incident with the student or others in the testing room but will note the time and nature of the concern.

➔ **Reporting to STC and Principal**
The TA must report the suspected incident immediately to the School Test Coordinator (STC) and the school principal. A written incident report must be completed by the TA describing:

- The nature of the suspected cheating
- The names of those involved
- The time and location of the incident

- Any actions taken

➔ **STC Documentation and Reporting**

The STC will investigate the incident, gather documentation, and determine if the suspicion warrants further disciplinary action. If the incident is confirmed or remains unresolved, the STC must report the issue to the District Test Coordinator (DTC) immediately. The STC will complete and submit any required documentation as outlined in the Mississippi Department of Education (MDE) Testing Security Guidelines.

➔ **DTC Action**

The DTC will review the report, determine if additional documentation is needed, and submit the incident to MDE, if applicable. The DTC is responsible for ensuring that any breaches of test security are addressed in accordance with district and state policy. This structured process ensures that all suspected violations are handled discreetly, professionally, and in compliance with test security standards.

19. When testing using desktops, laptops, and tablets, students will submit their test and log off the device. Detail how the TA will verify this requirement prior to the students leaving the testing area/room.

    Upon completion of the online assessment, the student will raise their hand to alert the Test Administrator (TA) and proctor. The TA and proctor will approach the student's testing station to complete the following steps:

➔ **Test Completion Verification**

The TA and/or proctor will visually verify that all test questions have been attempted or completed on the student's screen. The TA will then observe the student clicking "Submit" on the test platform.

➔ **Logout Confirmation**

Once the test is submitted, the TA will confirm that the student has completely logged out of the testing platform. The screen must return to the main login or home screen, indicating a full logout.

➔ **Collection of Secure Materials**

The TA and proctor will collect all secure materials, including:

- Test tickets
- Scratch/graph paper
- Any accommodation-specific materials
- The student's Chromebook, laptop, or tablet (if applicable)

➔ **Post-Testing Procedures**

After all materials are collected and verified, the student will remain in the testing room. Students may engage in acceptable post-testing activities such as:

- Reading a library book that is not related to the test content
- Resting quietly at their desks with heads down
- These procedures ensure the secure closure of the testing session for each student and minimize distractions for others still testing.

Calculators

20. Describe the process to ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing (See Supplemental Guidance for additional information).

➔ According to MDE's statewide testing policies, calculators are not permitted on the grade 3–5 mathematics assessments. Therefore, no handheld calculators, calculator apps, or online calculator tools are allowed to be accessible or visible during testing for these grade levels. To ensure compliance with this policy: Prior to testing, Test Administrators (TAs) will remind students that calculators are not permitted. TAs and proctors will visually check all student desks and devices to ensure no calculator tools or apps are present. Any student found with a calculator or calculator-enabled device will have the item collected immediately, and the incident will be reported to the STC.

21. Describe the process to clear the calculator's entry history after testing.

➔ Since calculators are not allowed, there is no need to clear calculator history for 3rd grade testing. However, this protocol is reviewed with staff during test training to ensure understanding and consistent enforcement.

Seating Charts

22. Outline a procedure the STC uses to prepare and maintain seating charts for students during statewide assessments (See Supplemental Guidance for additional information).

➔ The School Test Coordinator (STC) is responsible for preparing and maintaining accurate seating charts for all testing rooms during statewide assessments in accordance with MDE guidelines.

➔ **Seating Chart Collection:**
A standardized seating chart template is provided to each homeroom teacher in advance of testing. Teachers complete the chart with students' first and last names and return it to the STC by a specified deadline. For accommodated testing rooms, the STC completes the seating chart directly.

➔ **Seating Chart Completion:**
The STC uses the submitted templates to create a digital version of the seating chart. Each chart includes: Student first and last names, student MSIS numbers, accommodation codes (for accommodated rooms only), testing session details (subject, date, time), and TA and proctor names.

➔ **Seating Chart Maintenance and Use:**
On each test day, the TA is responsible for marking any absences directly on the seating chart and the absentee form. The absentee form is placed on the testing room door to verify who is present or absent during testing.

➔ **Recordkeeping:**
After testing, seating charts are collected by the STC and stored securely as part of the school's test documentation records. This process ensures test security, accountability, and adherence to required documentation procedures.

Section E. Accommodations

Federal law, state law, and State Board of Education policy requires all students, including English learners (EL) and students with disabilities (SWD), to be administered assessments. Under section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA), all students with disabilities, including students with significant cognitive disabilities (SCD), shall be included in all assessments with appropriate accommodations. The determination of which accommodations are appropriate for a student shall be made individually by the student's Individualized Education Program (IEP) team, 504 Plan team, Language Service Plan (LSP) team, or other LEA team designated to make these decisions.

Setting up Accommodations
School Plans shall describe the process to ensure that each student requiring an accommodation receives that accommodation(s) for the assessment(s) specified as requiring it in the student's IEP, 504 Plan, or LSP. Training for staff administering shall detail how accommodated test sessions are provided accurately. Special education staff shall be involved in these activities and utilize the current edition of the Mississippi Testing Accommodations Manual (MTAM) to ensure appropriate codes and procedures are explicit and being observed during the administration.

Common issues with accommodated testing:

- Accommodations were not provided to students per their IEP/504 Plan/LSP,
- Accommodations were provided to students who should not have received them,
- Test staff did not administer accommodations appropriately to students, and/or
- Test staff utilized an outdated State Testing Accommodations Manual.

If a human reader or American Sign Language (ASL) interpreter will be used with accommodation #55, the TA may review the test materials prior to the test administration. This preparation is completed on school site, should be brief, and witnessed by another trained individual who has signed the test security/confidentiality agreement.

23. Detail the procedure observed by the STC to verify appropriate accommodations are entered into the vendor platform prior to test day.

➔ The School Test Coordinator (STC) follows a systematic procedure to ensure that all appropriate and allowable accommodations are accurately entered into the vendor platform before test day:

➔ **Identification of Eligible Students:**
The STC identifies students with active Individualized Education Programs (IEPs), 504 Plans, or Language Service Plans (LSPs) who are participating in state testing.

➔ **Collaboration with Key Staff:**

- IEPs: The STC consults with the exceptional education director to obtain a compacted spreadsheet listing all allowable accommodations for third-grade exceptional education students.
- 504 Plans: The STC works with the building 504 Coordinator to receive copies of current 504 Plans for applicable third-grade students.
- LSPs: The STC coordinates with the building English Learner (EL) Coordinator to obtain copies of Language Service Plans for eligible third-grade students.

➔ **Data Entry into Vendor Platform:**
The STC manually enters the appropriate accommodations from the IEPs, 504 Plans, and LSPs into the vendor platform. This step is completed prior to the printing of test tickets and materials to ensure

accommodations are reflected accurately.

- ➔ **Verification of Accuracy:**
  The STC conducts multiple checks to verify that accommodations have been correctly entered into the system. This includes reviewing the entries against the original documentation to confirm alignment and prevent errors. This thorough process ensures that all students receive the accommodations they are entitled to during testing.

24. Describe the procedure observed by the STC to ensure testing staff are aware of the accommodations they are to provide and how to provide them properly.

Prior to testing, the School Test Coordinator (STC) implements the following procedure to ensure that all testing staff are informed of the accommodations they are responsible for and understand how to implement them correctly:

- ➔ **Assignment of Accommodated Testing Rooms:**
  The STC designates specific accommodated testing rooms based on student needs, assigning appropriate Test Administrators (TAs) and proctors to each room.

- ➔ **Distribution of Accommodation Information:**
  Each TA receives a Verification of Accommodation Form listing all students assigned to their room along with their specific, allowable accommodations. A seating chart is also provided for each testing room, which includes accommodation codes next to each student's name for quick reference.

- ➔ **Access to Student Documentation:**
  A folder containing each student's relevant documentation (IEP, 504 Plan, or LSP) is placed in the non-secure testing tub. TAs are instructed to review this documentation prior to testing to ensure they fully understand each accommodation and how it should be implemented. By following this structured process, the STC ensures that testing staff are well-prepared to provide accommodations accurately and in compliance with state testing protocols.

25. When testing an accommodated student over multiple days (accommodation #25), describe how the materials will be distributed and collected each day, as well as the process to ensure test questions from the previous day(s) are not accessed in subsequent testing day(s).

When a student is approved for Accommodation #25 (Testing Over Multiple Days), the School Test Coordinator (STC) follows a strict procedure to ensure the security and integrity of testing materials across multiple sessions:

- ➔ **Daily Distribution of Materials:**
  Each day, only the specific section(s) of the test to be administered that day are distributed to the Test Administrator (TA). The STC prepares and places the appropriate materials in the secure testing tub, clearly labeled for that day's use.

- ➔ **Collection of Materials:**
  At the end of each day's testing session, the TA collects all test materials, including test booklets and scratch paper. These materials are immediately returned to the STC and secured in a locked, designated storage area.

- **Preventing Access to Previous Day's Questions:**
  The stopping points at the end of each session are indicated by the MDE policies and are followed as required. The STC communicates the stopping points to the TA to ensure students follow such guidelines. On subsequent testing days, the TA is instructed to begin at the next appropriate section, and not to return to any previously completed portion of the test. The STC verifies that only the necessary portion of the test is accessed each day and that test security is maintained throughout the entire testing window. This controlled process ensures that the student has equitable access to testing over multiple days while maintaining the confidentiality and security of test content.

26. Describe the process to transcribe responses into the appropriate vendor platform.

When a student's responses must be transcribed into the vendor platform (e.g., due to use of assistive technology, a scribe, or other accommodation), the School Test Coordinator (STC) follows a secure and documented procedure to ensure accuracy and compliance:

- **Identification of Transcription Need:**
  The STC identifies students who require transcription based on their IEP, 504 Plan, or Language Service Plan (LSP) and ensures this is noted prior to testing.

- **Secure Collection of Student Responses:**
  At the end of testing, the student's original response document (e.g., large-print booklet, braille booklet, scribe notes) is collected by the Test Administrator (TA) and returned to the STC in a secure manner. All materials are handled and stored following test security protocols.

- **Assignment of a Qualified Transcriber:**
  A trained and authorized staff member is designated to complete the transcription. The transcription must take place in a secure environment under the supervision of the STC.

- **Accurate Transcription into Platform:**
  The designated transcriber enters the student's responses exactly as written into the vendor's online testing platform or answer document. Responses are double-checked for accuracy to ensure they match the student's original work.

- **Documentation and Verification:**
  The STC maintains documentation of the transcription process, including the reason for transcription, the name of the transcriber, and date/time of entry. The original student responses are retained according to the state's secure storage requirements until allowed for destruction. This process ensures that students' responses are captured accurately while upholding test security and accommodation integrity.

Medical Monitoring

27. If needed, describe the type of medical monitoring needed for your school and how it will be conducted (See Supplemental Guidance for additional information).

If needed, the following medical monitoring procedures are implemented at the school to ensure student health and safety during state testing without compromising test security:

- **Identification of Students Requiring Medical Monitoring:**
  The STC works in collaboration with the school nurse, parents/guardians, and special education/504 teams to identify students with medical conditions requiring monitoring (e.g., diabetes, seizure disorders, severe asthma, etc.).

- **Approval and Documentation:**
  Medical monitoring accommodations must be documented in the student's IEP, 504 Plan, or through an approved medical plan. These accommodations are noted and verified prior to testing.

- **Monitoring Procedure:**
  A qualified medical staff member (such as the school nurse or a trained designee) is allowed in or near the testing room to monitor the student as needed. Monitoring is done discreetly and without disrupting the testing environment. If the student requires a check (e.g., blood sugar, medication), it is conducted in a way that maintains the student's privacy and test security, either in the testing room or in a nearby designated medical space.

- **Test Security Protocols:**
  The medical monitor does not assist with or view the test content. Any breaks or medical interventions are logged by the Test Administrator and reported to the STC.

- **Emergency Procedures:**
  In case of a medical emergency, the Test Administrator follows standard school emergency protocols and immediately contacts the nurse and STC. This process ensures that students with medical needs are supported appropriately while maintaining a secure and standardized testing environment.

Section F: School Signatures

School Test Security Plan Cover Page

The District Test Security Plan is signed by the district superintendent, the district test coordinator (DTC), and the chairman of the school board. The school(s) Test Security Plan, which is a part of the District Test Security Plan, is signed by the school principal, school test coordinator, and the district test coordinator.

The School Principal and the STC are responsible for creating and completing the School Test Security Plan, reviewing, revising, and verifying all information is correct each calendar year. Once approved by the DTC, the School Test Security Plan, which is a part of the District Test Security Plan is signed by the School Principal, STC, and DTC (Appendix F, Section IV, 3c).

We assure that **Kosciusko Middle Elementary** will be in full compliance with the testing requirements as set forth in Appendix F of the current version of the Mississippi Public School Accountability Standards and Mississippi Code §37-16-4. We understand that there is one Security Plan governing the school district and a Security Plan for each school. The District Test Security Plan and the School Test Security Plan shall be revised and signed by the appropriate personnel each year.

Kosciusko School District	**Kosciusko Middle Elementary**	
District	*School*	
Logan Cheek	Logan Cheek (Jul 13, 2026 16:58:19 CDT)	07/12/26
School Principal	*Signature*	*Date*
Janna Wollfarth	Janna Wollfarth (Jul 13, 2026 13:08:18 CDT)	07/13/26
School Test Coordinator	*Signature*	*Date*
Dr. Josh Dodd	Dr. Josh Dodd (Jul 13, 2026 11:49:12 CDT)	07/13/26
District Test Coordinator	*Signature*	*Date*

Supplemental Guidance

A. Electronic Devices

Only the DTC and designated computer technician(s) (IT Coordinator) are authorized to maintain an electronic communication device within testing areas/rooms. The STC may have a computer in the testing area as needed (NOT in the testing room) to monitor student progress.

Students and trained school testing personnel are not permitted to access any electronic devices used for communication, for capturing images of the test or testing room, or for data storage (e.g., smartphones, smart watches, cell phones, fitness bands, book readers, tablets (unless used for testing), pagers, cameras, non-approved calculators, music players, earbuds (unless used for TTS accommodation), etc.) that can disrupt the testing environment, or be used to compromise the validity, security, and confidentiality of the test. These devices shall be powered off and stored in a location apart from the testing area during a test session. These devices cannot be used as a substitute for a calculator.

If a student has any of these devices during testing, this will constitute prohibited behavior and the student's test results in that content area will be invalidated. NO EXCEPTIONS. Ensure students, especially end-of-course test takers, are aware of this policy.

Teachers and test administration personnel in possession of an electronic communication device will be reported to educator misconduct. Ensure teachers and other test administration personnel are aware of this policy.

These incidents shall be documented on a testing irregularity/violation report form detailing the incident and immediately reported to the DTC.

B. Seating Charts

Various schools have chosen different methods: alphabetical, pre-arranged to separate friends, placement of students at the front of the room based on IEP or special circumstances, etc. To facilitate the test process, generally, seating charts are prepared in advance of testing by the STC and simply updated with annotations by the TA to reflect any student absences or seat changes.

- A seating chart is required for each room/site used for any statewide assessment, including retest and make-up test sessions. Seating charts shall be legible, and reflective of the room's seating layout. Each chart shall maintain the following information: subject area tested, any accommodations provided (if applicable to the test session administered), the date of test administration, each student's name and Mississippi Student Information System (MSIS) number, name of proctor, and the TA's name and Mississippi teachers' license number. Each seating chart shall be signed by the STC and TA verifying the accuracy of the chart (Appendix F, Section IV, 17d).
- Seating charts for MAAP-A are not required.

C. Student Monitoring

- The Test Administrator and Proctor shall always grant their full attention to the testing environment to ensure proper monitoring of students during testing.
- A Test Administrator and the required number of proctors shall be present during the entire test administration.
- Ensure that student computers or devices are set up and the spacing of students is set in a manner to reduce the possibility of students looking at other students' computers or devices (Appendix F, Section IV, 17e).
- Ensure that no food is allowed in the testing area during testing (i.e., Oreo™ cookies, Krabby Patties™, M&M's™) Exceptions for medical purposes are permissible.

D. Medical Monitoring
The School Test Security Plan shall include the process of how the student will be allowed to test following the guidelines below. Add addendums to your School Test Security Plan as needed if more students require this policy during the year. Contact the OSA Test Security Director, for more information.

Medical Monitoring Policy – Adopted Spring 2020
Medical monitoring is requested each year due to various conditions such as diabetes. Previously most medical monitoring devices were worn on the student, but recent technology provides medical monitoring through applications on cellular devices. In accordance with Appendix F of the current edition of the Mississippi Public School Accountability Standards, possession or use of an electronic communication device is prohibited in the testing environment; however, the MDE does not want to risk a medical emergency during testing due to failure to monitor a potential life-threatening condition. The OSA is providing the following guidance:

- The IEP, 504 Plan or medical documentation, including all pertinent information, shall be kept on file at the school/district and be available to MDE upon request. If either plan is not available, the district medical documentation from a medical doctor is on file.
- Testing procedures shall be included in the School Test Security Plan for each student requiring a cellular phone application device for medical monitoring purposes.
- Any student using a cellular device application for medical monitoring shall not have the device in his/her possession during testing for security reasons; however, the device may be in the testing room near the student.
- The cellular device shall have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the functionality of the device. Bluetooth may be left on to communicate and receive information from the monitoring device. If there are any situations where cellular or Wi-Fi cannot be turned off for the health of the student, contact the OSA for guidance.
- For test administrations, the student shall be tested following one of these guidelines:
    - A student requiring medical monitoring may test in a small group or in a regular testing session with a test administrator, proctor, and an individual to monitor the device, or
    - A student requiring medical monitoring may test individually with a test administrator and a proctor.
- The OSA recommends assigning a person to monitor the device who is specifically trained to do so. The medical monitor cannot also be the hall monitor. This individual must sign a confidentiality form prior to testing.
- The student(s) shall be seated near the device so that the readings and/or contact with the medical monitor can be maintained.
- It is recommended that the student test near the rear of the room with the cellular device behind the student to avoid distracting other testers.

E. Calculators
Ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing. Review all calculator guidance (Located on the MDE Student Assessment MAAP webpage) and ensure appropriate calculators with approved setup are used for each administration.

Algebra I
Students may use the embedded calculator (Desmos-Graphing) within the online test delivery platform, or use an approved school issued handheld calculator. When testing with handheld graphing calculators, the calculator shall have all formulas, applications, and/or programs (including, but not limited to, Zoom Math/Zoom Algebra/ Polynomial Root Finder/ Simultaneous Equation Solver) disabled or removed before students use the calculator during any state test.

Grade 8
Students may use the embedded calculator (Desmos-Scientific) within the online test delivery platform, or use an approved school issued scientific (with functionalities consistent with the TI-30XS or similar models) handheld calculator. Scientific calculators cannot have an embedded solver (e.g. numeric equation, polynomial, and system of linear equations).

Grade 6-7
Students may use the embedded calculator (Desmos-Four Function) within the online test delivery platform, or use an approved school issued four-function calculator with square root and percentage functions.

F. Testing Irregularity Types
There are several irregularity types that may arise during testing. The list below is not exhaustive of all testing irregularities but merely for informational purposes. District and school plans are not required to address each irregularity scenario listed below unless it was explicitly specified as needing address in any previous section of this guidance document. Any irregularity listed below that was not expressly detailed for address in the plan requirements shall be mentioned during training.

High Priority Irregularities
- Cheating of any kind; including educator coaching
- Possession of a prohibited electronic device in the testing area
- Viewing secure test material prior to test administration unless authorized by the MDE or outlined in the test administrators manual/test coordinator manual
- Disclosure of test content to students or teachers/administrators
- Secure test materials not locked in a secure storage area/improper handling which compromises test security
- Loss of secure test materials
- Disposing of non-returnable secure materials in an appropriate manner after a test administration (i.e. not following District's shredding procedure)
- Copying, imaging, or sharing of test content to create study guides

Medium Priority Irregularities
- Testing accommodations specified in a student's IEP, 504 plan, or LEP are not provided to the student
- A student is provided an accommodation and does not have an IEP, 504 plan, or LEP
- Power/technology outage which delays or prevents a scheduled test; may require test reset/regeneration
- Inappropriate test manipulative (calculator, supplemental aids/charts)
- Sudden student or educator illness requiring them to leave the testing room for an extended length of time or dismissed from testing for the rest of the day
- Students testing off grade
- The test was not properly submitted
- Transcription issue
- Administration issues (not reading directions, not setting appropriate test time, leaving test area unattended)
- Student refusal to test

G. Material Handling: Preparation/Distribution Guidance
In each plan's material handling section, the school plan must outline the handling and distribution of test materials. Proper procedures protect the integrity of test items and prevent unauthorized access to content, which can result in pre-exposure concerns. Well-crafted procedures may also assist in the efficiency of material distribution on test days.

Some test materials become secure once introduced into the testing environment, while others are always secure. The distinction derives from what the test material item provides. If the item provides test content, questions, answer options, or writing prompts it is always considered secure. These items include test tickets, paper tests, or read-aloud scripts.

If the item does not provide test content, questions, answer options, or writing prompts, such as scratch paper, Test Administrator Manuals, seating charts, or reference sheets, the materials become secure once introduced into a testing environment with test tickets, paper tests, or read aloud scripts. The state of being "secure" occurs for these items when the possibility exists for test content to be recorded or reproduced within those materials; this possibility necessitates their redesignation as a secure test material.

Prior to Test Day (3-4 days before):

- Create each testing rooms' seating chart.
- Prepare numbered testing bins/totes with materials designated as secure upon entrance into the testing environment.
- Detail and inventory each test material item on a secure material tracking log.
- Securely store prepared bins to maintain the integrity of material counts.
- In the presence of another trained individual, print student testing tickets.
- Place tickets and access codes in an envelope which corresponds to a testing room's prepared testing bin/tote.
- Securely store envelopes in the designated secure material location until test day.
- Continue to print/prepare materials as needed throughout the assessment window.

On test day:

- The TA meets the STC at the designated material distribution point.
- The TA verifies the inventory count of test materials in the bin/tote.
- The TA signs the material distribution log to acknowledge count accuracy and responsibility for items.
- Once in the testing room, the TA and Proctor complete last-minute housekeeping tasks like posting testing signage or rearranging student desks.
- The TA uses the seating chart to seat students according to their placement.
- The TA reads electronic device agreement and has students sign the agreement.
- The STC and another trained individual retrieve ticket envelopes from the secure material location for distribution.
- The STC delivers envelopes to each testing room, and the TA verifies and counts the envelope's contents.
- If accurate, the TA signs for the envelope as previously done with the testing material bins.
- The TA administers the test and collects materials from students as they complete their test.
- Once completed, the STC will utilize the distribution log to account for all distributed materials, including scratch paper.
- Once all secure test materials have been accounted for, the STC will store the used materials until those materials are shredded for disposal according to the district's shredding policy.
- Specific material items designated for return to the vendor MUST be shipped back to the vendor.

H. Good Cause Exemption Procedures for 3rd Grade MAAP Assessment

Purpose of the Good Cause Exemption (GCE)

Mississippi law requires that 3rd grade students demonstrate an adequate level of reading proficiency on the MAAP ELA assessment. However, the Mississippi Literacy-Based Promotion Act (LBPA) allows specific Good Cause Exemptions for students who meet defined criteria. This section outlines the procedures

Kosciusko Middle Elementary School will follow to ensure all GCE decisions are accurate, documented, compliant with MDE policy, and ethically sound.

Eligible Good Cause Exemptions

A student may be considered for a Good Cause Exemption (GCE) if they meet one of the following Mississippi Department of Education (MDE) approved criteria:

- ➔ ***GCE A: (EL Students)***
  English Learners (ELs) who have received ***less than two (2) years*** of instruction in an English Language Learner program.

- ➔ ***GCE B: (SCD or Approved Medical Emergency)***
  Students with disabilities whose IEP demonstrates reading proficiency through an approved alternative standardized assessment (e.g., MAAP-A) ***OR*** student receiving an approved significant medical emergency.

- ➔ ***GCE C: (IEP/504 Students)***
  Students with disabilities who have an IEP or Section 504 Plan and meet one of the following:
  - Have been retained one (1) year and have received appropriate, evidence-based reading interventions, ***OR***
  - Have not been retained, but have received appropriate, evidence-based reading interventions for two (2) or more years.

- ➔ ***GCE D: (Retest 1/Retest 2)***
  Students who demonstrate reading proficiency on a state-approved alternate assessment that meets MDE scoring requirements (e.g., Reading Alternate Assessment Retest 1 or Retest 2).

- ➔ ***GCE E: (General Education Students)***
  Students who have been retained two (2) years and have received intensive reading intervention for two or more years.

School Procedures for Reviewing Good Cause Exemptions

After MAAP scores are released, the School Test Coordinator (STC) and 3rd grade teachers will identify all students who did not meet the passing score. The program rosters will be reviewed to determine which students may qualify based on services received.

The following documentation must be collected and reviewed for each student:

- **EL students:** Home Language Survey, EL entry date, LSP, and evidence of less than two years of EL services.
- **IEP/504 students:** Current plans, previous plans (if applicable), intervention logs, progress monitoring data, and documentation of accommodations.
- **Alternative assessment candidates:** Official score reports from the approved assessment.

Retest Opportunities and GCE Considerations

- ➔ **Reading Alternate Assessment Retest 1 (May)**
  Students who do not meet the passing score on the initial MAAP ELA assessment and who do not qualify under another Good Cause Exemption may participate in the Reading Alternate Assessment Retest 1 administered in May.

➔ **Reading Alternate Assessment Retest 2 (June)**
Students who do not meet the passing score on Retest 1 may participate in Reading Alternate Assessment Retest 2 administered in June.

GCE and Retest Requirements
Students who meet ***one*** of the Good Cause Exemption criteria are *not required* to participate in Retest 1 or Retest 2.

- The May and June retests are themselves Good Cause Exemption options.
- A student only needs to qualify for **one** Good Cause Exemption pathway.
- There is no requirement for a student to attempt multiple GCE options or retests once eligibility is established.

This ensures that students who already meet GCE criteria are not subjected to unnecessary testing and that promotion decisions remain aligned with state policy and ethical practice.

Documentation Verification
For every student being considered for a Good Cause Exemption (GCE), the School Test Coordinator (STC) will complete the official Good Cause Exemption Documentation Form. This form must include:

- **The specific GCE criterion** (A–E) for which the student qualifies
- **Verification of required documentation**, including intervention logs, EL service records, IEP/504 plans, or alternative assessment scores

The form must be signed by the following individuals:

- School Administrator, School Test Coordinator, Student's ELA Teacher, Parent/Guardian, and the District Superintendent.

The STC will submit all GCE documentation to the District Test Coordinator (DTC). The DTC will verify compliance with MDE requirements and deadlines. All GCE decisions will be placed in the student's cumulative folder and maintained for audit purposes. Parents/guardians will be notified of:

- The student's MAAP ELA score
- Whether the student meets or does not meet Good Cause Exemption criteria
- The specific exemption being applied (if applicable)

Promotion Requirements in Relation to Good Cause Exemptions
A Good Cause Exemption (GCE) allows eligible students to be considered for promotion when they do not meet the passing score on the 3rd Grade MAAP ELA assessment. However, a GCE does not automatically guarantee promotion. In order to be promoted, a student must:

1. Meet the identified Good Cause Exemption criteria, ***and***
2. Meet the school's academic requirements for promotion, including classroom instructional performance.

This expectation also applies to students who meet the passing score on the initial MAAP ELA assessment. Students who demonstrate proficiency on the MAAP must still meet all district academic requirements for promotion, including satisfactory classroom performance and completion of required instructional activities.

Importance of Test Security

The primary goal of test security is to protect the integrity of the assessment and to ensure its results are accurate and meaningful. All summative test items and assessment materials are secure and shall be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, writing prompts, and student information. For assessments to yield fair, accurate, and valid results, districts shall provide assessments to all students under the same standardized conditions.

Creating a District and School Test Security Plan

A Test Security Plan is required annually for each district and school where state and federally mandated testing occurs. These annually developed plans must adapt to changing testing environments that may inhibit the primary goal of test security, as stated above. Test Security Plans shall be uploaded to each district's Caveon Core account no later than the third Tuesday of January of each year.

Caveon Core is an online test security platform developed by Caveon Test Security Company. The Mississippi Department of Education (MDE) uses the Caveon Core platform to store test security documentation and manage reported test security incidents. District Test Coordinators (DTC) with questions regarding access to this platform should email OSAsupport@mdek12.org.

The District Test Security Plan shall detail all planned procedures for state and federally mandated testing programs that occur at any point in the school year. These testing programs are as follows: Mississippi Academic Assessment Program (MAAP), including re-testers for high school End-of-Course assessments in Algebra I, English II, and Biology; English Language Proficiency Test (ELPT); Mississippi Academic Assessment Program – Alternate (MAAP – A); Kindergarten Readiness Assessments (KRA); National Assessment of Educational Progress (NAEP); and any applicable field test(s) and pilot test(s) for state assessments.

For each testing program listed above, the procedures for maintaining test security and ensuring proper test administration shall be explicit for the district and separately for each school served by the district. In addition to its plan, each school shall keep a printed copy of the district's test security plan readily available. This document will detail the requirements of these plans as set forth by the Office of Student Assessment (OSA).

Note: Having one comprehensive description under various sections is permissible if procedures are the same for more than one assessment program. If the procedures vary for a specific test, indicate the differences.

A Test Security Plan addendum may be submitted at any time to supplement or amend a District or School Plan. For example, a new DTC or School Test Coordinator (STC) is named prior to the fall test window. In this case, the respective testing coordinators will follow the plan established and approved the year prior; however, a new signature page is required to reflect the updated personnel changes for each plan.

Note: Obtaining the board President's signature is not necessary for an addendum to the District Test Security Plan.

ACT and WorkKeys testing adhere to ACT's requirements and rules

Organization and Guidance on School Test Security Plans

The School Test Security Plan should resemble the policies/procedures of the District Test Security Plan, including the following sections.

A. School Testing Windows/Calendars:

The testing windows and administration schedules outlined for all state assessments administered within the school.

B. Training Protocols:

Describe the school policy/district policy for the personnel authorized to administer and proctor assessments, including details surrounding credentialing requirements and training protocols required for each role to necessitate proper test administration.

C. Handling Secure Materials:

Describe the handling of secure materials, detailing how the secure testing materials will be stored, distributed, and collected before and after testing within the school (Appendix F, Section IV, 5a-5f).

D. Additional Assessment Procedures:

Describe monitoring of students and test administration staff. If needed, detail restroom breaks, stretch breaks, lunch breaks, or early dismissal. Outline how the school will utilize/follow the district policy regarding potential test security violations and procedures for addressing testing irregularities, including electronic device policy, seating charts, and calculator policy.

E. Accommodations:

Identify the procedure to ensure students requiring a testing accommodation (i.e.: Read-aloud, Text to Speech (TTS), Large Print Test, transferring answers from print to online) as listed in the students Individualized Education Program (IEP), 504 Plan, or Language Service Plan (LSP) are having those needs met, double checking for accommodations compliance prior to testing; and

F. Required Signatures:

The school test security plan shall be signed by the DTC, STC, and the school Principal.

Section A: Testing Schedule

The test schedule and test personnel attachments described below are not needed for plan approval, these attachments are added to the plan after training is complete but before the opening of each testing window.

- A specific schedule for each school administering a Statewide assessment within the district shall be submitted to the OSA thirty (30) calendar days prior to the start of any window. A school shall test in accordance with the schedule provided, unless administering a make-up session or change is a result from inclement weather conditions or technology issues that prevented the assessment administration occurring on the day originally scheduled (Appendix F, Section IV, 15).
- A school's testing schedule is developed by the DTC/STC in coordination with the school's Principal (Appendix F, Section IV, 15a)

1. Attach the school's approved testing schedule to the plan.

Section B: School Training/Test Administration Personnel

In this section, demonstrate for each test administered, all training that school level personnel received prior to the assessment administrations. This training may have occurred at the district level, school level, or both. The training sessions at the state level should inform the school training content. School level training, delivered by the STC, shall be given to all personnel performing a testing role in the school.

- The STC shall attend applicable training sessions sponsored by the OSA vendors, and the DTC for any upcoming assessment. (Appendix F, Section IV, 6, 7, and 8).
- The STC may use the district/state level material to formulate training for the Test Administrators (TA), proctors, hall monitors, and other test administration personnel.
- STCs shall collaborate with special education support staff to prepare and deliver State Testing accommodations to students receiving those supports.
- TAs shall be licensed school personnel, hold a valid Mississippi Educator License, and be employed by the district (Appendix F, Section IV, 7c).
- Proctors are not required to be licensed school personnel unless they are fulfilling the role of Second Scorer for a MAAP-A administration or administering a state assessment to a homebound or an incarcerated student. These instances require the Proctor/Second Scorer to be a licensed teacher (Appendix F, Section IV, 7d).
- If a school is not on a 4x4 block scheduling and testing high school EOC students in the fall semester, the STC training is not required.
- All personnel involved in the administration of an assessment shall have a signed confidentiality and electronic device agreement on file prior to testing. These documents shall be kept at the district/school for five (5) years (Appendix F, Section IV, 7b).
- A dated, detailed agenda of the training presented to each school in preparation for all assessments must be attached to the Test Security Plan.
- Training shall include information on test security procedures, violations of test security, and the consequences for those violations (Appendix F, Section IV, 9).

2. Attach the school's test security and assessment training materials, include any handouts, or powerpoint presentations utilized during training. Again, this information is not needed for plan approval but will be a requirement during any assessment audit by an MDE auditor or at the request of the OSA.

3. Attach a roster of all staff performing a role in statewide assessments, listing the role(s) they were trained to perform. Training sign-in sheets shall be provided for this purpose.

Training shall include the following topics:

- Secure material handling/distribution, how to use district-developed secure material transfer logs for testing
- Test security violations and consequences for violations.
- Accommodations: Review key steps of how to administer the respective assessment(s) with accommodations (i.e. Braille/Large Print, teacher review of Braille test cover memos prior to testing, transcription and scribe policy, read-aloud, multi-day and other allowable accommodations per IEP/504 Plan/LSP)
- Review vendor's Test Administration Manual
- Irregularity types: How to identify, report, and address each type that may arise during testing
- Emergency procedure protocols (weather, fire, etc.)
- Student monitoring: Actively observing students during testing by the TAs and Proctors (Appendix F, Section IV, 17)
- Classroom set-up: Ensuring the testing area does not contain information on the walls that could aid students on the content of the test being given in the room
- ACT/ACT WorkKeys testing: Follow all ACT guidelines and utilize ACT training materials/videos

Section C: Handling Materials

Storage and Access to Secure Test Materials for School

In this section, you will describe for each assessment program administered the secure test material handling procedures to be followed at the school. Except during actual student testing or preparation, all secure test materials shall be stored in the designated secure storage area at the school.

- Secure Test Materials at the school level include, but are not limited to any material containing student identifiable information, student responses and/or test content which can be included on the following:
    - Paper Accommodated materials (test booklets)
    - Read-aloud paper scripts or log-in tickets for scripts
    - Reference sheets (Vendor Reference Sheets/Writing Rubrics)
    - Used scratch/graph paper (including writing drafts)
    - Student testing tickets (student log-in information)
    - MAAP-A Test Administration Manuals/Task Cards/Scoring Sheets
    - Used Accommodation 48 supplemental aids
    - Access codes
    - Seating charts
    - Handheld calculators that have any memory function or program capability
- The STC and possibly the DTC should be the primary individuals with access to the secure storage area. List all trained personnel who have access to the secure storage area at the school.
- If the secure storage room/closet is used for other purposes to which unauthorized individuals have access then a second layer of locked access should be utilized, i.e.: locked file cabinet kept in the secure room/closet which holds the secure testing materials.
- Testing tickets shall be printed from the appropriate vendor platform in advance of the scheduled assessment. Reproduction and/or the dissemination of test ticket information via an alternative method is prohibited (Appendix F, Section IV, 4).
- Once tickets are printed for the first testing day, all subsequent tickets for the remainder of the window may be printed.
- All printed secure test materials shall be inventoried and accounted for at the district and/or school level. Printed secure materials shall be inventoried and logged on a district developed tracking sheet that documents the materials' chain of custody during the entire testing window (Appendix F, Section IV, 5a).

The school plan shall:

4. Detail the secure material location at the school site and how materials are kept secure. List the individuals with access to the secure storage location and their role.

All secure testing materials are located in the central testing room, where they will remain locked in a cabinet until needed for organization or utilization. The STC and/or the assistant STC will be the only personnel with access to the secure materials. A check-in/out log is used to document when the cabinet is opened and for what purpose and remains locked otherwise.

5. Describe the ticket printing process: where, by whom, and how far in advance of the first scheduled test administration.

The STC and ASTC will print all testing tickets within one week of the testing date. Tickets will be secured in the central testing room in the locked cabinet.

6. Describe the preparation and organization of secure testing materials (pages from manuals, testing/log-in tickets, scratch paper, read aloud scripts, seating chart, etc.) prior to test day (See Supplemental Guidance for additional information).

Prior to testing all TAMs and testing tickets will be organized into Testing Administrator(TA) envelopes. All envelopes will remain locked in the testing cabinet until needed for the test date. All used scratch paper, read aloud scripts, seating

charts, etc. will be filed separately and remain locked in the testing cabinet until needed for the end of testing, when all materials will turned into the District Testing Coordinator(DTC)

7. Describe the distribution of secure material procedure observed by the STC when providing TAs testing materials on test day and how these materials are collected after testing, ensuring chain of custody for the duration (See Supplemental Guidance for additional information).

Students will report to their designated testing rooms when entering the building. When the day is ready to begin, an escort will walk with the test administrator to the central testing room to retrieve all secure testing materials. Two trained people will be with the materials at all times. Testing tickets will be counted and signed for by each test administrator.

Each TA will meet in the central testing room to count and sign- out each of their testing tickets and receive their TAM. TAs will then report to the testing room, escorted by one other person. At the conclusion of testing the TA will then be escorted back to the central meeting room, where they will count and sign-in each of the testing tickets and the TAM. All materials will then be locked inside of the secure testing cabinet until needed by the DTC.

8. Describe how scratch paper will be tracked within the testing room.

The student testing ticket will be used for scratch paper at the beginning of testing. Any additional pieces of scratch paper will be tracked with a tick mark on the roster, by the student's name and any and all scratch paper will be taken up at the conclusion of the test. The TA will turn in all scratch paper, to be locked in the secure testing cabinet.

9. Briefly describe how test materials will be distributed to students and accounted for before students leave the testing area.

The TA and proctor will distribute all materials as laid out by the TAM, including an authorization ticket, to each student. The TA or proctor will collect all materials as required by the TAM, including the authorization ticket from each student, as he/she finishes the test. The TA will count the materials before the students are dismissed from the testing area.

TAs will verify the student's identity prior to distributing testing tickets and retrieve the testing ticket upon the student's submission of their test.

10. For materials not designated for return to the vendor, describe the shredding of secure material procedure observed by the school. The school's procedure must adhere to the district policy.

Two trained people(at least 1 certified) will collect all testing materials from the TA in the central testing room. . Where all materials will be accounted for and signed in to the STC or assistant testing coordinator. All materials will be filed separately and placed in the testing cabinet until needed by the DTC. At the conclusion of all testing, when all materials have been sent to the DTC and the shredding certification has been verified, two persons(at least 1 certified) will transport all secure materials to the central office to be shredded.

Handling of secure materials processes and procedures shall ensure:

- Two people are always with open boxes of secure materials.
- Logs are kept detailing the check in/check out of all testing materials to track the chain of custody of secure materials.
- For MAAP-A testing preparation, two people must sign out materials from the STC and be with materials during preparation. MAAP-A materials must be signed in and locked into storage by the STC as soon as the preparation work is completed.
- Verification that all secure testing materials are accounted for as they are packed for return to the DTC.
- Verification of secure testing materials not designated for return to the DTC or vendor are securely shredded and disposed of at the school site (i.e., used scratch/graph paper, student testing tickets, manipulatives, etc.).
- Materials shall be kept in secure storage if disposing of materials at the end of the testing window, unless non-returnable materials are shredded at the conclusion of each testing day; and
- Any missing materials are investigated immediately, and if not located quickly, the DTC shall be notified by the STC.

Section D: Additional Procedures during Test Administration

This section of the school plan identifies any additional procedures needed to ensure test security and proper assessment administration are adhered to. Depending on district policy or student population, these extra procedures may or may not be necessary. If any of the possible procedures below do not apply, then its addition is not required in the School Test Security Plan.

11. Describe the protocols for school monitoring of test administrators, proctors, students, and others involved in the testing process (role of STC, Principal, hall monitor etc., outside testing rooms, inside testing rooms).

Trained personnel will walk the testing area hallways, going from room to room to guarantee that the TAs and proctors are actively monitoring students and following testing protocols.

12. Describe the procedures for conducting restroom breaks and, if needed, stretch breaks during or between tests. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

If a student emergency, restroom break, or stretch break occurs and does not last over 20 minutes, the student will pause their test, and the TA or proctor will signal the hall monitor with the appropriate sign. The student will exit the room, escorted by a hall monitor to the restroom or designated break area. Once the student returns to the testing room, he/she will resume their test. (Only one student male or female will be allowed out of the testing room at a time and only one female and one male allowed in the restroom at a time.)

13. Describe the procedures for conducting lunch breaks during testing. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

For any breaks lasting over twenty minutes, the TA will instruct the student(s) to pause and then exit their test. Once paused the student will have to exit their test, without submitting. The computer will be closed, all tickets and scratch paper will be collected, and the TA will be escorted to the secure testing room where all items will be locked in the secure cabinet. After the break the TA will be escorted back to the room with the secure materials to resume testing. (Following all procedures in the TAM.)

14. Schools may choose to dismiss students who finish early or allow them to read library books or other material not related to the content of the test. Address the procedure for implementing this process while being sensitive to avoid excessive disruptions to those students who are still testing.

Students who finish early during a timed test will be instructed to submit, close their computer, the computer will be taken from them, and they will be instructed to place their head down for the remaining time.

High and Medium Priority Irregularities

The STC must report all irregularities immediately to their DTC. The school plan should describe the procedure for handling both high and medium priority irregularity incidences and for coordinating with their DTC in reporting and investigation procedures.

When developing procedures to address test disruptions due to severe weather, fire, bomb threat, or any emergency which may occur requiring immediate evacuation of the facility, review and adhere to the school's established procedures in the school safety plan.

Electronic communication devices include cell phones, watches with cellular capabilities, earbuds, laptops, and other named electronic devices by OSA during State training. (See Supplemental Guidance for additional information.) Note: STCs may maintain a laptop in the testing hallway to monitor student progress/submission status.

- Test Administrators and Proctors shall maintain a written record/log of any testing irregularities which may occur within the testing room during statewide assessments (Appendix F, Section IV, 17c).
- The MDE prohibits the possession and/or use of any prohibited electronic communication device during the administration of statewide assessments. A prohibited electronic device is any device that gives a student a possible unfair advantage due to the capabilities it possesses (Appendix F, Section IV, 18).

- The school principal is responsible for the development of procedures and implementation of the policy prohibiting the possession of electronic devices for students and staff within testing areas at their school site (Appendix F, Section IV, 19).

Emergency Procedures

15. Describe the procedures addressing individual student emergencies (bathroom, sudden illness). Include how test time will be recorded so accurate time is provided upon the student's return.

Each time a student leaves the testing area, the TA will record the student's name, time they left and returned, and the reason for leaving the designated area. The student will pause their test prior to leaving the room and unpause (resume) their test upon returning to the room.

16. Describe the procedures for online testing that address disruptions at the school (i.e., power outages, network problems).

Students will be verified according to procedures determined by MDE. A computer tech is assigned to our school during online testing to assist with technical issues. The computer tech will sign the security agreement that he/she has been trained. All test security guidelines will be followed.

Electronic Devices and Suspected Cheating

17. Describe the policy and procedure developed by the school principal that ensures unauthorized electronic devices are not allowed in the testing area, including procedure for student and staff electronic devices.

Before each test is administered or materials distributed, all students, Test Administrators, proctors, and hall monitors will sign a statement ensuring that he/she understands that possession or use of electronic devices during active testing sessions are not allowed. Prior to the distribution of secure test materials all electronic devices will be taken and placed in a secure place away from all testing rooms and materials. Prior to the beginning of each test, the TA will remind students that these devices are not allowed and will collect any residing electronic devices, and they will be placed outside the testing room to be retrieved and placed in the secure electronics room. Once all test materials have been collected, returned to the STC and secured the proctor may return the devices to the students. If a student violates this policy, his/her testing materials will be retrieved by the TA, and the student will be escorted by the hall monitor to the principal's office for disciplinary action. The STC will document the incident and notify the DTC.

18. Describe how TAs are to handle, and report suspected cheating to the STC and school principal. Include the STC reporting process to the DTC.

In the event of suspected cheating the proper sign will be placed in the hallway and the STC will be notified by the TA verbally. The TA will have the student pause their test and the STC will remove the student from the testing room. The STC will then notify the DTC and document accordingly and await further instruction.

19. When testing using desktops, laptops, and tablets, students will submit their test and log off the device. Detail how the TA will verify this requirement prior to the students leaving the testing area/room.

As each student finishes their test, they will raise their hand, and the TA and proctor will approach the student at the same time, with their hands behind their back, and the students will show them they have submitted before exiting and closing their computer.

Calculators

20. Describe the process to ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing (See Supplemental Guidance for additional information).

Not applicable to the grade level.

21. Describe the process to clear the calculator's entry history after testing.

Not applicable to the grade level

Seating Charts

22. Outline a procedure the STC uses to prepare and maintain seating charts for students during statewide assessments (See Supplemental Guidance for additional information).

All seating charts will be created at least one week prior to testing. The students name, MSIS number, and any/all accommodations will be listed on the seating chart. All seating charts will be placed in the locked cabinet prior to testing until needed for the actual test date. Any additional seating charts for make-up tests will be created before administration of the test. All seating charts will be turned in to the STC at the end of each testing day.

Section E. Accommodations

Federal law, state law, and State Board of Education policy requires all students, including English learners (EL) and students with disabilities (SWD), shall be administered assessments. Under section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA), all students with disabilities, including students with significant cognitive disabilities (SCD), shall be included in all assessments with appropriate accommodations.

The determination of which accommodations are appropriate for a student shall be made individually by the student's Individualized Education Program (IEP) team, 504 Plan team, Language Service Plan (LSP) team, or other LEA team designated to make these decisions.

Setting up Accommodations

School Plans shall describe the process to ensure that each student requiring an accommodation receives that accommodation(s) for the assessment(s) specified as requiring it in the student's IEP, 504 Plan, or LSP. Training for staff administering shall detail how accommodated test sessions are provided accurately. Special education staff shall be involved in these activities and utilize the current edition of the Mississippi Testing Accommodations Manual (MTAM) to ensure appropriate codes and procedures are explicit and being observed during the administration.

Common issues with accommodated testing:

- Accommodations were not provided to students per their IEP/504 Plan/LSP
- Accommodations were provided to students who should not have received them
- Test staff did not administer accommodations appropriately to students
- Test staff utilized an outdated State Testing Accommodations Manual

If a human reader or American Sign Language (ASL) interpreter will be used with accommodation #55, the TA may review the test materials prior to the test administration. This preparation is completed on school site, should be brief, and witnessed by another trained individual who has signed the test security/confidentiality agreement.

23. Detail the procedure observed by the STC to verify appropriate accommodations are entered into the vendor platform prior to test day.

Before printing the testing tickets, the STC will check to verify all appropriate accommodations are marked within the application. Before each test the STC will verify the accommodations prior to the TA checking out the testing authorization tickets, ensuring the proper accommodations are listed on the testing ticket.

24. Describe the procedure observed by the STC to ensure testing staff are aware of the accommodations they are to provide and how to provide them properly.

Prior to checking out the testing authorization tickets, each TA will check that all accommodations assigned on testing tickets align with the Individualized Educational Plans or 504 Plans located in their testing box.

25. When testing an accommodated student over multiple days (accommodation #25), describe how the materials will be distributed and collected each day, as well as the process to ensure test questions from the previous day(s) are not accessed in subsequent testing day(s).

All accommodated testing tickets will be taken up and placed in the secure cabinet after each test administration. A copy of the Multi-Day Stopping Points Guidance page will be placed in each testing box and the TA will put the stopping point on the board as a reminder for students to stop.

26. Describe the process to transcribe responses into the appropriate vendor platform.

Scribing will be done under secure conditions with two people present for paper/pencil testing. A "reader meeting" will be conducted for all human readers. Readers will sign a Staff Statement of Assurance at this meeting that they understand the guidelines for reading a test to students. In the event that a student has a dictation accommodation for an online assessment, the following procedures will be in place:

- This scribe will sign a Staff Statement of Assurance Security Agreement before this process.
- The student will not test with any other students.
- A scribe will be the third person in the room.(TA, Proctor, Scribe)
- The scribe will input the answers exactly as the student dictates directly into the system in the presence of the TA and Proctor.
- All other security measures will be maintained.

Medical Monitoring

27. If needed, describe the type of medical monitoring needed for your school and how it will be conducted (See Supplemental Guidance for additional information).

- The IEP, 504 Plan or medical documentation, including all pertinent information, shall be kept on file at the school/district and be available to MDE upon request. If either plan is not available, the district medical documentation form a medical doctor is on file.
- Any student using a cellular device application for medical monitoring shall not have the device in his/her possession during the testing for security reasons; however, the device will be in the testing room near the student.
- The cellular device shall have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the functionality of the device. Bluetooth may be left on to communicate and receive information from the monitoring device. If there are any situations where cellular or Wi-Fi cannot be turned off for the health of the student, contact the OSA guidance.
- For test administrations, the student shall be tested following on these guidelines:
    - A student requiring medical monitoring may test in a small group or in a regular testing session with a test administrator, proctor and an individual to monitor the device, or
    - A student requiring medical monitoring may test individually with a test administrator and a proctor.
- Our school nurse will be monitoring all devices remotely and will be on hand to handle any problems that may arise. This individual must sign a confidentiality form prior to testing.
- The student shall be seated near the device so that the readings and/or contact with the medical monitor can be maintained.

The student will test near the rear of the room with the cellular device behind the student to avoid distracting other testers.

Section F: School Signatures

School Test Security Plan Cover Page

The District Test Security Plan is signed by the district superintendent, the district test coordinator (DTC), and the chairman of the school board. The school(s) Test Security Plan, which is a part of the District Test Security Plan, is signed by the school principal, school test coordinator, and the district test coordinator.

- The School Principal and the STC are responsible for creating and completing the School Test Security Plan, reviewing, revising, and verifying all information is correct each calendar year. Once approved by the DTC, the School Test Security Plan, which is a part of the District Test Security Plan is signed by the School Principal, STC, and DTC (Appendix F, Section IV, 3c).

We assure that **Kosciusko Upper Elementary** will be in full compliance with the testing requirements as set forth in Appendix F of the current version of the Mississippi Public School Accountability Standards and Mississippi Code §37-16-4. We understand that there is one Security Plan governing the school district and a Security Plan for each school. The District Test Security Plan and the School Test Security Plan shall be revised and signed by the appropriate personnel each year.

Kosciusko School District	**Kosciusko Upper Elementary School**	
District	*School*	
Will Anderson	Will Anderson Will Anderson (Jul 13, 2026 11:38:35 CDT)	07/13/26
School Principal	*Signature*	*Date*
Summer Burns	Summer Burns (Jul 13, 2026 11:39:12 CDT)	07/13/26
School Test Coordinator	*Signature*	*Date*
Dr. Josh Dodd	Dr. Josh Dodd Dr. Josh Dodd (Jul 13, 2026 11:49:52 CDT)	07/13/26
District Test Coordinator	*Signature*	*Date*

A. Electronic Devices

Only the DTC and designated computer technician(s) (IT Coordinator) are authorized to maintain an electronic communication device within testing areas/rooms. The STC may have a computer in the testing area as needed (NOT in the testing room) to monitor student progress.

Students and trained school testing personnel are not permitted to access any electronic devices used for communication, for capturing images of the test or testing room, or for data storage (e.g., smartphones, smart watches, cell phones, fitness bands, book readers, tablets (unless used for testing), pagers, cameras, non-approved calculators, music players, earbuds (unless used for TTS accommodation), etc.) that can disrupt the testing environment, or be used to compromise the validity, security, and confidentiality of the test. These devices shall be powered off and stored in a location apart from the testing area during a test session. These devices cannot be used as a substitute for a calculator.

If a student has any of these devices during testing, this will constitute prohibited behavior and the student's test results in that content area will be invalidated. NO EXCEPTIONS. Ensure students, especially end-of-course test takers, are aware of this policy.

Teachers and test administration personnel in possession of an electronic communication device will be reported to educator misconduct. Ensure teachers and other test administration personnel are aware of this policy.

These incidents shall be documented on a testing irregularity/violation report form detailing the incident and immediately reported to the DTC.

B. Seating Charts

Various schools have chosen different methods: alphabetical, pre-arranged to separate friends, placement of students at the front of the room based on IEP or special circumstances, etc. To facilitate the test process, generally, seating charts are prepared in advance of testing by the STC and simply updated with annotations by the TA to reflect any student absences or seat changes.

- A seating chart is required for each room/site used for any statewide assessment, including retest and make-up test sessions. Seating charts shall be legible, and reflective of the room's seating layout. Each chart shall maintain the following information: subject area tested, any accommodations provided (if applicable to the test session administered), the date of test administration, each student's name and Mississippi Student Information System (MSIS) number, name of proctor, and the TA's name and Mississippi teachers' license number. Each seating chart shall be signed by the STC and TA verifying the accuracy of the chart (Appendix F, Section IV, 17d).
- Seating charts for MAAP-A are not required.

C. Student Monitoring

- The Test Administrator and Proctor shall always grant their full attention to the testing environment to ensure proper monitoring of students during testing.
- A Test Administrator and the required number of proctors shall be present during the entire test administration.
- Ensure that student computers or devices are set up and the spacing of students is set in a manner to reduce the possibility of students looking at other students' computers or devices (Appendix F, Section IV, 17e).
- Ensure that no food is allowed in the testing area during testing (i.e., Oreo™ cookies, Krabby Patties™, M&M's™) Exceptions for medical purposes are permissible.

D. Medical Monitoring

The School Test Security Plan shall include the process of how the student will be allowed to test following the guidelines below. Add addendums to your School Test Security Plan as needed if more students require this policy during the year. Contact the OSA Test Security Director, for more information.

Medical Monitoring Policy – Adopted Spring 2020

Medical monitoring is requested each year due to various conditions such as diabetes. Previously most medical monitoring devices were worn on the student, but recent technology provides medical monitoring through applications on cellular devices. In accordance with Appendix F of the current edition of the Mississippi Public School Accountability Standards, possession or use of an electronic communication device is prohibited in the testing environment; however, the MDE does not want to risk a medical emergency during testing due to failure to monitor a potential life-threatening condition. The OSA is providing the following guidance:

1. The IEP, 504 Plan or medical documentation, including all pertinent information, shall be kept on file at the school/district and be available to MDE upon request. If either plan is not available, the district medical documentation from a medical doctor is on file.

2. Testing procedures shall be included in the School Test Security Plan for each student requiring a cellular phone application device for medical monitoring purposes.

3. Any student using a cellular device application for medical monitoring shall not have the device in his/her possession during testing for security reasons; however, the device may be in the testing room near the student.

4. The cellular device shall have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the functionality of the device. Bluetooth may be left on to communicate and receive information from the monitoring device. If there are any situations where cellular or Wi-Fi cannot be turned off for the health of the student, contact the OSA for guidance.

5. For test administrations, the student shall be tested following one of these guidelines:

- A student requiring medical monitoring may test in a small group or in a regular testing session with a test administrator, proctor, and an individual to monitor the device, or
- A student requiring medical monitoring may test individually with a test administrator and a proctor.

6. The OSA recommends assigning a person to monitor the device who is specifically trained to do so. The medical monitor cannot also be the hall monitor. This individual must sign a confidentiality form prior to testing.

7. The student(s) shall be seated near the device so that the readings and/or contact with the medical monitor can be maintained.

8. It is recommended that the student test near the rear of the room with the cellular device behind the student to avoid distracting other testers.

E. Calculators

Calculator Use: Ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing. Review all calculator guidance (Located on the MDE Student Assessment MAAP webpage) and ensure appropriate calculators with approved setup are used for each administration.

MAAP Assessments

Algebra I
Students may use the embedded calculator (Desmos-Graphing) within the online test delivery platform, or use an approved school issued handheld calculator. When testing with handheld graphing calculators, the calculator shall have all formulas, applications, and/or programs (including, but not limited to, Zoom Math/Zoom Algebra/ Polynomial Root Finder/ Simultaneous Equation Solver) disabled or removed before students use the calculator during any state test.

Grade 8
Students may use the embedded calculator (Desmos-Scientific) within the online test delivery platform, or use an approved school issued scientific (with functionalities consistent with the TI-30XS or similar models) handheld calculator. Scientific calculators cannot have an embedded solver (e.g. numeric equation, polynomial, and system of linear equations).

Grade 6-7

Students may use the embedded calculator (Desmos-Four Function) within the online test delivery platform, or use an approved school issued four-function calculator with square root and percentage functions.

F. Testing Irregularity Types

There are several irregularity types that may arise during testing. The list below is not exhaustive of all testing irregularities but merely for informational purposes. District and school plans are not required to address each irregularity scenario listed below unless it was explicitly specified as needing address in any previous section of this guidance document. Any irregularity listed below that was not expressly detailed for address in the plan requirements shall be mentioned during training.

High Priority Irregularities

- Cheating of any kind; including educator coaching
- Possession of a prohibited electronic device in the testing area
- Viewing secure test material prior to test administration unless authorized by the MDE or outlined in the test administrators manual/test coordinator manual
- Disclosure of test content to students or teachers/administrators
- Secure test materials not locked in a secure storage area/improper handling which compromises test security
- Loss of secure test materials
- Disposing of non-returnable secure materials in an appropriate manner after a test administration (i.e. not following District's shredding procedure)
- Copying, imaging, or sharing of test content to create study guides

Medium Priority Irregularities

- Testing accommodations specified in a student's IEP, 504 plan, or LEP are not provided to the student
- A student is provided an accommodation and does not have an IEP, 504 plan, or LEP
- Power/technology outage which delays or prevents a scheduled test; may require test reset/regeneration
- Inappropriate test manipulative (calculator, supplemental aids/charts)
- Sudden student or educator illness requiring them to leave the testing room for an extended length of time or dismissed from testing for the rest of the day
- Students testing off grade
- The test was not properly submitted
- Transcription issue
- Administration issues (not reading directions, not setting appropriate test time, leaving test area unattended)
- Student refusal to test

G. Material Handling: Preparation/Distribution Guidance

In each plan's material handling section, the school plan must outline the handling and distribution of test materials. Proper procedures protect the integrity of test items and prevent unauthorized access to content, which can result in pre-exposure concerns. Well-crafted procedures may also assist in the efficiency of material distribution on test days.

Some test materials become secure once introduced into the testing environment, while others are always secure. The distinction derives from what the test material item provides. If the item provides test content, questions, answer options, or writing prompts it is always considered secure. These items include test tickets, paper tests, or read-aloud scripts.

If the item does not provide test content, questions, answer options, or writing prompts, such as scratch paper, Test Administrator Manuals, seating charts, or reference sheets, the materials become secure once introduced into a testing environment with test tickets, paper tests, or read aloud scripts. The state of being "secure" occurs for these items when the possibility exists for test content to be recorded or reproduced within those materials; this possibility necessitates their redesignation as a secure test material.

Suggested Material Preparation

Prior to Test Day (3-4 days before):

- Create each testing rooms' seating chart.
- Prepare numbered testing bins/totes with materials designated as secure upon entrance into the testing environment.
- Detail and inventory each test material item on a secure material tracking log.
- Securely store prepared bins to maintain the integrity of material counts.
- In the presence of another trained individual, print student testing tickets.
- Place tickets and access codes in an envelope which corresponds to a testing room's prepared testing bin/tote.
- Securely store envelopes in the designated secure material location until test day.
- Continue to print/prepare materials as needed throughout the assessment window.

On test day:

- The TA meets the STC at the designated material distribution point.
- The TA verifies the inventory count of test materials in the bin/tote.
- The TA signs the material distribution log to acknowledge count accuracy and responsibility for items.
- Once in the testing room, the TA and Proctor complete last-minute housekeeping tasks like posting testing signage or rearranging student desks.
- The TA uses the seating chart to seat students according to their placement.
- The TA reads electronic device agreement and has students sign the agreement.
- The STC and another trained individual retrieve ticket envelopes from the secure material location for distribution.
- The STC delivers envelopes to each testing room, and the TA verifies and counts the envelope's contents.
- If accurate, the TA signs for the envelope as previously done with the testing material bins.
- The TA administers the test and collects materials from students as they complete their test.
- Once completed, the STC will utilize the distribution log to account for all distributed materials, including scratch paper.
- Once all secure test materials have been accounted for, the STC will store the used materials until those materials are shredded for disposal according to the district's shredding policy (Note: Specific material items designated for return to the vendor MUST be shipped back to the vendor).

Importance of Test Security

The primary goal of test security is to protect the integrity of the assessment and to ensure its results are accurate and meaningful. All summative test items and assessment materials are secure and shall be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, writing prompts, and student information. For assessments to yield fair, accurate, and valid results, districts shall provide assessments to all students under the same standardized conditions.

Creating a District and School Test Security Plan

A Test Security Plan is required annually for each district and school where state and federally mandated testing occurs. These annually developed plans must adapt to changing testing environments that may inhibit the primary goal of test security, as stated above. Test Security Plans shall be uploaded to each district's Caveon Core account no later than the third Tuesday of January of each year.

Caveon Core is an online test security platform developed by Caveon Test Security Company. The Mississippi Department of Education (MDE) uses the Caveon Core platform to store test security documentation and manage reported test security incidents. District Test Coordinators (DTC) with questions regarding access to this platform should email OSAsupport@mdek12.org.

The District Test Security Plan shall detail all planned procedures for state and federally mandated testing programs that occur at any point in the school year. These testing programs are as follows: Mississippi Academic Assessment Program (MAAP), including re-testers for high school End-of-Course assessments in Algebra I, English II, and Biology; English Language Proficiency Test (ELPT); Mississippi Academic Assessment Program – Alternate (MAAP – A); Kindergarten Readiness Assessments (KRA); National Assessment of Educational Progress (NAEP); and any applicable field test(s) and pilot test(s) for state assessments.

For each testing program listed above, the procedures for maintaining test security and ensuring proper test administration shall be explicit for the district and separately for each school served by the district. In addition to its plan, each school shall keep a printed copy of the district's test security plan readily available. This document will detail the requirements of these plans as set forth by the Office of Student Assessment (OSA).

Note: Having one comprehensive description under various sections is permissible if procedures are the same for more than one assessment program. If the procedures vary for a specific test, indicate the differences.

A Test Security Plan addendum may be submitted at any time to supplement or amend a District or School Plan. For example, a new DTC or School Test Coordinator (STC) is named prior to the fall test window. In this case, the respective testing coordinators will follow the plan established and approved the year prior; however, a new signature page is required to reflect the updated personnel changes for each plan.

Note: Obtaining the board President's signature is not necessary for an addendum to the District Test Security Plan.

ACT and WorkKeys testing adhere to ACT's requirements and rules.

Organization and Guidance on School Test Security Plans

The School Test Security Plan should resemble the policies/procedures of the District Test Security Plan, including the following sections.

A. School Testing Windows/Calendars:

The testing windows and administration schedules outlined for all state assessments administered within the school.

B. Training Protocols:

Describe the school policy/district policy for the personnel authorized to administer and proctor assessments, including details surrounding credentialing requirements and training protocols required for each role to necessitate proper test administration.

C. Handling Secure Materials:

Describe the handling of secure materials, detailing how the secure testing materials will be stored, distributed, and collected before and after testing within the school (Appendix F, Section IV, 5a-5f).

Before testing: All testing materials will be securely stored in a locked filing cabinet located in the School Test Coordinator's (STC) office. Test tickets will be printed no more than 24 hours prior to each testing session. The STC will count and sign for all test tickets upon receipt.

During testing: Test Administrators (TAs) and proctors will distribute all materials, including authorization tickets, to students in accordance with the procedures outlined in the Test Administration Manual (TAM). As students complete the test, the TA or proctor will collect all materials, including the authorization tickets, following TAM protocols. Before students are dismissed from the testing area, the TA will conduct a complete count of all collected materials to ensure accuracy and accountability. All testing tickets, scratch paper and resource sheets will be organized by seat number starting at 1 and going through the last student present in the testing room. The TA will alert the hall monitor that the testing room is complete; hall monitor will alert the STC; STC will check in the testing platform to verify all tests are submitted before any personnel leave the testing room.

Scratch paper will be recorded on the seating chart by tally marks for every piece of paper distributed to students. Paper will be counted out prior to testing along with the testing tickets and recounted after testing to ensure all materials are accounted for.

After testing: Two trained people (at least 1 certified) will collect all testing materials from the TA and proctor in each testing room. Two trained people (at least 1 certified) will deliver the materials to the testing storage room or shred the authorization tickets immediately. Two trained people will be with the testing materials at all times. Authorization tickets will be shredded along with scratch paper and resource sheets. A *certificate of shred* will be signed by the STC and filed with other testing documentation.

D. Additional Assessment Procedures:

Describe monitoring of students and test administration staff. If needed, detailed restroom breaks, stretch breaks, lunch breaks, or early dismissal. Outline how the school will utilize/follow the district policy regarding potential test security violations and procedures for addressing testing irregularities, including electronic device policy, seating charts, and calculator policy.

Monitoring of Students and Test Administration Staff

The School Test Coordinator (STC), building administrators, and designated testing monitors will actively observe both students and test administration staff throughout all testing sessions. Test Administrators (TAs) and proctors are responsible for maintaining a secure testing environment and ensuring all procedures outlined in the Test Administration Manual (TAM) are strictly followed.

- **Student Monitoring:**
  Students will be continuously monitored by the TA and proctor to ensure appropriate testing behavior and prevent access to unauthorized materials or devices. TAs will circulate the room frequently to discourage misconduct and provide a visible presence.

- **Staff Monitoring:**
  The STC or designee will make regular walkthroughs of testing rooms to confirm that staff are adhering to administration protocols, maintaining active monitoring, and documenting any irregularities on the school district incident report sheet. Any irregularities or incidents will be communicated to the DTC immediately.

Breaks and Early Dismissals

- **Restroom Breaks:**
  Individual restroom breaks will be permitted as needed, with one student allowed to leave the room at a time. The student will be escorted by a staff member(hall monitor). The TA will document the time of departure and return.

- **Stretch Breaks:**
  If a student is asleep during the test, the TA and proctor will approach and arouse the student. The student will go into the hallway with the hall monitor and conduct 60 seconds of physical activity such as jogging in place, jumping jacks, or a brisk walk down the hallway to increase blood flow and alertness. Students will return to the testing environment and complete assessment. The exit from the classroom will be documented on the recording sheet by the proctor.

- **Lunch Breaks:**
  If testing continues into lunch periods, testing will continue and the lunch period for the students will be extended to ensure all students have lunch upon finishing their assessment.

- **Early Dismissals:**
  Students may not be dismissed from the testing session until all materials have been collected and accounted for. Students who finish early may sit quietly or read a school-appropriate book. Early dismissals for appointments will be discouraged during testing hours. If unavoidable, the student's test session will be paused and resumed per district policy and TAM guidance.

Test Security Violations and Irregularities Procedures

The school will adhere strictly to the district and state guidelines for identifying, documenting, and responding to any test security violations or irregularities. These include, but are not limited to, possession or use of unauthorized materials, failure to follow the TAM, and inappropriate staff or student behavior during testing. All irregularities will be reported to the District Test Coordinator immediately.

- **Electronic Device Policy:**
  All electronic devices, including cell phones, smartwatches, and tablets, are strictly prohibited during testing and must be collected or turned off and stored in a designated area before testing begins. Violations will be reported immediately and will result in invalidation of test results.

- **Seating Charts:**
  A detailed seating chart will be completed for each testing session and will include student names, seat locations, TA and proctor names, room number, MSIS number of students and the date of the test. Seating charts will be submitted to the STC at the end of each session and retained as part of the official test documentation. Students with accommodations from IEPs or 504s will be noted on the seating chart.

- **Calculator Policy:**
  Calculators are only permitted on approved portions of the assessment, as indicated in the TAM. Only allowable calculator models may be used, and the STC will provide backup calculators if necessary. All calculators must be checked before use to ensure no saved information is stored; the 8th grade math department head will clear all calculators and sign a form of clearance before the testing date. Calculators will then be stored securely until the date of test.

Response to Irregularities

Any irregularities observed by TAs, proctors, or monitors must be immediately reported to the STC. The STC will investigate the issue in collaboration with district testing personnel and determine appropriate corrective action, which may include documentation in the testing irregularity log, notification of district and state officials, and student or staff disciplinary consequences if warranted.

E. Accommodations:

Identify the procedure to ensure students requiring a testing accommodation (i.e.: Read-aloud, Text to Speech (TTS), Large Print Test, transferring answers from print to online) as listed in the students Individualized Education Program (IEP), 504 Plan, or Language Service Plan (LSP) are having those needs met, double checking for accommodations compliance prior to testing;

The STC/ASTC will input accommodations provided by the special education department for students with disabilities from their IEP or 504 into the designated testing platform. The STC will double check each student profile on the testing platform to confirm correct accommodations are input for each student. Accommodations will be listed on the seating chart for each student. Each student's accommodation page will be included in the testing bin for the TA to have in the testing room each testing day.

F. Required Signatures:

The school test security plan shall be signed by the DTC, STC, and the School Principal.

Section A: Testing Schedule

The test schedule and test personnel attachments described below are not needed for plan approval, these attachments are added to the plan after training is complete but before the opening of each testing window.

- A specific schedule for each school administering a Statewide assessment within the district shall be submitted to the OSA thirty (30) calendar days prior to the start of any window. A school shall test in accordance with the schedule provided, unless administering a make-up session or change is a result from inclement weather conditions or technology issues that prevented the assessment administration occurring on the day originally scheduled (Appendix F, Section IV, 15).

- A school's testing schedule is developed by the DTC/STC in coordination with the school's Principal (Appendix F, Section IV, 15a)

1. Attach the school's approved testing schedule to the plan.

Section B: School Training/Test Administration Personnel

In this section, demonstrate for each test administered, all training that school level personnel received prior to the assessment administrations. This training may have occurred at the district level, school level, or both. The training sessions at the state level should inform the school training content. School level training, delivered by the STC, shall be given to all personnel performing a testing role in the school.

- The STC shall attend applicable training sessions sponsored by the OSA vendors, and the DTC for any upcoming assessment. (Appendix F, Section IV, 6, 7, and 8).

- The STC may use the district/state level material to formulate training for the Test Administrators (TA), proctors, hall monitors, and other test administration personnel.
- STCs shall collaborate with special education support staff to prepare and deliver State Testing accommodations to students receiving those supports.
- TAs shall be licensed school personnel, hold a valid Mississippi Educator License, and be employed by the district (Appendix F, Section IV, 7c).
- Proctors are not required to be licensed school personnel unless they are fulfilling the role of Second Scorer for a MAAP-A administration or administering a state assessment to a homebound or an incarcerated student. These instances require the Proctor/Second Scorer to be a licensed teacher (Appendix F, Section IV, 7d).
- If a school is not on a 4x4 block scheduling and testing high school EOC students in the fall semester, the STC training is not required.
- All personnel involved in the administration of an assessment shall have a signed confidentiality and electronic device agreement on file prior to testing. These documents shall be kept at the district/school for five (5) years (Appendix F, Section IV, 7b).
- A dated, detailed agenda of the training presented to each school in preparation for all assessments must be attached to the Test Security Plan.
- Training shall include information on test security procedures, violations of test security, and the consequences for those violations (Appendix F, Section IV, 9).

2. Attach the school's test security and assessment training materials, include any handouts, or powerpoint presentations utilized during training. Again, this information is not needed for plan approval but will be a requirement during any assessment audit by an MDE auditor or at the request of the OSA.

3. Attach a roster of all staff performing a role in statewide assessments, listing the role(s) they were trained to perform. Training sign-in sheets shall be provided for this purpose.

Training shall include the following topics:

- Secure material handling/distribution, how to use district-developed secure material transfer logs for testing
- Test security violations and consequences for violations.
- Accommodations: Review key steps of how to administer the respective assessment(s) with accommodations (i.e. Braille/Large Print, teacher review of Braille test cover memos prior to testing, transcription and scribe policy, read-aloud, multi-day and other allowable accommodations per IEP/504 Plan/LSP)
- Review vendor's Test Administration Manual
- Irregularity types: How to identify, report, and address each type that may arise during testing
- Emergency procedure protocols (weather, fire, etc.)
- Student monitoring: Actively observing students during testing by the TAs and Proctors (Appendix F, Section IV, 17)
- Classroom set-up: Ensuring the testing area does not contain information on the walls that could aid students on the content of the test being given in the room
- ACT/ACT WorkKeys testing: Follow all ACT guidelines and utilize ACT training materials/videos

Section C: Handling Materials

Storage and Access to Secure Test Materials for School

In this section, you will describe for each assessment program administered the secure test material handling procedures to be followed at the school. Except during actual student testing or preparation, all secure test materials shall be stored in the designated secure storage area at the school.

- Secure Test Materials at the school level include, but are not limited to any material containing student identifiable information, student responses and/or test content which can be included on the following:
    - Paper Accommodated materials (test booklets)
    - Read-aloud paper scripts or log-in tickets for scripts

- Reference sheets (Vendor Reference Sheets/Writing Rubrics)
- Used scratch/graph paper (including writing drafts)
- Student testing tickets (student log-in information)
- MAAP-A Test Administration Manuals/Task Cards/Scoring Sheets
- Used Accommodation 48 supplemental aids
- Access codes
- Seating charts
- Handheld calculators that have any memory function or program capability

- The STC and possibly the DTC should be the primary individuals with access to the secure storage area. List all trained personnel who have access to the secure storage area at the school.
- If the secure storage room/closet is used for other purposes to which unauthorized individuals have access then a second layer of locked access should be utilized, i.e. locked file cabinets kept in the secure room/closet which holds the secure testing materials.
- Testing tickets shall be printed from the appropriate vendor platform in advance of the scheduled assessment. Reproduction and/or the dissemination of test ticket information via an alternative method is prohibited (Appendix F, Section IV, 4).
- Once tickets are printed for the first testing day, all subsequent tickets for the remainder of the window may be printed.
- All printed secure test materials shall be inventoried and accounted for at the district and/or school level. Printed secure materials shall be inventoried and logged on a district developed tracking sheet that documents the materials' chain of custody during the entire testing window (Appendix F, Section IV, 5a).

The school plan shall:

4. Detail the secure material location at the school site and how materials are kept secure. List the individuals with access to the secure storage location and their role.

The secure material location shall be in the assistant principal's office. The materials are stored in a locked filing cabinet and the office is locked when unoccupied. The following individuals are authorized to access the secure location:

School Test Coordinator	Robin Cain
Assistant School Test Coordinator	Cortni Kyle
School Principal	Eli Dew
District Test Coordinator	Dr. Josh Dodd

5. Describe the ticket printing process: where, by whom, and how far in advance of the first scheduled test administration.

Test tickets will be printed in the assistant principal's office where the secure storage filing cabinet is located. The STC and ASTC will be present for printing and counting of tickets. Tickets will be immediately placed in the filing cabinet and stored until the following morning of testing. Tickets will not be printed more than 24 hours in advance.

6. Describe the preparation and organization of secure testing materials (pages from manuals, testing/log-in tickets, scratch paper, read aloud scripts, seating chart, etc.) prior to test day (See Supplemental Guidance for additional information).

The School Test Coordinator (STC) is responsible for preparing and organizing both secure and non-secure testing materials. During staff test training—typically conducted two weeks before the testing window opens—Test Administrators (TAs) are provided with the Test Administrator Manuals (TAMs) and other relevant testing information for review.

The STC and ASTC are tasked with completing required documentation including seating charts and student rosters. The STC checks all classrooms a week prior to testing to ensure all classrooms are test ready- removal of content related materials from the walls of the classroom.

For each testing room, the STC prepares plastic tubs with **"Secure Testing Materials"** and **"Non-Secure Testing Materials"** *(placed the morning of testing, when TAs come to receive testing supplies).*

- The **Non-Secure Testing Materials** includes a checklist and is stocked the day before testing with the following items
    - Red "Help" sign and "Testing—Do Not Disturb" sign
    - Seating chart, absentee form, and recording sheet
    - Scratch paper documentation and unused scratch/graph paper
    - Pencils, timers (with batteries), Kleenex
    - Electronic agreements for staff and students
    - ELA/Math Start/Stop times, ELA writing rubrics
    - Math/Alg. 1 reference sheets
    - For accommodated rooms: copies of IEP, 504, and LSP Accommodation Code Forms along with the Accommodation Verification Form, provided in a labeled folder

- The **Secure Testing Materials** placed in the tub the morning of testing contains all secure items, such as:
    - Test tickets
    - Read aloud scripts, if applicable
    - Used scratch/graph paper

On the day of testing, secure materials are retrieved from a locked file cabinet in the STC's office by the STC and a trained staff member. These materials are then placed in the secure tubs. At all times, two trained personnel are responsible for accompanying and monitoring the secure materials to ensure proper handling and security.

7. Describe the distribution of secure material procedure observed by the STC when providing TAs testing materials on test day and how these materials are collected after testing, ensuring chain of custody for the duration (See Supplemental Guidance for additional information).

Before testing: All testing materials will be securely stored in a locked filing cabinet located in the School Test Coordinator's (STC) office. Test tickets will be printed no more than 24 hours prior to each testing session. The STC will count and sign for all test tickets upon receipt.

During testing: Test Administrators (TAs) and proctors will distribute all materials, including authorization tickets, to students in accordance with the procedures outlined in the Test Administration Manual (TAM). As students complete the test, the TA or proctor will collect all materials, including the authorization tickets, following TAM protocols. Before students are dismissed from the testing area, the TA will conduct a complete count of all collected materials to ensure accuracy and accountability. All testing tickets, scratch paper and resource sheets will be organized by seat number starting at 1 and going through the last student present in the testing room. The TA will alert the hall monitor that the testing room is complete; hall monitor will alert the STC; STC will check in the testing platform to verify all tests are submitted before any personnel leave the testing room.

Scratch paper will be recorded on the seating chart by tally marks for every piece of paper distributed to students. Paper will be counted out prior to testing along with the testing tickets and recounted after testing to ensure all materials are accounted for.

After testing: Two trained people (at least 1 certified) will collect all testing materials from the TA and proctor in each testing room. Two trained people (at least 1 certified) will deliver the materials to the testing storage room or shred the authorization tickets immediately. Two trained people will be with the testing materials at all times. Authorization tickets

will be shredded along with scratch paper and resource sheets. A certificate of shred will be signed by the STC and filed with other testing documentation.

8. Describe how scratch paper will be tracked within the testing room.

Scratch paper will be recorded on the seating chart by tally marks for every piece of paper distributed to students. Paper will be counted out prior to testing along with the testing tickets and recounted after testing to ensure all materials are accounted for.

9. Briefly describe how test materials will be distributed to students and accounted for before students leave the testing area.

During testing: Test Administrators (TAs) and proctors will distribute all materials, including authorization tickets, to students in accordance with the procedures outlined in the Test Administration Manual (TAM). As students complete the test, the TA or proctor will collect all materials, including the authorization tickets, following TAM protocols. Before students are dismissed from the testing area, the TA will conduct a complete count of all collected materials to ensure accuracy and accountability. All testing tickets, scratch paper and resource sheets will be organized by seat number starting at 1 and going through the last student present in the testing room. The TA will alert the hall monitor that the testing room is complete; hall monitor will alert the STC; STC will check in the testing platform to verify all tests are submitted before any personnel leave the testing room.

After testing: Two trained people (at least 1 certified) will collect all testing materials from the TA and proctor in each testing room. Two trained people (at least 1 certified) will deliver the materials to the testing storage room or shred the authorization tickets immediately. Two trained people will be with the testing materials at all times. Authorization tickets will be shredded along with scratch paper and resource sheets. A certificate of shred will be signed by the STC and filed with other testing documentation.

10. For materials not designated for return to the vendor, describe the shredding of secure material procedure observed by the school. The school's procedure must adhere to the district policy.

After testing: Two trained people (at least 1 certified) will collect all testing materials from the TA and proctor in each testing room. Two trained people (at least 1 certified) will deliver the materials to the testing storage room or shred the authorization tickets immediately. Two trained people will be with the testing materials at all times. Authorization tickets will be shredded along with scratch paper and resource sheets. A certificate of shred will be signed by the STC and filed with other testing documentation.

Handling of secure materials processes and procedures shall ensure:

- Two people are always with open boxes of secure materials.
- Logs are kept detailing the check in/check out of all testing materials to track the chain of custody of secure materials.
- For MAAP-A testing preparation, two people must sign out materials from the STC and be with materials during preparation. MAAP-A materials must be signed in and locked into storage by the STC as soon as the preparation work is completed.
- Verification that all secure testing materials are accounted for as they are packed for return to the DTC.
- Verification of secure testing materials not designated for return to the DTC or vendor are securely shredded and disposed of at the school site (i.e., used scratch/graph paper, student testing tickets, manipulatives, etc.).
- Materials shall be kept in secure storage if disposing of materials at the end of the testing window, unless non-returnable materials are shredded at the conclusion of each testing day; and
- Any missing materials are investigated immediately, and if not located quickly, the DTC shall be notified by the STC.

Section D: Additional Procedures during Test Administration

This section of the school plan identifies any additional procedures needed to ensure test security and proper assessment administration are adhered to. Depending on district policy or student population, these extra procedures may or may not be necessary. If any of the possible procedures below do not apply, then its addition is not required in the School Test Security Plan.

11. Describe the protocols for school monitoring of test administrators, proctors, students, and others involved in the testing process (role of STC, Principal, hall monitor etc., outside testing rooms, inside testing rooms).

- **Student Monitoring:**
  Students will be continuously monitored by the TA and proctor to ensure appropriate testing behavior and prevent access to unauthorized materials or devices. TAs will circulate the room frequently to discourage misconduct and provide a visible presence.

- **Staff Monitoring:**
  The STC or designee will make regular walkthroughs of testing rooms to confirm that staff are adhering to administration protocols, maintaining active monitoring, and documenting any irregularities on the school district incident report sheet. Any irregularities or incidents will be communicated to the DTC immediately.

12. Describe the procedures for conducting restroom breaks, and if needed, stretch breaks during or between tests. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

- **Restroom Breaks:**
  Individual restroom breaks will be permitted as needed, with one student allowed to leave the room at a time. The student will be escorted by a staff member(hall monitor). The TA will document the time of departure and return.

- **Stretch Breaks:**
  If a student is asleep during the test, the TA and proctor will approach and arouse the student. The student will go into the hallway with the hall monitor and conduct 60 seconds of physical activity such as jogging in place, jumping jacks, or a brisk walk down the hallway to increase blood flow and alertness. Students will return to the testing environment and complete assessment. The exit from the classroom will be documented on the recording sheet by the proctor.

- **Lunch Breaks:**
  If testing continues into lunch periods, testing will continue and the lunch period for the students will be extended to ensure all students have lunch upon finishing their assessment.

- **Early Dismissals:**
  Students may not be dismissed from the testing session until all materials have been collected and accounted for. Students who finish early may sit quietly or read a school-appropriate book. Early dismissals for appointments will be discouraged during testing hours. If unavoidable, the student's test session will be paused and resumed per district policy and TAM guidance.

Role	**Primary Responsibilities**	**Location**
School Test Coordinator	Oversees all testing; monitors rooms; documents compliance	Inside & outside rooms
Principal/Designee	Supports enforcement; addresses serious issues; stays out of testing hallways	School-wide

Hall Monitors	Controls hallway activity; escorts students; escorts TAs to and from the testing environment with secure materials	Outside testing rooms
Test Administrator	Administers test; actively monitors students; retrieves the testing materials; distributes tickets to students; organizes and returns testing materials to the STC.	Inside testing rooms
Proctor	Assists TA with monitoring and logistics; help escort test administrators with secure materials, if necessary	Inside testing rooms

13. Describe the procedures for conducting lunch breaks during testing. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

14. Schools may choose to dismiss students who finish early or allow them to read library books or other material not related to the content of the test. Address the procedure for implementing this process while being sensitive to avoid excessive disruptions to those students who are still testing.

High and Medium Priority Irregularities

The STC must report all irregularities immediately to their DTC. The school plan should describe the procedure for handling both high and medium priority irregularity incidences and for coordinating with their DTC in reporting and investigation procedures.

When developing procedures to address test disruptions due to severe weather, fire, bomb threat, or any emergency which may occur requiring immediate evacuation of the facility, review and adhere to the school's established procedures in the school safety plan.

Electronic communication devices include cell phones, watches with cellular capabilities, earbuds, laptops, and other named electronic devices by OSA during State training. (See Supplemental Guidance for additional information.) Note: STCs may maintain a laptop in the testing hallway to monitor student progress/submission status.

- Test Administrators and Proctors shall maintain a written record/log of any testing irregularities which may occur within the testing room during statewide assessments (Appendix F, Section IV, 17c).
- The MDE prohibits the possession and/or use of any prohibited electronic communication device during the administration of statewide assessments. A prohibited electronic device is any device that gives a student a possible unfair advantage due to the capabilities it possesses (Appendix F, Section IV, 18).
- The school principal is responsible for the development of procedures and implementation of the policy prohibiting the possession of electronic devices for students and staff within testing areas at their school site (Appendix F, Section IV, 19).

Emergency Procedures

15. Describe the procedures addressing individual student emergencies (bathroom, sudden illness). Include how test time will be recorded so accurate time is provided upon the student's return.

Sudden Illness or Medical Emergency:

- The TA will immediately secure the student's test (pause online or collect paper materials).
- The STC and school nurse will be notified.

- If the student cannot return that day, the test session will be paused (online) and documented as an irregularity.
- When the student returns on an approved make-up day, the test will resume at the point of interruption, with the exact remaining time provided.
- The incident must be documented and submitted to the DTC using district procedures.

16. Describe the procedures for online testing that address disruptions at the school (i.e., power outages, network problems).

In the event of technical issues that impact online testing, the following steps will be taken to protect student progress and ensure test completion:

During a Power Outage or Network Failure:

- Test Administrators (TAs) will immediately pause all tests if possible.
- Students will be instructed to remain calm and close their devices if prompted.
- *Secure materials will be gathered immediately by the TA* and stored according to policy for secure material until testing is restored.
- The STC will be notified immediately and will contact district testing support to report the disruption.
- No students will be dismissed from the testing room unless directed by the STC or administrator.

Restoring the Testing Session:

- Once power/network is restored:
  - The STC will verify with the district that testing may resume.
  - The TA will redistribute testing materials; Students will log back in and resume the test from the paused point, with remaining time restored as verified in the testing platform.
- Any lost testing time, if not automatically preserved by the system, will be calculated and granted manually per state and vendor guidelines.

Extended Disruptions:

- If the issue prevents testing from resuming the same day:
  - The session will be officially paused and rescheduled for a makeup date.
  - All disruptions will be documented and submitted as testing irregularities per district policy.

Electronic Devices and Suspected Cheating

17. Describe the policy and procedure developed by the school principal that ensures unauthorized electronic devices are not allowed in the testing area, including procedure for student and staff electronic devices.

Parents and students are urged not to bring electronic devices to school on testing days. In the event that the student brings a device, the student will turn it into the proctor on the morning of testing. All devices will be taken to a secure location (conference room) before the TA retrieves testing materials and stored until testing is completed. Students will not be allowed to have any electronic devices until testing is completed. Students also will sign Prohibition of Electronic Communication Devices policy informing them of the Appendix F, Section IV, #19 prohibits the possession and/or use of any electronic devices including but not limited to ipods, MP3 players, Bluetooth devices, cell phones, and/or other personal digital devices by students during the administration of statewide assessments.

Failure to comply with the Electronic device policy will result in an invalid test score and disciplinary action. Incidents of noncompliance will be reported to the STC then the DTC immediately. An incident report will be filed also.

18. Describe how TAs are to handle, and report suspected cheating to the STC and school principal. Include the STC reporting process to the DTC.

Maintaining the integrity of the testing environment is critical. If a Test Administrator (TA) or proctor suspects a student of cheating or observes behavior that may constitute a test security violation, the following procedures must be followed immediately and in full:

1. Actions by the Test Administrator (TA) or Proctor:

In the event of suspected cheating by the TA or proctor, the STC should be informed. If the incident includes suspicion of an electronic device, the student should be removed from the testing environment. His/her test paused until the device has been recovered or not found. If the student is found to not have an electronic device, he may return and finish the test. If a device is found, the STC will contact the DTC and the test will be marked invalid. An incident report will be completed by the TA and STC. The STC will file the report with the DTC.

If a suspicion of cheating does not include an electronic device, do not confront or accuse the student publicly during testing. If possible, quietly collect any unauthorized materials or evidence without disrupting other students. Allow the student to continue testing if no immediate disruption is caused. Ensure the rest of the testing environment remains calm and uninterrupted.

As soon as the testing session cnds, the TA must:
Document the incident in detail, including time, student name, nature of the behavior, and any materials involved.

Report the incident to the School Test Coordinator (STC) and the school principal on the same day of the occurrence.

The STC will meet with the TA to review the incident and gather all relevant documentation and materials.

The STC may also speak with the student and/or witnesses to clarify the situation, in coordination with the school principal.

If the incident is determined to be a potential test security violation:

- The STC will complete a Testing Irregularity Report using the district's required forms or online system.
- All supporting documentation (e.g., student statement, TA statement, confiscated materials) will be attached.
- The STC must submit the full report to the DTC
- The DTC will determine whether further investigation or action (including invalidation of test scores) is necessary.

19. When testing using desktops, laptops, and tablets, students will submit their test and log off the device. Detail how the TA will verify this requirement prior to the students leaving the testing area/room.

The TA will alert the hall monitor that the room has completed assessing. The hall monitor will let the STC know which room is complete; the STC will log into her computer and verify with the testing platform that all tests in the room were successfully completed and submitted. Upon verification the TA will be escorted to the STC office by the hall monitor. Secure testing materials will be counted back in and all materials returned to the STC.

Calculators

20. Describe the process to ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing (See Supplemental Guidance for additional information).

All scientific calculators are collected no less than two days prior to testing and cleared by the math department designee. Designee will sign certifying he/she has cleared all stored memory from the calculators. All calculators are stored in the vault until the testing day. Calculators are distributed the morning of testing with other testing materials. 6th and 7th grades are given 4 function allowable calculators. 8th grade students are given a scientific calculator, and Alg. 1 students are given a graphing calculator for testing.

21. Describe the process to clear the calculator's entry history after testing.

The math department head will clear all calculators before and after testing to ensure all secure information is eradicated.

Seating Charts

22. Outline a procedure the STC uses to prepare and maintain seating charts for students during statewide assessments (See Supplemental Guidance for additional information).

A detailed seating chart will be completed no more than one week before testing by the STC. Seating charts for each testing session will include student names, seat locations, TA and proctor names, room number, MSIS number of students and the date of the test. Seating charts will be submitted to the STC at the end of each session and retained as part of the official test documentation. Students with accommodations from IEPs or 504s will be noted on the seating chart. Seating charts are not printed until 3-4 days before the test session. Printed sessions are stored in the secure filing cabinet until placed in testing bins within 24 hours before testing.

Section E. Accommodations

Federal law, state law, and State Board of Education policy requires all students, including English learners (EL) and students with disabilities (SWD), shall be administered assessments. Under section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA), all students with disabilities, including students with significant cognitive disabilities (SCD), shall be included in all assessments with appropriate accommodations.

The determination of which accommodations are appropriate for a student shall be made individually by the student's Individualized Education Program (IEP) team, 504 Plan team, Language Service Plan (LSP) team, or other LEA team designated to make these decisions.

Setting up Accommodations

School Plans shall describe the process to ensure that each student requiring an accommodation receives that accommodation(s) for the assessment(s) specified as requiring it in the student's IEP, 504 Plan, or LSP. Training for staff administering shall detail how accommodated test sessions are provided accurately. Special education staff shall be involved in these activities and utilize the current edition of the Mississippi Testing Accommodations Manual (MTAM) to ensure appropriate codes and procedures are explicit and being observed during the administration.

Common issues with accommodated testing:

- Accommodations were not provided to students per their IEP/504 Plan/LSP
- Accommodations were provided to students who should not have received them
- Test staff did not administer accommodations appropriately to students
- Test staff utilized an outdated State Testing Accommodations Manual

If a human reader or American Sign Language (ASL) interpreter will be used with accommodation #55, the TA may review the test materials prior to the test administration. This preparation is completed on school site, should be brief, and witnessed by another trained individual who has signed the test security/confidentiality agreement.

23. Detail the procedure observed by the STC to verify appropriate accommodations are entered into the vendor platform prior to test day.

The School Test Coordinator (STC) follows a systematic procedure to ensure that all appropriate and allowable accommodations are accurately entered into the vendor platform before test day:

1. Identification of Eligible Students:
    - The STC identifies students with active Individualized Education Programs (IEPs), 504 Plans, or Language Service Plans (LSPs) who are participating in state testing.

2. Collaboration with Key Staff:
    - IEPs: The STC consults with the exceptional education director to obtain a compacted spreadsheet listing all allowable accommodations for third-grade exceptional education students.

- 504 Plans: The STC works with the building 504 Coordinator to receive copies of current 504 Plans for applicable third-grade students.
- LSPs: The STC coordinates with the building English Learner (EL) Coordinator to obtain copies of Language Service Plans for eligible third-grade students.

3. Data Entry into Vendor Platform:
   - The STC manually enters the appropriate accommodations from the IEPs, 504 Plans, and LSPs into the vendor platform.
   - This step is completed prior to the printing of test tickets and materials to ensure accommodations are reflected accurately.

4. Verification of Accuracy:
   - The STC conducts multiple checks to verify that accommodations have been correctly entered into the system.
   - This includes reviewing the entries against the original documentation to confirm alignment and prevent errors.

This thorough process ensures that all students receive the accommodations they are entitled to during testing.

24. Describe the procedure observed by the STC to ensure testing staff are aware of the accommodations they are to provide and how to provide them properly.

Prior to testing, the School Test Coordinator (STC) implements the following procedure to ensure that all testing staff are informed of the accommodations they are responsible for and understand how to implement them correctly:

1. Assignment of Accommodated Testing Rooms:
   - The STC designates specific accommodated testing rooms based on student needs, assigning appropriate Test Administrators (TAs) and proctors to each room.

2. Distribution of Accommodation Information:
   - A seating chart is provided for each testing room, which includes accommodation codes next to each student's name for quick reference.

3. Access to Student Documentation:
   - A folder containing each student's relevant documentation (IEP, 504 Plan, or LSP) is placed in the non-secure testing tub.
   - TAs are instructed to review this documentation prior to testing to ensure they fully understand each accommodation and how it should be implemented.

By following this structured process, the STC ensures that testing staff are well-prepared to provide accommodations accurately and in compliance with state testing protocols.

25. When testing an accommodated student over multiple days (accommodation #25), describe how the materials will be distributed and collected each day, as well as the process to ensure test questions from the previous day(s) are not accessed in subsequent testing day(s).

When a student is approved for Accommodation #25 (Testing Over Multiple Days), the School Test Coordinator (STC) follows a strict procedure to ensure the security and integrity of testing materials across multiple sessions:

1. Daily Distribution of Materials:
   - Each day, only the specific section(s) of the test to be administered that day are distributed to the Test Administrator (TA).

- The STC prepares and places the appropriate materials in the secure testing tub, clearly labeled for that day's use.

2. Collection of Materials:
    - At the end of each day's testing session, the TA collects all test materials, including test booklets and scratch paper.
    - These materials are immediately returned to the STC and secured in a locked, designated storage area.

3. Preventing Access to Previous Day's Questions:
    - The stopping points at the end of each session are indicated by the MDE policies and are followed as required. The STC communicates the stopping points to the TA to ensure students follow such guidelines.
    - On subsequent testing days, the TA is instructed to begin at the next appropriate section, and not to return to any previously completed portion of the test.
    - The STC verifies that only the necessary portion of the test is accessed each day and that test security is maintained throughout the entire testing window.

This controlled process ensures that the student has equitable access to testing over multiple days while maintaining the confidentiality and security of test content.

26. Describe the process to transcribe responses into the appropriate vendor platform.

When a student's responses must be transcribed into the vendor platform (e.g., due to use of assistive technology, a scribe, or other accommodation), the School Test Coordinator (STC) follows a secure and documented procedure to ensure accuracy and compliance:

1. Identification of Transcription Need:
    - The STC identifies students who require transcription based on their IEP, 504 Plan, or Language Service Plan (LSP) and ensures this is noted prior to testing.

2. Secure Collection of Student Responses:
    - At the end of testing, the student's original response document (e.g., large-print booklet, braille booklet, scribe notes) is collected by the Test Administrator (TA) and returned to the STC in a secure manner.
    - All materials are handled and stored following test security protocols.

3. Assignment of a Qualified Transcriber:
    - A trained and authorized staff member is designated to complete the transcription.
    - The transcription must take place in a secure environment under the supervision of the STC.

4. Accurate Transcription into Platform:
    - The designated transcriber enters the student's responses exactly as written into the vendor's online testing platform or answer document.
    - Responses are double-checked for accuracy to ensure they match the student's original work.

5. Documentation and Verification:
    - The STC maintains documentation of the transcription process, including the reason for transcription, the name of the transcriber, and date/time of entry.

    The original student responses are retained according to the state's secure storage requirements until allowed for destruction.

This process ensures that students' responses are captured accurately while upholding test security and accommodation integrity.

Medical Monitoring

27. If needed, describe the type of medical monitoring needed for your school and how it will be conducted (See Supplemental Guidance for additional information).

If needed, the following medical monitoring procedures are implemented at the school to ensure student health and safety during state testing without compromising test security:

1. Identification of Students Requiring Medical Monitoring:
    - The STC works in collaboration with the school nurse, parents/guardians, and special education/504 teams to identify students with medical conditions requiring monitoring (e.g., diabetes, seizure disorders, severe asthma, etc.).

2. Approval and Documentation:
    - Medical monitoring accommodations must be documented in the student's IEP, 504 Plan, or through an approved medical plan. These accommodations are noted and verified prior to testing.

3. Monitoring Procedure:
    - A qualified medical staff member (such as the school nurse or a trained designee) is allowed in or near the testing room to monitor the student as needed.
    - Monitoring is done discreetly and without disrupting the testing environment.
    - If the student requires a check (e.g., blood sugar, medication), it is conducted in a way that maintains the student's privacy and test security, either in the testing room or in a nearby designated medical space.

4. Test Security Protocols:
    - The medical monitor does not assist with or view the test content.
    - Any breaks or medical interventions are logged by the Test Administrator and reported to the STC.

5. Emergency Procedures:
    - In case of a medical emergency, the Test Administrator follows standard school emergency protocols and immediately contacts the nurse and STC.

This process ensures that students with medical needs are supported appropriately while maintaining a secure and standardized testing environment.

Section F: School Signatures

School Test Security Plan Cover Page

The District Test Security Plan is signed by the district superintendent, the district test coordinator (DTC), and the chairman of the school board. The school(s) Test Security Plan, which is a part of the District Test Security Plan, is signed by the school principal, school test coordinator, and the district test coordinator.

- The School Principal and the STC are responsible for creating and completing the School Test Security Plan, reviewing, revising, and verifying all information is correct each calendar year. Once approved by the DTC, the School Test Security Plan, which is a part of the District Test Security Plan is signed by the School Principal, STC, and DTC (Appendix F, Section IV, 3c).

We assure that **Kosciusko Junior High School** will be in full compliance with the testing requirements as set forth in Appendix F of the current version of the Mississippi Public School Accountability Standards and Mississippi Code §37-16-4. We understand that there is one Security Plan governing the school district and a Security Plan for each school. The District Test Security Plan and the School Test Security Plan shall be revised and signed by the appropriate personnel each year.

Kosciusko School District	**Kosciusko Junior High School**	
District	*School*	
Eli Dew	Eli Dew (Jul 13, 2026 17:09:24 CDT)	07/13/26
School Principal	*Signature*	*Date*
Robin Cain	Robin Cain (Jul 13, 2026 17:02:02 CDT)	07/13/26
School Test Coordinator	*Signature*	*Date*
Dr. Josh Dodd	Dr. Josh Dodd (Jul 13, 2026 17:39:33 CDT)	07/13/26
District Test Coordinator	*Signature*	*Date*

Supplemental Guidance

A. Electronic Devices

Only the DTC and designated computer technician(s) (IT Coordinator) are authorized to maintain an electronic communication device within testing areas/rooms. The STC may have a computer in the testing area as needed (NOT in the testing room) to monitor student progress.

Students and trained school testing personnel are not permitted to access any electronic devices used for communication, for capturing images of the test or testing room, or for data storage (e.g., smartphones, smart watches, cell phones, fitness bands, book readers, tablets (unless used for testing), pagers, cameras, non-approved calculators, music players, earbuds (unless used for TTS accommodation), etc.) that can disrupt the testing environment, or be used to compromise the validity, security, and confidentiality of the test. These devices shall be powered off and stored in a location apart from the testing area during a test session. These devices cannot be used as a substitute for a calculator.

If a student has any of these devices during testing, this will constitute prohibited behavior and the student's test results in that content area will be invalidated. NO EXCEPTIONS. Ensure students, especially end-of-course test takers, are aware of this policy.

Teachers and test administration personnel in possession of an electronic communication device will be reported to educator misconduct. Ensure teachers and other test administration personnel are aware of this policy.

These incidents shall be documented on a testing irregularity/violation report form detailing the incident and immediately reported to the DTC.

B. Seating Charts

Various schools have chosen different methods: alphabetical, pre-arranged to separate friends, placement of students at the front of the room based on IEP or special circumstances, etc. To facilitate the test process, generally, seating charts are prepared in advance of testing by the STC and simply updated with annotations by the TA to reflect any student absences or seat changes.

- A seating chart is required for each room/site used for any statewide assessment, including retest and make-up test sessions. Seating charts shall be legible, and reflective of the room's seating layout. Each chart shall maintain the following information: subject area tested, any accommodations provided (if applicable to the test session administered), the date of test administration, each student's name and Mississippi Student Information System (MSIS) number, name of proctor, and the TA's name and Mississippi teachers' license number. Each seating chart shall be signed by the STC and TA verifying the accuracy of the chart (Appendix F, Section IV, 17d).
- Seating charts for MAAP-A are not required.

C. Student Monitoring

- The Test Administrator and Proctor shall always grant their full attention to the testing environment to ensure proper monitoring of students during testing.
- A Test Administrator and the required number of proctors shall be present during the entire test administration.
- Ensure that student computers or devices are set up and the spacing of students is set in a manner to reduce the possibility of students looking at other students' computers or devices (Appendix F, Section IV, 17e).
- Ensure that no food is allowed in the testing area during testing (i.e., Oreo™ cookies, Krabby Patties™, M&M's™) Exceptions for medical purposes are permissible.

D. Medical Monitoring

The School Test Security Plan shall include the process of how the student will be allowed to test following the guidelines below. Add addendums to your School Test Security Plan as needed if more students require this policy during the year. Contact the OSA Test Security Director, for more information.

Medical Monitoring Policy – Adopted Spring 2020

Medical monitoring is requested each year due to various conditions such as diabetes. Previously most medical monitoring devices were worn on the student, but recent technology provides medical monitoring through applications on cellular devices. In accordance with Appendix F of the current edition of the Mississippi Public School Accountability Standards, possession or use of an electronic communication device is prohibited in the testing environment; however, the MDE does not want to risk a medical emergency during testing due to failure to monitor a potential life-threatening condition. The OSA is providing the following guidance:

1. The IEP, 504 Plan or medical documentation, including all pertinent information, shall be kept on file at the school/district and be available to MDE upon request. If either plan is not available, the district medical documentation from a medical doctor is on file.

2. Testing procedures shall be included in the School Test Security Plan for each student requiring a cellular phone application device for medical monitoring purposes.

3. Any student using a cellular device application for medical monitoring shall not have the device in his/her possession during testing for security reasons; however, the device may be in the testing room near the student.

4. The cellular device shall have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the functionality of the device. Bluetooth may be left on to communicate and receive information from the monitoring device. If there are any situations where cellular or Wi-Fi cannot be turned off for the health of the student, contact the OSA for guidance.

5. For test administrations, the student shall be tested following one of these guidelines:

- A student requiring medical monitoring may test in a small group or in a regular testing session with a test administrator, proctor, and an individual to monitor the device, or
- A student requiring medical monitoring may test individually with a test administrator and a proctor.

6. The OSA recommends assigning a person to monitor the device who is specifically trained to do so. The medical monitor cannot also be the hall monitor. This individual must sign a confidentiality form prior to testing.

7. The student(s) shall be seated near the device so that the readings and/or contact with the medical monitor can be maintained.

8. It is recommended that the student test near the rear of the room with the cellular device behind the student to avoid distracting other testers.

E. Calculators

Calculator Use: Ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing. Review all calculator guidance (Located on the MDE Student Assessment MAAP webpage) and ensure appropriate calculators with approved setup are used for each administration.

MAAP Assessments

Algebra I
Students may use the embedded calculator (Desmos-Graphing) within the online test delivery platform, or use an approved school issued handheld calculator. When testing with handheld graphing calculators, the calculator shall have all formulas, applications, and/or programs (including, but not limited to, Zoom Math/Zoom Algebra/ Polynomial Root Finder/ Simultaneous Equation Solver) disabled or removed before students use the calculator during any state test.

Grade 8
Students may use the embedded calculator (Desmos-Scientific) within the online test delivery platform, or use an approved school issued scientific (with functionalities consistent with the TI-30XS or similar models) handheld calculator. Scientific calculators cannot have an embedded solver (e.g. numeric equation, polynomial, and system of linear equations).

Grade 6-7
Students may use the embedded calculator (Desmos-Four Function) within the online test delivery platform, or use an approved school issued four-function calculator with square root and percentage functions.

F. Testing Irregularity Types

There are several irregularity types that may arise during testing. The list below is not exhaustive of all testing irregularities but merely for informational purposes. District and school plans are not required to address each irregularity scenario listed below unless it was explicitly specified as needing address in any previous section of this guidance document. Any irregularity listed below that was not expressly detailed for address in the plan requirements shall be mentioned during training.

High Priority Irregularities

- Cheating of any kind; including educator coaching
- Possession of a prohibited electronic device in the testing area
- Viewing secure test material prior to test administration unless authorized by the MDE or outlined in the test administrators manual/test coordinator manual
- Disclosure of test content to students or teachers/administrators
- Secure test materials not locked in a secure storage area/improper handling which compromises test security
- Loss of secure test materials
- Disposing of non-returnable secure materials in an appropriate manner after a test administration (i.e. not following District's shredding procedure)
- Copying, imaging, or sharing of test content to create study guides

Medium Priority Irregularities

- Testing accommodations specified in a student's IEP, 504 plan, or LEP are not provided to the student
- A student is provided an accommodation and does not have an IEP, 504 plan, or LEP
- Power/technology outage which delays or prevents a scheduled test; may require test reset/regeneration
- Inappropriate test manipulative (calculator, supplemental aids/charts)
- Sudden student or educator illness requiring them to leave the testing room for an extended length of time or dismissed from testing for the rest of the day
- Students testing off grade
- The test was not properly submitted
- Transcription issue
- Administration issues (not reading directions, not setting appropriate test time, leaving test area unattended)
- Student refusal to test

G. Material Handling: Preparation/Distribution Guidance

In each plan's material handling section, the school plan must outline the handling and distribution of test materials. Proper procedures protect the integrity of test items and prevent unauthorized access to content, which can result in pre-exposure concerns. Well-crafted procedures may also assist in the efficiency of material distribution on test days.

Some test materials become secure once introduced into the testing environment, while others are always secure. The distinction derives from what the test material item provides. If the item provides test content, questions, answer options, or writing prompts it is always considered secure. These items include test tickets, paper tests, or read-aloud scripts.

If the item does not provide test content, questions, answer options, or writing prompts, such as scratch paper, Test Administrator Manuals, seating charts, or reference sheets, the materials become secure once introduced into a testing environment with test tickets, paper tests, or read aloud scripts. The state of being "secure" occurs for these items when the possibility exists for test content to be recorded or reproduced within those materials; this possibility necessitates their redesignation as a secure test material.

Suggested Material Preparation

Prior to Test Day (3-4 days before):

- Create each testing rooms' seating chart.
- Prepare numbered testing bins/totes with materials designated as secure upon entrance into the testing environment.
- Detail and inventory each test material item on a secure material tracking log.
- Securely store prepared bins to maintain the integrity of material counts.
- In the presence of another trained individual, print student testing tickets.
- Place tickets and access codes in an envelope which corresponds to a testing room's prepared testing bin/tote.
- Securely store envelopes in the designated secure material location until test day.
- Continue to print/prepare materials as needed throughout the assessment window.

On test day:

- The TA meets the STC at the designated material distribution point.
- The TA verifies the inventory count of test materials in the bin/tote.
- The TA signs the material distribution log to acknowledge count accuracy and responsibility for items.
- Once in the testing room, the TA and Proctor complete last-minute housekeeping tasks like posting testing signage or rearranging student desks.
- The TA uses the seating chart to seat students according to their placement.
- The TA reads electronic device agreement and has students sign the agreement.
- The STC and another trained individual retrieve ticket envelopes from the secure material location for distribution.
- The STC delivers envelopes to each testing room, and the TA verifies and counts the envelope's contents.
- If accurate, the TA signs for the envelope as previously done with the testing material bins.
- The TA administers the test and collects materials from students as they complete their test.
- Once completed, the STC will utilize the distribution log to account for all distributed materials, including scratch paper.
- Once all secure test materials have been accounted for, the STC will store the used materials until those materials are shredded for disposal according to the district's shredding policy (Note: Specific material items designated for return to the vendor MUST be shipped back to the vendor).

Importance of Test Security

The primary goal of test security is to protect the integrity of the assessment and to ensure its results are accurate and meaningful. All summative test items and assessment materials are secure and shall be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, writing prompts, and student information. For assessments to yield fair, accurate, and valid results, districts shall provide assessments to all students under the same standardized conditions.

Creating a District and School Test Security Plan

A Test Security Plan is required annually for each district and school where state and federally mandated testing occurs. These annually developed plans must adapt to changing testing environments that may inhibit the primary goal of test security, as stated above. Test Security Plans shall be uploaded to each district's Caveon Core account no later than the third Tuesday of January of each year.

Caveon Core is an online test security platform developed by Caveon Test Security Company. The Mississippi Department of Education (MDE) uses the Caveon Core platform to store test security documentation and manage reported test security incidents. District Test Coordinators (DTC) with questions regarding access to this platform should email OSAsupport@mdek12.org.

The District Test Security Plan shall detail all planned procedures for state and federally mandated testing programs that occur at any point in the school year. These testing programs are as follows: Mississippi Academic Assessment Program (MAAP), including re-testers for high school End-of-Course assessments in Algebra I, English II, and Biology; English Language Proficiency Test (ELPT); Mississippi Academic Assessment Program – Alternate (MAAP – A); Kindergarten Readiness Assessments (KRA); National Assessment of Educational Progress (NAEP); and any applicable field test(s) and pilot test(s) for state assessments.

For each testing program listed above, the procedures for maintaining test security and ensuring proper test administration shall be explicit for the district and separately for each school served by the district. In addition to its plan, each school shall keep a printed copy of the district's test security plan readily available. This document will detail the requirements of these plans as set forth by the Office of Student Assessment (OSA).

Note: Having one comprehensive description under various sections is permissible if procedures are the same for more than one assessment program. If the procedures vary for a specific test, indicate the differences.

A Test Security Plan addendum may be submitted at any time to supplement or amend a District or School Plan. For example, a new DTC or School Test Coordinator (STC) is named prior to the fall test window. In this case, the respective testing coordinators will follow the plan established and approved the year prior; however, a new signature page is required to reflect the updated personnel changes for each plan.

Note: Obtaining the board President's signature is not necessary for an addendum to the District Test Security Plan.

ACT and WorkKeys testing adhere to ACT's requirements and rules

Organization and Guidance on School Test Security Plans

The School Test Security Plan should resemble the policies/procedures of the District Test Security Plan, including the following sections.

A. School Testing Windows/Calendars:

The testing windows and administration schedules outlined for all state assessments administered within the school.

B. Training Protocols:

Describe the school policy/district policy for the personnel authorized to administer and proctor assessments, including details surrounding credentialing requirements and training protocols required for each role to necessitate proper test administration.

C. Handling Secure Materials:

Describe the handling of secure materials, detailing how the secure testing materials will be stored, distributed, and collected before and after testing within the school (Appendix F, Section IV, 5a-5f).

D. Additional Assessment Procedures:

Describe monitoring of students and test administration staff. If needed, detail restroom breaks, stretch breaks, lunch breaks, or early dismissal. Outline how the school will utilize/follow the district policy regarding potential test security violations and procedures for addressing testing irregularities, including electronic device policy, seating charts, and calculator policy.

E. Accommodations:

Identify the procedure to ensure students requiring a testing accommodation (i.e.: Read-aloud, Text to Speech (TTS), Large Print Test, transferring answers from print to online) as listed in the students Individualized Education Program (IEP), 504 Plan, or Language Service Plan (LSP) are having those needs met, double checking for accommodations compliance prior to testing.

F. Required Signatures:

The school test security plan shall be signed by the DTC, STC, and the school Principal.

Section A: Testing Schedule

The test schedule and test personnel attachments described below are not needed for plan approval, these attachments are added to the plan after training is complete but before the opening of each testing window.

- A specific schedule for each school administering a Statewide assessment within the district shall be submitted to the OSA thirty (30) calendar days prior to the start of any window. A school shall test in accordance with the schedule provided, unless administering a make-up session or change is a result from inclement weather conditions or technology issues that prevented the assessment administration occurring on the day originally scheduled (Appendix F, Section IV, 15).
- A school's testing schedule is developed by the DTC/STC in coordination with the school's Principal (Appendix F, Section IV, 15a)

1. Attach the school's approved testing schedule to the plan.

- Kosciusko High School's testing schedule will be attached once it has been approved by the DTC and lead principal.

Section B: School Training/Test Administration Personnel

In this section, demonstrate for each test administered, all training that school level personnel received prior to the assessment administrations. This training may have occurred at the district level, school level, or both. The training sessions at the state level should inform the school training content. School level training, delivered by the STC, shall be given to all personnel performing a testing role in the school.

- The STC shall attend applicable training sessions sponsored by the OSA vendors, and the DTC for any upcoming assessment. (Appendix F, Section IV, 6, 7, and 8).
- The STC may use the district/state level material to formulate training for the Test Administrators (TA), proctors, hall monitors, and other test administration personnel.
- STCs shall collaborate with special education support staff to prepare and deliver State Testing accommodations to students receiving those supports.
- TAs shall be licensed school personnel, hold a valid Mississippi Educator License, and be employed by the district (Appendix F, Section IV, 7c).
- Proctors are not required to be licensed school personnel unless they are fulfilling the role of Second Scorer for a MAAP-A administration or administering a state assessment to a homebound or an incarcerated student. These instances require the Proctor/Second Scorer to be a licensed teacher (Appendix F, Section IV, 7d).
- If a school is not on a 4x4 block scheduling and testing high school EOC students in the fall semester, the STC training is not required.
- All personnel involved in the administration of an assessment shall have a signed confidentiality and electronic device agreement on file prior to testing. These documents shall be kept at the district/school for five (5) years (Appendix F, Section IV, 7b).
- A dated, detailed agenda of the training presented to each school in preparation for all assessments must be attached to the Test Security Plan.
- Training shall include information on test security procedures, violations of test security, and the consequences for those violations (Appendix F, Section IV, 9).

2. Attach the school's test security and assessment training materials, include any handouts, or powerpoint presentations utilized during training. Again, this information is not needed for plan approval but will be a requirement during any assessment audit by an MDE auditor or at the request of the OSA.

- Kosciusko High School's testing security and assessment training materials will be attached once they have been approved by the DTC.

3. Attach a roster of all staff performing a role in statewide assessments, listing the role(s) they were trained to perform. Training sign-in sheets shall be provided for this purpose.

- Kosciusko High School's staff roster and training sign-in sheets will be attached once they have been test trained.

Training shall include the following topics:

- Secure material handling/distribution, how to use district-developed secure material transfer logs for testing
- Test security violations and consequences for violations.
- Accommodations: Review key steps of how to administer the respective assessment(s) with accommodations (i.e. Braille/Large Print, teacher review of Braille test cover memos prior to testing, transcription and scribe policy, read-aloud, multi-day and other allowable accommodations per IEP/504 Plan/LSP)
- Review vendor's Test Administration Manual
- Irregularity types: How to identify, report, and address each type that may arise during testing
- Emergency procedure protocols (weather, fire, etc.)
- Student monitoring: Actively observing students during testing by the TAs and Proctors (Appendix F, Section IV, 17)
- Classroom set-up: Ensuring the testing area does not contain information on the walls that could aid students on the content of the test being given in the room
- ACT/ACT WorkKeys testing: Follow all ACT guidelines and utilize ACT training materials/videos

Section C: Handling Materials

Storage and Access to Secure Test Materials for School

In this section, you will describe for each assessment program administered the secure test material handling procedures to be followed at the school. Except during actual student testing or preparation, all secure test materials shall be stored in the designated secure storage area at the school.

- Secure Test Materials at the school level include, but are not limited to any material containing student identifiable information, student responses and/or test content which can be included on the following:
    - Paper Accommodated materials (test booklets)
    - Read-aloud paper scripts or log-in tickets for scripts
    - Reference sheets (Vendor Reference Sheets/Writing Rubrics)
    - Used scratch/graph paper (including writing drafts)
    - Student testing tickets (student log-in information)
    - MAAP-A Test Administration Manuals/Task Cards/Scoring Sheets
    - Used Accommodation 48 supplemental aids
    - Access codes
    - Seating charts
    - Handheld calculators that have any memory function or program capability
- The STC and possibly the DTC should be the primary individuals with access to the secure storage area. List all trained personnel who have access to the secure storage area at the school.
- If the secure storage room/closet is used for other purposes to which unauthorized individuals have access then a second layer of locked access should be utilized, i.e.: locked file cabinet kept in the secure room/closet which holds the secure testing materials.
- Testing tickets shall be printed from the appropriate vendor platform in advance of the scheduled assessment. Reproduction and/or the dissemination of test ticket information via an alternative method is prohibited (Appendix F, Section IV, 4).
- Once tickets are printed for the first testing day, all subsequent tickets for the remainder of the window may be printed.
- All printed secure test materials shall be inventoried and accounted for at the district and/or school level. Printed secure materials shall be inventoried and logged on a district developed tracking sheet that documents the materials' chain of custody during the entire testing window (Appendix F, Section IV, 5a).

The school plan shall:

4. Detail the secure material location at the school site and how materials are kept secure. List the individuals with access to the secure storage location and their role.

- Test Materials will be kept in a locked storage cabinet.
- The STC and Assistant School Test Coordinator will have the only two keys to the cabinet.

5. Describe the ticket printing process: where, by whom, and how far in advance of the first scheduled test administration.

- After all testing sessions have been entered and double checked in the vendor platform, the STC prints testing tickets in the STC's office with at least one certified, test-trained individual present.
- The tickets are then transported and locked in the designated cabinet, with both the STC and certified, test-trained individual present.
- Test tickets are printed no more than 24 hours in advance of the respective test.

6. Describe the preparation and organization of secure testing materials (pages from manuals, testing/log-in tickets, scratch paper, read aloud scripts, seating chart, etc.) prior to test day (See Supplemental Guidance for additional information).

- Prior to test day, TA manuals, scratch paper, relevant rubrics and formula sheets, timers, pencils, testing signs, and read aloud scripts are placed into non-secure tubs. Though non-secure, these tubs are still locked up. There are additional non-secure tubs that contain seating charts and student electronic device forms to be signed.
- Testing/log-in tickets are printed and locked in a cabinet. These items do not go into the non-secure tubs until test morning. This now makes the tub a secure tub.

7. Describe the distribution of secure material procedure observed by the STC when providing TAs testing materials on test day and how these materials are collected after testing, ensuring chain of custody for the duration (See Supplemental Guidance for additional information).

- The STC has an empty, designated "check-out" room.
- The STC and Assistant STC take the testing tickets from the locked cabinet to the check-out room.
    - Two test-trained staff, with at least one certified, are with these secure materials at all times.
- When ready to begin testing, the TA takes all electronics and student belongings to a designated storage area.
- A hall monitor escorts the TA to the checkout room to receive the secure materials tub that now includes the testing tickets.
- The STC, Assistant STC, and TA count testing tickets, scratch paper, and any other relevant handouts.
- The STC, Assistant STC, and TA all sign for these materials.
- Two trained people, one of whom will be a certified staff member, will be with the testing materials at all times.
- Each TA will sign or initial verifying the exact number of each testing item (i.e. test tickets) they receive.
- This same procedure will be followed in reverse at the end of testing.

8. Describe how scratch paper will be tracked within the testing room.

- Each tester will write their name on each piece of scratch paper they receive.
- The TA collects all scratch paper when testing is over.
- TA turns the scratch paper in with the other secure materials and signs for it.

9. Briefly describe how test materials will be distributed to students and accounted for before students leave the testing area.

- The TA and proctor will distribute all materials as laid out by the TAM, including an authorization ticket, to each student. The TA or proctor will collect all materials as required by the TAM, including the authorization ticket from each student, as he/she finishes the test. The TA will count the materials and turn them in to the STC, assistant STC, or a designated individual before the students are dismissed from the testing area.

10. For materials not designated for return to the vendor, describe the shredding of secure material procedure observed by the school. The school's procedure must adhere to the district policy.

- The STC collects all secure materials that must be shredded. In adherence with district policy, the materials are shredded at the district level. The STC then signs the appropriate shredding certificate.
- The shredding certificate is then given to the DTC for verification.

Handling of secure materials processes and procedures shall ensure:

- Two people are always with open boxes of secure materials.
- Logs are kept detailing the check in/check out of all testing materials to track the chain of custody of secure materials.
- For MAAP-A testing preparation, two people must sign out materials from the STC and be with materials during preparation. MAAP-A materials must be signed in and locked into storage by the STC as soon as the preparation work is completed.
- Verification that all secure testing materials are accounted for as they are packed for return to the DTC.
- Verification of secure testing materials not designated for return to the DTC or vendor are securely shredded and disposed of at the school site (i.e., used scratch/graph paper, student testing tickets, manipulatives, etc.).
- Materials shall be kept in secure storage if disposing of materials at the end of the testing window, unless non-returnable materials are shredded at the conclusion of each testing day.
- Any missing materials are investigated immediately, and if not located quickly, the DTC shall be notified by the STC.

Section D: Additional Procedures during Test Administration

This section of the school plan identifies any additional procedures needed to ensure test security and proper assessment administration are adhered to. Depending on district policy or student population, these extra procedures may or may not be necessary. If any of the possible procedures below do not apply, then its addition is not required in the School Test Security Plan.

11. Describe the protocols for school monitoring of test administrators, proctors, students, and others involved in the testing process (role of STC, Principal, hall monitor etc., outside testing rooms, inside testing rooms).

- Trained staff will walk the testing area halls, going from room to room to guarantee that the TAs and proctors are actively monitoring the students and making sure the students remain on task. Hall monitors, DTC, STC, and assistant STC will monitor each test administration.
- All staff involved have been test trained.
- The STC conducts training, organizes materials, distributes materials, collects materials, locks materials, and shreds materials when it's time.
- The Principal is not directly involved in the testing process; however, they make sure the building is run in a manner that does not disrupt testing.

12. Describe the procedures for conducting restroom and, if needed, stretch breaks during or between tests. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

- If a tester needs a restroom break during the test, the TA will signal to the hall monitor and the hall monitor will escort one student at a time. All of the student's testing materials will remain at their desk. The student's electronic device and personal belongings will remain in the designated location and will not be returned to them.
- Formal stretch breaks are not taken.

13. Describe the procedures for conducting lunch breaks during testing. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

- For testers without accommodations, lunch breaks are not taken until testing is completed. This works out due to starting to test early and the mandatory time limits.
- If students with extended time accommodations are still testing during lunch hours, the students will pause their tests, close their Chromebooks, and the STC with a certified staff member will collect all test materials and lock them in the designated cabinet. Electronics and personal belongings will not be given back to the students during lunch. Once lunch is over, the students will be given their testing materials back and may resume testing.

14. Schools may choose to dismiss students who finish early or allow them to read library books or other material not related to the content of the test. Address the procedure for implementing this process while being sensitive to avoid excessive disruptions to those students who are still testing.

- The Kosciusko School District will not allow any reading material of any kind in the testing room while testing materials are present.
- No testers will be dismissed from their testing room or allowed to take out any personal or educational materials until all students in the room have finished testing and secure materials have left the room.

High and Medium Priority Irregularities

The STC must report all irregularities immediately to their DTC. The school plan should describe the procedure for handling both high and medium priority irregularity incidences and for coordinating with their DTC in reporting and investigation procedures.

When developing procedures to address test disruptions due to severe weather, fire, bomb threat, or any emergency which may occur requiring immediate evacuation of the facility, review and adhere to the school's established procedures in the school safety plan.

Electronic communication devices include cell phones, watches with cellular capabilities, earbuds, laptops, and other named electronic devices by OSA during State training. (See Supplemental Guidance for additional information.) Note: STCs may maintain a laptop in the testing hallway to monitor student progress/submission status.

- Test Administrators and Proctors shall maintain a written record/log of any testing irregularities which may occur within the testing room during statewide assessments (Appendix F, Section IV, 17c).
- The MDE prohibits the possession and/or use of any prohibited electronic communication device during the administration of statewide assessments. A prohibited electronic device is any device that gives a student a possible unfair advantage due to the capabilities it possesses (Appendix F, Section IV, 18).
- The school principal is responsible for the development of procedures and implementation of the policy prohibiting the possession of electronic devices for students and staff within testing areas at their school site (Appendix F, Section IV, 19).

Emergency Procedures

15. Describe the procedures addressing individual student emergencies (bathroom, sudden illness). Include how test time will be recorded so accurate time is provided upon the student's return.

- If a student emergency occurs, the TA or proctor will signal the hall monitor with the appropriate sign. The hall monitor will notify the STC or assistant STC of the situation. The hall monitor will escort the student out of the testing room and to the necessary follow-up location. If a student is able to return to the test in a timely manner, the student will be returned to their test as soon as possible. If the student is sick and/or otherwise unable to resume their test in a timely manner, the STC, assistant STC, and/or TA will log the student out of their test. Once the student returns, the student's test will be resumed by the STC or assistant STC. The student can then login to continue the test.
- Students will go to the restroom one at a time.
- The time the student has to leave the room will be documented by the TA on the recording sheet.

16. Describe the procedures for online testing that address disruptions at the school (i.e., power outages, network problems).

- Students will be verified according to procedures determined by MDE. A computer tech is assigned to our school during online testing to assist with technical issues. The computer tech will sign the security agreement that he/she has been trained. All test security guidelines will be followed.
- The Kosciusko High School administration has direct communication with the district's maintenance department, who in turn have direct communication with city electricians to assist during potential power outages.
- STC will instruct TAs to keep the testing room calm and materials secure to comply with test security regulations.

Electronic Devices and Suspected Cheating

17. Describe the policy and procedure developed by the school principal that ensures unauthorized electronic devices are not allowed in the testing area, including procedure for student and staff electronic devices.

- Each student, Test Administrator, and Proctor will sign a statement ensuring that he/she understands that possession or use of electronic devices during active testing sessions are not allowed. Prior to the distribution of secure test materials, the STC will collect electronic devices from each TA and/or Proctor. Prior to the beginning of each test, the TA will remind the students that these devices are not allowed and will collect the electronic devices from the students. The electronic devices will be taken to the designated storage area. Once all test materials have been collected and returned to the STC, the proctor may return the devices to the students. If a student violates this policy, his/her testing materials will be retrieved by the TA, and the student will be escorted by a hall monitor to the principal's office for disciplinary action. The STC will document the incident and notify the DTC.

18. Describe how TAs are to handle, and report suspected cheating to the STC and school principal. Include the STC reporting process to the DTC.

- If a student is suspected of cheating, the TA and proctor will pay close attention to that student. The TA and/or Proctor will then notify the STC, who will then notify the principal and DTC of this incident.

19. When testing using desktops, laptops, and tablets, students will submit their test and log off the device. Detail how the TA will verify this requirement prior to the students leaving the testing area/room.

- When each student has finished testing, the student will raise their hand and the TA and Proctor will both walk to the student to make sure they click submit. Then the student may close their Chromebook.
- Before secure testing materials leave the room, the TA will notify the STC. The STC will then check the vendor platform to make sure everyone in the room has submitted their test.

Calculators

20. Describe the process to ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing (See Supplemental Guidance for additional information).

- Graphing calculators used for MAAP must be cleared before students are allowed to use them. In the event any student has a handheld calculator, the following will be in place:
- Each high school and middle school principal will appoint a math teacher to make sure that every calculator used in a state assessment is completely cleared.
- Each math teacher that serves in this role will be properly trained by district personnel on the proper way to clear a calculator. A back up person will also be trained in case of an emergency where the appointed person is not available.
- Each calculator that is used in any state assessment will be cleared prior to use on the state assessment. Each calculator will be locked up in the secure testing cabinet immediately after being cleared. The calculators will only leave the secure area for state assessments during the testing window.
- TAs and Proctors will make sure students do not load programs, applications, or formulas back on the calculators (which require a second calculator and connector).
- Calculators will be cleared again after each time of use before next use.
- The principal, staff member who was responsible for actually clearing the calculators and the STC will sign a statement of assurance declaring that every calculator to be used in the state assessment was properly cleared and checked to be sure it was cleared.
- Each STC will keep the signed statement of assurance regarding calculators in their Audit Folder. This folder is available for review by District or State personnel.
- Students are NOT allowed to bring a personal calculator to use for any state assessment. Every student will be provided a school calculator to use.
- Students in High School can receive a graphing calculator. Graphing calculators used for MAAP must be cleared before students are allowed to use them. In the event any student has a handheld calculator, the following will be in place:
- Each high school and middle school principal will appoint a math teacher to make sure that every calculator used in a state assessment is completely cleared.

- Each math teacher that serves in this role will be properly trained by district personnel on the proper way to clear a calculator. A back up person will also be trained in case of an emergency where the appointed person is not available.
- Each calculator that is used in any state assessment will be cleared prior to use on the state assessment. Each calculator will be locked up in the secure testing room immediately after being cleared and will only be used or leave the secure room for state assessments until the end of testing within the window. TAs and Proctors will make sure students do not load programs, applications, or formulas back on the calculators (which require a second calculator and connector).
- Calculators will be cleared again after each time of use before next use.

21. Describe the process to clear the calculator's entry history after testing.

- Kosciusko High School's Math Department will clear the calculators after testing. A form will be signed for the DTC to verify this process.

Seating Charts

22. Outline a procedure the STC uses to prepare and maintain seating charts for students during statewide assessments (See Supplemental Guidance for additional information).

- Most students will be seated in alphabetical order. However, all IEP, 504, and/or ELL accommodations will be considered first in regard to student seating. Also, TAs and/or the STC may also be allowed to use their professional judgment regarding student seating if the need arises. Any changes made during testing regarding student seating will be made on the seating chart.

Section E. Accommodations

Federal law, state law, and State Board of Education policy requires all students, including English learners (EL) and students with disabilities (SWD), to be administered assessments. Under section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA), all students with disabilities, including students with significant cognitive disabilities (SCD), shall be included in all assessments with appropriate accommodations.

The determination of which accommodations are appropriate for a student shall be made individually by the student's Individualized Education Program (IEP) team, 504 Plan team, Language Service Plan (LSP) team, or other LEA team designated to make these decisions.

Setting up Accommodations

School Plans shall describe the process to ensure that each student requiring an accommodation receives that accommodation(s) for the assessment(s) specified as requiring it in the student's IEP, 504 Plan, or LSP. Training for staff administering shall detail how accommodated test sessions are provided accurately. Special education staff shall be involved in these activities and utilize the current edition of the Mississippi Testing Accommodations Manual (MTAM) to ensure appropriate codes and procedures are explicit and being observed during the administration.

Common issues with accommodated testing:

- Accommodations were not provided to students per their IEP/504 Plan/LSP
- Accommodations were provided to students who should not have received them
- Test staff did not administer accommodations appropriately to students
- Test staff utilized an outdated State Testing Accommodations Manual

If a human reader or American Sign Language (ASL) interpreter will be used with accommodation #55, the TA may review the test materials prior to the test administration. This preparation is completed on school site, should be brief, and witnessed by another trained individual who has signed the test security/confidentiality agreement.

23. Detail the procedure observed by the STC to verify appropriate accommodations are entered into the vendor platform prior to test day.

- The STC acquires the list of testers with accommodations and the appropriate accommodations for each from the Exceptional Services Department.
- The STC enters the appropriate accommodations into the vendor platform.
- The Assistant STC and DTC verify this process and information.

24. Describe the procedure observed by the STC to ensure testing staff are aware of the accommodations they are to provide and how to provide them properly.

- Tests with accommodations are administered by Exceptional Services personnel (TAs and proctors) that are familiar with administering these accommodations on a daily basis.
- The STC has additional conversations with the TAs reiterating the accommodations the testers will receive.

25. When testing an accommodated student over multiple days (accommodation #25), describe how the materials will be distributed and collected each day, as well as the process to ensure test questions from the previous day(s) are not accessed in subsequent testing day(s).

- Accommodation 25 is defined as Multi-Day Testing where the test is administered over consecutive days, with a specific number of days (2 or 3-day allowed). For accommodation 25, students will be directed to stop at the designated items each day. Students with a 2-day accommodation will stop at the appropriate item on day 1 and will complete remaining items on day 2. Students with the 3-day accommodation will stop at the appropriate item and complete all remaining items on day 2 and day 3. Upon completion of the mandated stop, student chromebooks will be collected and testing materials will be collected, turned in, signed for, and locked in the designated cabinet. Students will be dismissed when all are finished testing.
- The Office of Student Assessment (OSA) provides guidance for stopping points each day. A student may have both accommodation 20 and accommodation 25 if included in their IEP/Section 504 Plan/LSP.

26. Describe the process to transcribe responses into the appropriate vendor platform.

- Firstly, the student will complete their paper test. Then, the TA, Proctor, and another certified, test trained staff member will sit together, login to the student's account, and input the student's paper responses.

Medical Monitoring

27. If needed, describe the type of medical monitoring needed for your school and how it will be conducted (See Supplemental Guidance for additional information).

- To properly address medical monitoring, the STC, DTC, and Assistant STC work directly with the school nurse to follow the students' care plans and district and state testing policies.
- The school nurse will be onsite during testing.

Section F: School Test Security Plan Cover Page

The District Test Security Plan is signed by the district superintendent, the district test coordinator (DTC), and the chairman of the school board. The school(s) Test Security Plan, which is a part of the District Test Security Plan, is signed by the school principal, school test coordinator, and the district test coordinator.

- The School Principal and the STC are responsible for creating and completing the School Test Security Plan, reviewing, revising, and verifying all information is correct each calendar year. Once approved by the DTC, the School Test Security Plan, which is a part of the District Test Security Plan is signed by the School Principal, STC, and DTC (Appendix F, Section IV, 3c).

We assure that **Kosciusko Senior High School** will be in full compliance with the testing requirements as set forth in Appendix F of the current version of the Mississippi Public School Accountability Standards and Mississippi Code §37-16-4. We understand that there is one Security Plan governing the school district and a Security Plan for each school. The District Test Security Plan and the School Test Security Plan shall be revised and signed by the appropriate personnel each year.

Kosciusko School District	**Kosciusko Senior High School**	
District	*School*	
Macy Wilbanks	Macy Wilbanks (Jul 14, 2026 12:46:23 CDT)	07/14/26
School Principal	*Signature*	*Date*
Khalil Cain	Khalil Cain (Jul 14, 2026 10:03:05 CDT)	07/13/26
School Test Coordinator	*Signature*	*Date*
Dr. Josh Dodd	Dr. Josh Dodd Dr. Josh Dodd (Jul 13, 2026 11:48:28 CDT)	07/13/26
District Test Coordinator	*Signature*	*Date*

Supplemental Guidance

A. Electronic Devices

Only the DTC and designated computer technician(s) (IT Coordinator) are authorized to maintain an electronic communication device within testing areas/rooms. The STC may have a computer in the testing area as needed (NOT in the testing room) to monitor student progress.

Students and trained school testing personnel are not permitted to access any electronic devices used for communication, for capturing images of the test or testing room, or for data storage (e.g., smartphones, smart watches, cell phones, fitness bands, book readers, tablets (unless used for testing), pagers, cameras, non-approved calculators, music players, earbuds (unless used for TTS accommodation), etc.) that can disrupt the testing environment, or be used to compromise the validity, security, and confidentiality of the test. These devices shall be powered off and stored in a location apart from the testing area during a test session. These devices cannot be used as a substitute for a calculator.

If a student has any of these devices during testing, this will constitute a prohibited behavior and the student's test results in that content area will be invalidated. NO EXCEPTIONS. Ensure students, especially end-of-course test takers, are aware of this policy.

Teachers and test administration personnel in possession of an electronic communication device will be reported to educator misconduct. Ensure teachers and other test administration personnel are aware of this policy.

These incidents shall be documented on a testing irregularity/violation report form detailing the incident and immediately reported to the DTC.

B. Seating Charts

Various schools have chosen different methods: alphabetical, pre-arranged to separate friends, placement of students at the front of the room based on IEP or special circumstances, etc. To facilitate the test process, generally, seating charts are prepared in advance of testing by the STC and simply updated with annotations by the TA to reflect any student absences or seat changes.

- A seating chart is required for each room/site used for any statewide assessment, including retest and make-up test sessions. Seating charts shall be legible, and reflective of the room's seating layout. Each chart shall maintain the following information: subject area tested, any accommodations provided (if applicable to the test session administered), the date of test administration, each student's name and Mississippi Student Information System (MSIS) number, name of proctor, and the TA's name and Mississippi teachers' license number. Each seating chart shall be signed by the STC and TA verifying the accuracy of the chart (Appendix F, Section IV, 17d).
- Seating charts for MAAP-A are not required.

C. Student Monitoring

- The Test Administrator and Proctor shall always grant their full attention to the testing environment to ensure proper monitoring of students during testing.
- A Test Administrator and the required number of proctors shall be present during the entire test administration.
- Ensure that student computers or devices are set up and the spacing of students is set in a manner to reduce the possibility of students looking at other students' computers or devices (Appendix F, Section IV, 17e).
- Ensure that no food is allowed in the testing area during testing (i.e., Oreo™ cookies, Krabby Patties™, M&M's™) Exceptions for medical purposes are permissible.

D. Medical Monitoring

The School Test Security Plan shall include the process of how the student will be allowed to test following the guidelines below. Add addendums to your School Test Security Plan as needed if more students require this policy during the year. Contact the OSA Test Security Director, for more information.

Medical Monitoring Policy – Adopted Spring 2020

Medical monitoring is requested each year due to various conditions such as diabetes. Previously most medical monitoring devices were worn on the student, but recent technology provides medical monitoring through applications on cellular devices. In accordance with Appendix F of the current edition of the Mississippi Public School Accountability Standards, possession or use of an electronic communication device is prohibited in the testing environment; however, the MDE does not want to risk a medical emergency during testing due to failure to monitor a potential life-threatening condition. The OSA is providing the following guidance:

1. The IEP, 504 Plan or medical documentation, including all pertinent information, shall be kept on file at the school/district and be available to MDE upon request. If either plan is not available, the district medical documentation from a medical doctor is on file.

2. Testing procedures shall be included in the School Test Security Plan for each student requiring a cellular phone application device for medical monitoring purposes.

3. Any student using a cellular device application for medical monitoring shall not have the device in his/her possession during testing for security reasons; however, the device may be in the testing room near the student.

4. The cellular device shall have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the functionality of the device. Bluetooth may be left on to communicate and receive information from the monitoring device. If there are any situations where cellular or Wi-Fi cannot be turned off for the health of the student, contact the OSA for guidance.

5. For test administrations, the student shall be tested following one of these guidelines:

- A student requiring medical monitoring may test in a small group or in a regular testing session with a test administrator, proctor, and an individual to monitor the device, or
- A student requiring medical monitoring may test individually with a test administrator and a proctor.

6. The OSA recommends assigning a person to monitor the device who is specifically trained to do so. The medical monitor cannot also be the hall monitor. This individual must sign a confidentiality form prior to testing.

7. The student(s) shall be seated near the device so that the readings and/or contact with the medical monitor can be maintained.

8. It is recommended that the student test near the rear of the room with the cellular device behind the student to avoid distracting other testers.

E. Calculators

Calculator Use: Ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing. Review all calculator guidance (Located on the MDE Student Assessment MAAP webpage) and ensure appropriate calculators with approved setup are used for each administration.

MAAP Assessments

Algebra I

Students may use the embedded calculator (Desmos-Graphing) within the online test delivery platform, or use an approved school issued handheld calculator. When testing with handheld graphing calculators, the calculator shall have all formulas, applications, and/or programs (including, but not limited to, Zoom Math/Zoom Algebra/ Polynomial Root Finder/ Simultaneous Equation Solver) disabled or removed before students use the calculator during any state test.

Grade 8

Students may use the embedded calculator (Desmos-Scientific) within the online test delivery platform, or use an approved school issued scientific (with functionalities consistent with the TI-30XS or similar models) handheld calculator. Scientific calculators cannot have an embedded solver (e.g. numeric equation, polynomial, and system of linear equations).

Grade 6-7
Students may use the embedded calculator (Desmos-Four Function) within the online test delivery platform, or use an approved school issued four-function calculator with square root and percentage functions.

F. Testing Irregularity Types

There are several irregularity types that may arise during testing. The list below is not exhaustive of all testing irregularities but merely for informational purposes. District and school plans are not required to address each irregularity scenario listed below unless it was explicitly specified as needing address in any previous section of this guidance document. Any irregularity listed below that was not expressly detailed for address in the plan requirements shall be mentioned during training.

High Priority Irregularities

- Cheating of any kind; including educator coaching
- Possession of a prohibited electronic device in the testing area
- Viewing secure test material prior to test administration unless authorized by the MDE or outlined in the test administrators manual/test coordinator manual
- Disclosure of test content to students or teachers/administrators
- Secure test materials not locked in a secure storage area/improper handling which compromises test security
- Loss of secure test materials
- Disposing of non-returnable secure materials in an appropriate manner after a test administration (i.e. not following District's shredding procedure)
- Copying, imaging, or sharing of test content to create study guides

Medium Priority Irregularities

- Testing accommodations specified in a student's IEP, 504 plan, or LEP are not provided to the student
- A student is provided an accommodation and does not have an IEP, 504 plan, or LEP
- Power/technology outage which delays or prevents a scheduled test; may require test reset/regeneration
- Inappropriate test manipulative (calculator, supplemental aids/charts)
- Sudden student or educator illness requiring them to leave the testing room for an extended length of time or dismissed from testing for the rest of the day
- Students testing off grade
- The test was not properly submitted
- Transcription issue
- Administration issues (not reading directions, not setting appropriate test time, leaving test area unattended)
- Student refusal to test

G. Material Handling: Preparation/Distribution Guidance

In each plan's material handling section, the school plan must outline the handling and distribution of test materials. Proper procedures protect the integrity of test items and prevent unauthorized access to content, which can result in pre-exposure concerns. Well-crafted procedures may also assist in the efficiency of material distribution on test days.

Some test materials become secure once introduced into the testing environment, while others are always secure. The distinction derives from what the test material item provides. If the item provides test content, questions, answer options, or writing prompts it is always considered secure. These items include test tickets, paper tests, or read-aloud scripts.

If the item does not provide test content, questions, answer options, or writing prompts, such as scratch paper, Test Administrator Manuals, seating charts, or reference sheets, the materials become secure once introduced into a testing environment with test tickets, paper tests, or read aloud scripts. The state of being "secure" occurs for these items when the possibility exists for test content to be recorded or reproduced within those materials; this possibility necessitates their redesignation as a secure test material.

Suggested Material Preparation

Prior to Test Day (3-4 days before):

- Create each testing rooms' seating chart.
- Prepare numbered testing bins/totes with materials designated as secure upon entrance into the testing environment.
- Detail and inventory each test material item on a secure material tracking log.
- Securely store prepared bins to maintain the integrity of material counts.
- In the presence of another trained individual, print student testing tickets.
- Place tickets and access codes in an envelope which corresponds to a testing room's prepared testing bin/tote.
- Securely store envelopes in the designated secure material location until test day.
- Continue to print/prepare materials as needed throughout the assessment window.

On test day:

- The TA meets the STC at the designated material distribution point.
- The TA verifies the inventory count of test materials in the bin/tote.
- The TA signs the material distribution log to acknowledge count accuracy and responsibility for items.
- Once in the testing room, the TA and Proctor complete last-minute housekeeping tasks like posting testing signage or rearranging student desks.
- The TA uses the seating chart to seat students according to their placement.
- The TA reads electronic device agreement and has students sign the agreement.
- The STC and another trained individual retrieve ticket envelopes from the secure material location for distribution.
- The STC delivers envelopes to each testing room, and the TA verifies and counts the envelope's contents.
- If accurate, the TA signs for the envelope as previously done with the testing material bins.
- The TA administers the test and collects materials from students as they complete their test.
- Once completed, the STC will utilize the distribution log to account for all distributed materials, including scratch paper.
- Once all secure test materials have been accounted for, the STC will store the used materials until those materials are shredded for disposal according to the district's shredding policy (Note: Specific material items designated for return to the vendor MUST be shipped back to the vendor).