

**2026-27 Building Test Security
and Administration Plan
Steubenville City Schools**

School	Wells Academy
Building Principal	Tommy Kotsanis
Building Test Coordinator (BTC)	Tommy Kotsanis
BTC Designee, if applicable	
District Test Coordinator (DTC)	EMIS Coordinator
Technology Contact	Bryan D'Aurora
Special Education/EL Contact	Sarah Elliott
Effective Period	July 1, 2026 - June 30, 2027

Core requirement. This building plan implements the Steubenville City Schools 2026-27 Test Security Plan. It supplements, rather than replaces, the current Ohio administration manual, accessibility manual, test-security provisions, scripts, and program-specific directions.

1. Purpose

This plan establishes the building-level procedures used to implement the Steubenville City Schools 2026-27 Test Security Plan. It identifies who is responsible for testing, where and when testing will occur, how staff and students will be assigned, how secure materials and online access will be controlled, how accommodations will be verified, how incidents will be reported, and which records will be retained. The purpose is to protect confidential test content, safeguard student information, ensure valid results, and support secure, ethical, and standardized assessment administration.

2. Scope

This plan applies to employees, substitutes, contractors, volunteers, interpreters, technology staff, monitors, aides, and any other authorized adult who may enter a testing area or encounter secure materials. It applies to district, state, national, and vendor assessments designated as secure, including online and paper administrations, regular and makeup sessions, accommodated testing, alternate assessments, English language proficiency assessments, state-funded college-admission tests, and secure local assessments.

3. Building Roles and Accountability

Role	Assigned Person	Building Responsibilities
Building Principal	Tommy Kotsanis	Provides building oversight; ensures resources and staff are available; supports corrective action and reporting.
Building Test Coordinator (BTC)	Tommy Kotsanis	Implements district and building plans; creates schedules and room plans; verifies staff eligibility; assigns trained TAs/proctors; controls materials and test tickets; conducts briefings; monitors rooms; documents testing; reports incidents immediately; maintains building records.
Test Administrator (TA)	See authorization roster	Follows the current manual and verbatim script; verifies students and settings; actively monitors; protects secure content; documents and reports irregularities.
Proctor/Monitor/Other Staff in Room	See room record	Supports room security and active monitoring within the assigned role. Does not coach, interpret, cue, or assist unless specifically authorized.
Technology Contact	Bryan D'Aurora	Completes readiness checks; supports approved devices/network; limits access; documents disruptions while avoiding capture or viewing of secure content.
Special Education/EL Contact	Sarah Elliott	Verifies current IEP, Section 504, English learner supports, and allowable accessibility features/accommodations.

4. Annual Training and Staff Authorization

- Before any staff member receives secure materials, test tickets, system permissions, or a testing assignment, the BTC will verify completion of required training and authorization.
- All certified staff complete the assigned annual PublicSchoolWORKS testing and test-security course by October 1, 2026 or before any testing duty.
- All Test Administrators may complete the current Ohio Test Administrator Certification Course and any assessment-specific training required for the test administered.
- The DTC trains each BTC on current manuals, schedules, system roles, material controls, accessibility rules, incident response, and district procedures.
- The BTC conducts and documents a building briefing before each major administration. The briefing reviews room procedures, prohibited conduct, student device rules, accommodations, emergency procedures, and reporting contacts.
- Each person completes or signs all applicable acknowledgments, agreements, nondisclosure forms, or required training documentation.
- The BTC verifies completion on the Staff Authorization and Training Roster. Staff without complete documentation may not participate in testing.

5. Building Testing Schedule, Rooms, and Staffing

- The BTC prepares a written building testing schedule identifying assessment, grade/course, date, start time, room, Test Administrator, proctor/monitor, and all other adults expected to be present.
- Every testing room must have a Room Testing Record. The record identifies the TA and every teacher, aide, proctor, monitor, intervention specialist, or other staff member actually present during the session, including arrival/departure times when applicable.
- If a person listed as the TA is not the staff member who performs a particular permitted testing function, the building record must accurately identify who was present and the role each person performed.
- Makeup and small-group sessions are documented with the same level of detail as regular sessions.
- Room assignments provide appropriate supervision, required accessibility, and a quiet setting. Unauthorized persons may not enter testing rooms.
- Testing - Do Not Disturb notices are posted while maintaining required safety access.

6. Secure Access, Confidentiality, and Credentials

- Access to secure content and testing systems is limited to authorized persons with a legitimate testing duty and only for the time necessary.
- User accounts and passwords are individual. Sharing credentials or using another person's account is prohibited.
- Personal phones, smart watches, cameras, recording devices, and unauthorized electronics are powered off and stored outside student reach. Staff devices are used only when specifically required.
- Secure questions, passages, prompts, stimuli, student responses, scratch paper containing test content, test tickets, login credentials, secure files, accommodated forms, and notes about specific items are treated as secure content.
- Staff may not study, preview, memorize, discuss, teach from, copy, paraphrase, photograph, scan, email, text, print, post, reproduce, or retain secure test content.

7. Paper Materials and Chain of Custody

- The BTC receives secure deliveries in a restricted area, inspects packages, compares quantities/serial numbers with records, and reports discrepancies to the DTC.
- Secure materials are stored in a locked cabinet or room with controlled key access.
- A sign-in/sign-out log identifies the person, material/quantity or serial number, date, time out, time in, and signatures.
- Materials are distributed as close as practical to the session start and are never left unattended in classrooms, hallways, vehicles, mailboxes, or unlocked offices.
- After each session, secure materials, scratch paper, test tickets, and other secure items are counted and reconciled before being returned to the BTC.
- The BTC documents return, shipment, or secure destruction as directed by the applicable testing program.

8. Online Testing Security and Technology Readiness

- Only district-approved devices, secure browsers, networks, and configurations are used.
- Technology readiness checks are completed before the testing window.
- The BTC/TA confirms the correct administration, subject, grade, test part, session, student, and allowable accommodations before approval.
- Test tickets or QR codes are generated only when needed, secured like test materials, distributed directly, collected after the session, and shredded or securely destroyed when no longer required.
- Students are prevented from accessing unauthorized applications, websites, messaging, artificial intelligence tools, screen capture, printing, or unauthorized resources during testing.
- Technology disruptions are documented on the Room Testing Record/Technology Incident Record. Staff troubleshooting must avoid viewing, recording, reproducing, or transmitting secure content.

9. Before, During, and After Each Session

Before testing

- Verify assigned staff appear on the authorization roster.
- Prepare the room roster, room sign, test-ticket log, and accommodation list.
- Remove or cover instructional materials that could assist students; check calculators and reference materials for compliance.
- Confirm the testing device and required accessibility settings.
- Read and use the current manual and script; do not rely on a prior-year version.

During testing

- Follow the script exactly and provide only assistance expressly permitted by the manual.
- Continuously and actively monitor students. Staff do not grade papers, use phones, perform unrelated computer work, read unrelated material, sleep, or perform unrelated tasks.
- Do not coach, hint, define words, translate unless authorized, check answers, prompt reconsideration, or signal whether an answer is correct.
- For illness, evacuation, technology failure, or disruption, secure materials and screens first and follow the incident/emergency procedure.

After testing

- End or pause sessions correctly and verify submission status without reviewing answers.
- Collect and count all secure items and reconcile room rosters, test tickets, scratch paper, and materials.
- Return materials directly to the BTC and report any irregularity, even if it appears minor or was resolved.
- The BTC completes the daily security check and secures all materials before leaving the storage area.

10. Accessibility and Special Administrations

- Only accessibility features, designated supports, and accommodations allowed by the applicable manual and documented as required may be used. The BTC and appropriate special education/EL staff verify the student's current plan and testing supports before testing. Scribes, readers, translators, and other support personnel must be trained for their exact role and complete required documentation. Questions are directed to the BTC before testing; the BTC consults the DTC when uncertain.

11. Prohibited Conduct

- Revealing, reproducing, describing, paraphrasing, photographing, recording, posting, or transmitting a secure test item or student response.
- Using secure items for instruction, review, practice, curriculum planning, or staff discussion.
- Coaching, cueing, signaling, explaining, defining, translating, prompting, or changing a student response except as explicitly authorized.
- Reviewing student responses for correctness or directing a student to revise an answer.
- Leaving students or secure materials unattended; allowing unauthorized persons into a room; or failing to actively monitor.
- Administering the wrong test, testing outside an authorized window, testing an ineligible student, or providing an unapproved accommodation.
- Sharing credentials, using another person's account, falsifying testing records, or directing another person not to report an incident.

12. Incident Response and Reporting

- Secure: Pause/stop testing if necessary; prevent further exposure; secure student screens, devices, and materials.
- Notify: TA or staff member immediately notifies the Building Principal/BTC. The BTC immediately contacts the DTC/EMIS Coordinator. The DTC follows district and Ohio Department procedures.
- Document: Record who, what, when, where, test/session, witnesses, materials involved, immediate actions, and system events. Use student identifiers only in secured district records.
- Preserve: Retain original logs, tickets, scratch paper, device information, access records, relevant communications, and other evidence. Do not alter original records.
- Protect confidentiality: Do not photograph, copy, email, or include secure questions, responses, student names, or SSIDs in ordinary electronic messages.
- Staff do not independently investigate, promise an outcome, or discuss the incident beyond those who need to know. Investigation occurs under DTC/district direction.

13. Emergency and Interruption Procedures

Student and staff safety takes priority. For evacuation, lockdown, medical emergency, loss of power/network, fire alarm, or other interruption, the TA pauses or secures online sessions when possible, closes or covers paper materials, keeps students from discussing test content, and follows the building safety plan. On return, the TA documents the interruption and waits for BTC direction before resuming. The BTC consults the DTC when validity or security may be affected.

14. Monitoring and Quality Assurance

- The BTC reviews the building schedule, staffing, training roster, testing locations, material controls, technology readiness, and accommodation verification before each window.
- The BTC or principal conducts and documents room checks during testing.
- The DTC may conduct district walkthroughs and post-administration audits.
- Patterns of irregularities are reviewed, and procedures, training, or corrective actions are adjusted as directed.
- The building uses each review as an opportunity to strengthen future testing procedures and documentation.

15. Records and Retention

The BTC maintains the building testing file. Records include training completion, staff authorization rosters, building schedules, room rosters/Room Testing Records, material inventories, chain-of-custody logs, accommodation verification, monitoring forms, incident records, investigation/corrective-action records when applicable, and shipment/destruction confirmations. Records are retained for at least one year and/or longer when required by the applicable test program, litigation hold, or district/Department direction. Secure test content is never attached unless expressly directed through an approved secure method.

16. Building Implementation Calendar

When	Owner	Required Building Action
July-August	Principal/BTC	Review district plan/current manuals; designate roles; begin schedule and room planning.
By October 1st	BTC	Verify required annual training and TA certification; maintain authorization roster.
Before each administration	BTC/Principal	Confirm windows, staffing, technology, accommodations, rooms, materials, emergency procedures, and briefing.
Daily during testing	BTC	Control materials/tickets; monitor rooms; reconcile counts; collect room records; report incidents.
Immediately after window	BTC/DTC	Return/destroy materials as directed; reconcile records; resolve outstanding incident/test-status matters.
By June 30	BTC/Principal	Audit building implementation; review trends; identify procedural improvements; secure/retain records.