

2026–2027 School Test Security Plan

School Test Security Plans document site-specific information and must be consistent with procedures outlined in the District and state test security plans.

School: Tom Williams Elementary School 0321

Principal: Carrie Reasbeck

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

Name:	Title:
<u>Carrie Reasbeck</u>	<u>Principal</u>
<u>Merideth Wallace</u>	<u>Assistant Principal</u>
<u>Mikal Cox</u>	<u>Assistant Principal</u>
<u>John Chamorro</u>	<u>Learning Strategist</u>

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students and non-licensed individuals required to be present in the testing environment are trained in the following manner:

School personnel who administer tests to students and non-licensed individuals required to be present in the testing environment must be trained in the following manner:

All staff involved in testing will be required to complete the annual NDE and CCSD online test security module in ELMS. The test coordinator (TC) will monitor completion. Site-based professional learning for test security and administration of assessments (WIDA, SBAC, NAA, etc.) will be provided as a refresher approximately one week prior to the opening of the testing windows for each assessment.

STORAGE AND DISTRIBUTION OF HARD-COPY TESTING MATERIALS

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

Test materials are locked in a wardrobe in the administrative conference room (Room 1040).

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

Name:	Title:
<u>Carrie Reasbeck</u>	<u>Principal</u>
<u>Merideth Wallace</u>	<u>Assistant Principal</u>
<u>Mikal Cox</u>	<u>Assistant Principal</u>

2026–2027 School Test Security Plan

John Chamorro

Learning Strategist

Online testing rooms and test administrator computers are secured as follows:

Signs indicating testing is in session are posted, and sign-in sheets are used for those entering the room. During the administration, all Test Administrator (TA) computers are secured and monitored. TAs will collect all student personal phones and smart devices prior to beginning the testing session upon entry to the testing environment. All devices must be turned off and collected by the TA, who will ensure they are completely powered down. Phones/smart devices will be stored in an individual Ziploc bag with the student's name written on a Post-it note. These bags will be placed on the ledge of the whiteboard, either front facing or rear facing, where students will be able to see their phone and have access should an emergency occur.

ELIGIBILITY

The following procedures are used to verify student eligibility:

The Testing Coordinator (TC) will determine student eligibility for WIDA using the LEP assessment report and DRC. The TC will determine student eligibility for NAA by consulting with the Special Education Instructional Facilitator to confirm which students have the NAA written in their IEP.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to distribute, collect, and return paper/pencil test materials or online test tickets:

Secure testing materials will be stored in the locked wardrobe located in Room 1040. They will be distributed by the TC to TAs using a sign-out sheet, collected by the TC at the conclusion of testing sessions, and inventoried by the TCs using class rosters. When TAs pick up testing materials, the TC will provide a secure testing bucket/container that includes all necessary items, including the printed Infinite Campus Person Summary report with Picture for every student assigned to the room. TAs will be responsible for keeping testing materials secure during test administration. Students will receive their test tickets, and the TA will collect test tickets immediately after students log in. TAs must account for all testing materials, including counting all materials before returning them to the TC.

EMERGENCY SITUATIONS

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

2026–2027 School Test Security Plan

During an emergency situation requiring evacuation of the school, students will pause tests (if safe) and calmly file out of the room. All testing rooms will be locked after the last student has exited to keep materials secure. Re-entry of the testing area is accessible by the principal, TC, or designee and will be documented. Students will resume testing, if possible, for fixed form assessments. A Report of Test Irregularity will be completed if an emergency occurs.

SUPERVISED BREAKS

The following protocols are used by test administrators/proctors to provide students with a supervised break during testing.

Prior to the start of each testing block, full class restroom breaks are conducted under direct supervision. Should a student require an emergency restroom break during active testing, the Test Administrator (TA) must use the classroom phone to call the main office to request a designated escort. A staff member or assigned proctor will be dispatched to escort the student to and from the restroom individually. Students are strictly prohibited from going to the restroom unescorted or accompanied by other students. During breaks, silence is maintained, and students are prohibited from discussing test content or accessing unapproved materials.

ADDITIONAL TIME

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

At the end of the scheduled testing time, the Principal, TC, and/or designee will locate students in need of additional time, collect their test materials from the TA, and securely transport both students and materials to a designated make-up testing room. Arrangements may need to be made for lunch so that students do not have an opportunity to interact with other students or have access to unapproved devices.

ACCOMMODATIONS

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

The TC will meet with the SEIF prior to each testing window to review all approved NDE Testing Accommodations for students in Special Education and 504 programs. The TC and SEIF will access the Test Accommodations report in Infinite Campus to review documented test accommodations (Infinite Campus > Index > Student Information > Reports > Test Accommodations). Any special accommodations identified will be submitted to the Assessment Department for NDE approval.

The TC will develop a spreadsheet of all students requiring supports, organized by assessment. The SEIF and TC will ensure the supports listed on the IEP match the NDE IEP/504 Testing Accommodations Form. The TC will assign embedded accommodations/supports within the

2026–2027 School Test Security Plan

appropriate testing platform before printing tickets. The TC will cross-reference the accommodations tracker and the printed test ticket to ensure accommodations are listed. The TC will also ensure Confidentiality Agreement Forms are collected, as needed.

Proctors will ensure the student receiving the test ticket matches the actual student taking the test. To prevent identity confusion, especially with students who have similar or identical names, TAs will use the following verification process before providing the test ticket/login:

Visual Confirmation: The TA will use the student's current Infinite Campus Person Summary Report with Picture to visually confirm the student's identity.

Unique Identifier Match: The TA must verify the Student State ID Number, Date of Birth and Full Name on the test ticket/roster exactly match the information confirmed by the student and the Infinite Campus report.

TAs must maintain the security of the Person Summary Reports and include them with testing material being returned to the TC at the conclusion of the test administration.

COMMUNICATION PROTOCOLS

The following protocols are used by test administrators/proctors to communicate with personnel outside the testing environment:

TAs and proctors must use the classroom landline phone to call the main office when requesting assistance, reporting technical difficulties, or coordinating student support. Using the classroom intercom system is strictly prohibited, as it creates an audible disruption within the active testing room itself and in neighboring testing environments. The main office will dispatch support personnel or administrators using school-issued two-way radios. Personal cell phone use by TAs and proctors is prohibited during test administration, and taking photos or videos of testing materials or computer screens is strictly forbidden and constitutes a testing irregularity.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

Active Proctoring: TAs and proctors must actively proctor at all times by remaining standing and circulating the room to ensure students progress through the assessment and remain within the testing platform. Grading papers, using personal cell phones, or engaging in non-testing activities is prohibited.

Post-Testing Activity Restrictions: Upon submitting or pausing a test, student Chromebooks must be completely shut down, closed, and put away. Students are strictly prohibited from using Chromebooks or digital reading platforms (e.g., MyOn) and may only read physical books.

Scratch Paper & Secure Material Management: All scratch paper provided in testing buckets is considered secure material. TAs must collect and count all used and unused scratch paper alongside test tickets, verify ticket status (writing "Done," "Not Finished," or "ABS/Date"), and return all items to Room 1040 immediately following the session. Secure materials may not remain in classrooms overnight.

Classroom Environment Controls: Classroom lights must remain on at all times during testing.

2026–2027 School Test Security Plan

Backpacks containing powered-off personal electronics must be lined up against the wall away from student desks, and classroom doors must remain locked.

Verification Prior to Dismissal: Once all students complete or pause testing, TAs must count all tickets, maintain a quiet/secure environment, and call the main office to have administration or a learning strategist physically verify that all tests are properly concluded before releasing materials or students.