



## Appendix F: LEA/School Test Administration and Integrity Plan Check List

Plans must include detailed narrative and/or evidence/submission of the following elements:

- ☐ **Statement to OSSE regarding Teacher of Record Test Administrator/Proctor Assignment Policy**
- ☐ **Mode by which students will be tested**      ☐ **Computer-based Technology Readiness Plan**
- ☐ **Testing window dates and test administration schedule by assessment type, subject and grades**
- ☐ **Process for affirming and collecting evidence that authorized personnel have been trained**
- ☐ **Evidence that testing protocols will be followed:**
  - ☐ The procedures for secure maintenance, dissemination, collection and storage of Districtwide assessment materials before, during, and after administering a test, including
    - Keeping an inventory of all materials and identifying individuals with electronic and physical access to the secure materials;
    - Accounting for and reporting to the OSSE any breach of computer security and physical materials that are lost or otherwise unaccounted;
  - ☐ The name and contact information for the Test Integrity Coordinator, Test Monitors, Technology Coordinator and Special Education Coordinator and all authorized personnel;
  - ☐ A list of actions prohibited by authorized personnel;
  - ☐ Procedures pursuant to which students, authorized personnel, and other individuals may, and are encouraged to, report irregularities in testing administration or testing security, and
  - ☐ Written procedures for investigating and remediating any complaint, allegation, or concern about a potential failure of testing integrity and security;
  - ☐ Procedures for monitoring schools/or individual testing sessions during the administration of the state assessments;
  - ☐ Authorized personnel assignments, Test Administrator, Test Proctor by student USI and test groupings;
  - ☐ Procedures for testing in response to disasters, emergencies student disruptions, transitions and for students needing extra time or finishing early;
  - ☐ A compilation of the school-level accommodations plan for students with special needs (by USI);
  - ☐ An outline of procedures and guidelines for ensuring the security and confidentiality of individual student test data in electronic and paper formats; and
  - ☐ An outline of procedures for communicating to parents the testing window, subjects tested, testing mode at least one month prior to first day of testing window and for ensuring the timely delivery of students test reports to schools/teachers/counselor and student test results to parents or legal guardians, and
- ☐ **Statement affirming that the LEA/school adopts the state test security plan as written**

### OSSE Feedback

OSSE Monitor: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Date Feedback Provided: \_\_\_\_\_

Comments: