



# School Test Security Plan Walkthrough – LEA Test Coordinators

*Office of Assessment*

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January 2021

# Required Assessment Training Modules

- Module 0: Assessment Training Module Overview
- Module 1: Test Integrity & Assessment Overview
- Module 2: Preparing for Administration, Part 1
- Module 3: Preparing for Administration, Part 2
- Module 4: Test Administration – Setup and Monitoring
- Module 5: Test Administration – Prohibited Actions & Incident Reporting
- Module 6: Administration Closeout & Reporting

# Supplemental Test Security Training – School Test Security Plan (STSP)

- School Test Security Plan Overview
- School Test Security Plan Submission and Approval Process
- School Test Security Plan QuickBase Overview



# Submit School Test Security Plan(s) to OSSE

*Preparation and Planning*

# Submit School Test Security Plan(s) to OSSE



OSSE requires **every school** that will administer a statewide assessment to complete and submit a school test security plan prior to the start of the school's testing window.

The school test security plan serves as an official communication with OSSE of a school's plan for administering districtwide assessments.

School plans must be submitted to OSSE for final approval at least **15 business days prior to the first day of testing.**

# Submit School Test Security Plan(s) to OSSE



## Each school test security plan must include the following information:

- Names and contact information for Test Coordinators and key test administration staff
- A secure materials management plan
- A plan for school staff and authorized personnel to report irregularities in test administration and security
- A plan for key school staff to conduct inquiries on reported test irregularities during test administration
- Affirmation that the school staff are aware and have access to the complete list of prohibited actions as defined by the state
- A plan for handling logistical, technical, and communication issues that may arise during test administration
- Affirmation that the school has met all actions as required by the state
- Affirmation that Test Sessions and Test Administrators have been entered into PAN (PARCC test plans only)
- A list of authorized personnel
- A detailed testing schedule

# Submit School Test Security Plan(s) to OSSE



OSSE reviews and approves all school plans and provides technical assistance to schools whose plans need improvement prior to and during testing.

Characteristics of a Strong School Test Plan	Characteristics of a Weak School Test Plan
<ul style="list-style-type: none"><li>• Clear</li><li>• Organized</li><li>• Thoughtful and Thorough Responses</li><li>• Complete Authorized Personnel List</li><li>• Complete School Test Schedule</li><li>• Complete SRPNP File in PAN (Test Sessions, Accommodations, Test Administrators) if applicable</li></ul>	<ul style="list-style-type: none"><li>• Disorganized or Difficult to Understand</li><li>• Incomplete Responses</li><li>• Generic Responses or Responses Copied Directly from OSSE’s School Test Plan Exemplar</li><li>• Missing Authorized Personnel</li><li>• Incomplete or Missing Test Schedule</li><li>• Incomplete or Missing SRPNP File in PAN</li></ul>

# Submit School Test Security Plan(s) to OSSE



## School Test Plan Completion Supports Include:

- Supplemental School Test Plan Instructional Module
- School Test Plan Instructions
- School Test Plan Exemplar
- Authorized Personnel and Test Schedule Templates
- OSSE Office Hours







All school test plan support documents can be located at OSSE test security and incident forms webpage: [osse.dc.gov/service/test-security-and-incident-forms](https://osse.dc.gov/service/test-security-and-incident-forms)



## Test Security Reminder

School test security plans must be submitted **15 business days before the first day of testing**. OSSE's review period is typically five to 10 days. If the plan is submitted late or revisions are not reconciled within five days of the start of testing, testing may be delayed.

**Testing cannot begin until the school test security plan is approved by OSSE.**

Area	Topic	Point of Contact
<b>Assessment Policy</b>	Every Student Succeeds Act (ESSA) & General Assessment Policy	<b>Danielle Branson</b> , Director of Assessments Danielle.Branson@dc.gov
	Data, Reporting, Business Rules	<b>Chanon Bell</b> , Assessment Specialist, Policy, Research, and Reporting Chanon.Bell@dc.gov
	Test Integrity and Security	
	Special Populations	<b>Michael Craig</b> , Assessment Specialist, Special Populations Michael.Craig@dc.gov
<b>Test Administration</b>		<b>Swea Hart</b> , NAEP State Coordinator Swea.Hart@dc.gov
		<b>Stephanie Snyder</b> , Deputy Director of Assessments Stephanie.Snyder@dc.gov
	 	<b>Daniel Alcazar-Roman</b> , Assessment Specialist, Science Daniel.Alcazar-Roman@dc.gov
	 	<b>Michael Craig</b> , Assessment Specialist, Special Populations Michael.Craig@dc.gov
<b>Assessment Literacy</b>	LEA/School Workshops and Trainings	<b>Stephanie Snyder</b> , Deputy Director of Assessments Stephanie.Snyder@dc.gov

# School Test Security Plan Walkthrough



Test security plan application: [octo.quickbase.com/db/bmiq8feda](https://octo.quickbase.com/db/bmiq8feda)