



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## 2018 School Test Security Plan Instructions

For the 2017-18 school year, School Test Security Plans will be created electronically using the [OSSE School Test Security Plans](#) application. All documents, information, and communications related to your School Test Security Plan will be entered and stored in this application. The electronic School Test Security Plan has the following sections:

- Assessments
- Assessments Start and End Dates
- General Information/ School Demographics
- Secure Materials Management
- Reporting Irregularities
- Irregularities Investigations
- Prohibited Actions
- Logistics
- Assurances
- PearsonAccessNext Test Sessions and Test Administrators
- Authorized Personnel (Attachment)
- Testing Schedule (Attachment)
- OSSE Feedback & Approvals
- Minor Deviations from School Test Security Plan
- Plan to Improve School Policies & Procedures

To complete your plan, you will enter information directly into the School Test Security Plan form and upload a roster of authorized personnel and a testing calendar as attachments. After completing all required information and attachments, you will submit the ticket for OSSE review and approval. **School Test Security Plans are due to OSSE fifteen (15) business days prior to the start of testing.**

### OSSE Approvals/Feedback and Updating Your Plan

The school plan serves as your official communication with OSSE on your plan for administering districtwide assessments and, OSSE monitors will visit schools during testing and assess the accuracy of your plan. OSSE reviews and approves all school plans and provides technical assistance to schools whose plans need improvement prior to and during testing. OSSE's feedback and/or approvals will be documented in the **OSSE Feedback and Approvals** section of your School Test Security Plan ticket.

The following scenarios outline instances in which you may revise your school plan or be asked by OSSE to revise or add to the plan:

- **Initial School Plan Submission Needs Improvement** -- If OSSE determines upon review of your initial school test security plan that it does not contain all of the required elements, you will be given feedback and asked to revise and resubmit the plan. Revisions can be made directly in the School Test Security Plan ticket and saved to resubmit to OSSE for a second review.
- **Plan to Improve School Policies & Procedures** -- During testing, issues may arise that highlight gaps in your school test security policies and procedures. This most often occurs when reported incidents highlight such gaps. In these instances, OSSE will ask you to complete and upload a **Plan to Improve School Test Security Plans & Procedures** in your School Test Security Plan ticket.
- **Major Changes to Authorized Personnel and/or Testing Schedule** -- Occasionally there are major changes to your roster or authorized personnel and/or in your testing schedule. This should be a rare occurrence after OSSE has approved your School Test Security Plan. However, if such changes occur, please attach the roster or testing calendar as an additional attachment in the **Authorized Personnel** and/or **Testing Schedule** sections of your School Test Security Plan ticket.
- **Minor Deviations from Your Original School Test Security Plan** -- Frequently during testing, there are minor deviations from the original School Test Security Plan that do not constitute test security incidents (see more on test security incidents below). Minor deviations from the school plan can be detailed in the **Minor Deviations from School Plan** section of your School Test Security Plan ticket. Examples of minor deviations include the following:
  - Technical issues that cause minor delays in test timing for a student or a group of students
  - Assigning a student a different device during testing
  - Student behavior that does not disrupt a test session or interfere with that student, or other students, completing the test session (e.g., one student is relocated but able to complete testing)
  - Substituting test administrators and/or proctors

### Reporting Incidents

During testing, incidents may occur that break testing protocols or breach the security of the assessment and related materials. These incidents should be reported to OSSE through an Incident Report ticket in the OSSE Support Tool (OST). These will not be submitted through your Test Security Plan, but can be submitted as a separate “Incident Report” ticket in the OST, or an anonymous

incident report on the [OSSE website](#). Please submit these tickets as soon as possible within 24 hours of the incident and complete as much information as is available in the report's fields.

Examples of incidents include, but are not limited to, the following:

- A student becomes ill or injured and cannot complete a testing session they have already started
- A student or staff member is in possession of a cell phone/unauthorized device or uses a cell phone/unauthorized device in an active testing environment
- Students and/or staff take actions that could constitute as cheating
- Students and/or staff are in possession of materials that could constitute as cheating
- Secure testing materials are lost or left unsupervised
- A student does not receive the appropriate accommodations
- All students must leave the testing environment due to an emergency or drill
- A technical issue causes students to not complete an active testing session before the close of a school day

#### Support

For assistance completing your test security plan please contact [OSSE.Assessment@dc.gov](mailto:OSSE.Assessment@dc.gov).