



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

2018 School Test Security Plan Questions

Section Name	Field Name	Field Type	
<i>Assessments</i>	PARCC	Checkbox	
	MSAA	Checkbox	
	DC Science	Checkbox	
	DC Science Alt	Checkbox	
	ACCESS for ELLs 2.0	Checkbox	
<i>Assessment Start and End Date</i>	PARCC Start Date	Date	
	PARCC End Date	Date	
	PARCC School Test Security Plan Due Date	Formula	
	MSAA Start Date	Date	
	MSAA End Date	Date	
	MSAA School Test Security Plan Due Date	Formula	
	DC Science Start Date	Date	
	DC Science End Date	Date	
	DC Science School Test Security Plan Due Date	Formula	
	DC Science Alt Start Date	Date	
	DC Science Alt End Date	Date	
	ACCESS for ELLs 2.0 Start Date	Date	
ACCESS for ELLs 2.0 End Date	Date		

<i>General Information/ School Demographics</i>	LEA Name	Lookup from School Table
	LEA Code	Lookup from School Table
	School Name	Lookup from School Table
	School Code	Lookup from School Table
	PARCC/ DC Science Test Coordinator	Text
	PARCC/ DC Science Test Coordinator Email	Email
	PARCC/ DC Science Test Coordinator Phone	Phone
	ACCESS for ELLs 2.0 Test Coordinator	Text
	ACCESS for ELLs 2.0 Test Coordinator Email	Email
	ACCESS for ELLs 2.0 Test Coordinator Phone	Phone
	MSAA Test Coordinator	Text
	MSAA Test Coordinator Email	Email
	MSAA Test Coordinator Phone	Phone
	PARCC/ DC Science School Test Coordinator	Text
	PARCC/ DC Science School Test Coordinator E-mail	Email
	PARCC/ DC Science School Test Coordinator Phone	Phone
	ACCESS for ELLs 2.0 School Test Coordinator	Text
	ACCESS for ELLs 2.0 School Test Coordinator E-mail	Email
	ACCESS for ELLs 2.0 School Test Coordinator Phone	Phone
	MSAA School Test Coordinator	Text
	MSAA School Test Coordinator E-mail	Email
	MSAA School Test Coordinator Phone	Phone
Special Populations Coordinator	Text	
Technology Coordinator	Text	

<i>Secure Materials Management</i>	Where will secure materials be stored/locked up?	Text
	Where will secure materials be printed?	Text
	How will secure materials be distributed?	Text- Multiline (Short Answer)

	Who will manage the distribution of secure materials?	Text
	Where will the inventory of secure materials be stored?	Text
	Where will devices be stored?	Text
	Will you be locally destroying any test materials (Per guidance from the test-specific Test Administration Manual (TAM))?	<u>Text- Multiple Choice:</u> Yes No
	Where will secure materials be destroyed	Text
	How will secure materials be destroyed?	Text-Multiline (Short Answer)
	Who will manage the destruction of secure materials?	Text

<i>Reporting Irregularities</i>	Who can report incidents to OSSE?	Text
	How will they report incidents? Please select all that apply.	<u>Text- Multi-Select:</u> OSSE Support Tool Quickbase; Call OSSE Hotline; Incident Report on OSSE Website; Bring/ Deliver, Mail Incident Report Directly to OSSE
	What steps will be taken to ensure school staff know how to submit incident reports to OSSE?	<u>Text- Multi-Select:</u> Written Guidance provided to school staff; School Staff Provided with links to incident report website; Incident Report Completion is covered in required Test Security Training; Other
	Is there an internal incident reporting process?	<u>Text- Multiple Choice:</u> Yes No
	Please detail the internal incident reporting process. Please note that an internal process is NOT required in addition to reporting directly to OSSE.	Text- Multi-line (Short Answer)

<i>Irregularities Investigations</i>	What is the procedure for internal investigations?	Text- Multi-line (Short Answer)
	Who will be conducting the internal investigation?	Text
	Where will the findings of the internal investigation be documented?	Text-Multiline (Short Answer)
	How will these findings be reported to OSSE?	Text
	Do you have any school specific policies regarding test irregularities other than those listed in the Test Administrator Manual?	<u>Text- Multiple Choice:</u> Yes No
	Please detail any school specific policies on test irregularities below.	Text- Multi-line
<i>Prohibited Actions</i>	Link to Test Security Guidelines (No Response Required)	URL
	Do you have any additional prohibited actions other than those listed in the prohibited actions document provided by OSSE?	<u>Text- Multiple Choice:</u> Yes No
	Please detail all additional prohibited actions below.	Text- Multi-line (paragraph)
<i>Logistics</i>	Who will monitor classrooms to ensure that students do not receive accommodations to which they do not have access?	Text
	How will your school ensure that students do not receive accommodations to which they do not have access?	Text- Mutli-line (short paragraph)
	What is your schools plan to handle unexpected logistical/technical issues?	Text- Multiline (paragraph)
<i>Assurances</i>	All authorized personnel at the school <u>will be trained</u> on OSSE's Test Integrity standards before the first day of testing.	Checkbox
	All authorized personnel at the school <u>will receive</u> the Test Integrity and Security Notification Statement before the first day of testing.	Checkbox

	All authorized personnel at the school <u>will be trained</u> on how to report incidents to OSSE before the first day of testing.	Checkbox
	All authorized personnel at the school <u>will be trained</u> on prohibited actions during test administration before the first day of testing.	Checkbox
	The school has established processes and procedures to monitor test security and administration procedures	Checkbox
	The school has established processes and procedures to ensure students with disabilities and English learners receive appropriate accommodations on the assessment	Checkbox
	The school has uploaded all student accommodations into the SR/PNP file in PA Next for all students requiring testing accommodations on the assessment	Checkbox
	The school has established processes and procedures to implement makeup testing and remediate student absences and tardiness as needed	Checkbox
	The school has established a Test Security file containing the school's test security plan, test security affidavits, test security incident forms, and other documentation pertaining to the security and integrity of the test, which must be available for four years	Checkbox
	The school has established processes and procedures in place to remediate any technical or logistical difficulties during testing	Checkbox
	Test Sessions and Test Administrators have been loaded into PearsonAccessNext for all students	Checkbox
	Authorized Personnel	File Attachment
	Testing Schedule	File Attachment