SY2021-22 School Test Security Plan Instructions

For the 2021-2022 school year, School Test Security Plans (STSP) will be created electronically using the OSSE School Test Security Plans QuickBase application. All documents, information, and communications related to your schools' Test Security Plan will be entered and stored in this application. In the application, there are a number of questions that must be answered completely before OSSE will approve the plan. Every school must have an OSSE-Approved School Test Security Plan before they can begin administration of the statewide assessment. The following are sections contain questions that must be answered in the School Test Security Plan:

- ❏ 1: User Type
- ❏ 2: Assessment Name
- ❏ 3: Assessment Start and End Dates
- ❏ 4: General Information and School Demographics
- ❏ 5: Secure Materials Management
- ❏ 6: Test Irregularities Reporting (Incident Reports)
- ❏ 7: Test Irregularities Inquiries and Investigations
- ❏ 8: Prohibited Actions
- ❏ 9: Logistical Considerations
- ❏ 10: School Test Plan Assurances (including actions in PearsonAccessNext)
- ❏ 11: Authorized Personnel Lists and Testing Schedule (attachments)
- ❏ 12: Submit Test Plan for OSSE Review and Revisions
- ❏ 13: Minor Deviations During Test Administration (not included in the STSP submission and approval process)

To complete the School Test Security Plan, users must enter information directly into the School Test Security Plan QuickBase application form. In addition to answering all required questions located directly in the form, users will also need to attach a copy of the testing schedule for the assessment and the complete roster of authorized personnel for the assessment. After completed all required information and attachments, users must **change the status of the test plan to**

"Submitted". Note: the "status" dropdown in Section 12: Submit Test Plan for OSSE Review, is the **only** way that OSSE will know when a test plan is ready for review. Please remember to change the status to "Submitted" when the test plan is ready for review.

OSSE Approvals and Feedback

The school test plan serves as a school's official communication with OSSE on the plan for administering statewide assessment for the year. It is imperative that the information submitted to OSSE in the school test plan accurately reflects administration at a school. OSSE reviews all school test plans and will only approve the school test plan once all components of the plan are complete and thoroughly answered.

If OSSE determines that a school test plan is not complete or requires revisions, OSSE will **change the status of the test plan to "Needs Revisions"** and provide the user with detailed notes of what needs to be updated or resolved in Section 12" Submit Test Plan for OSSE Review. Please ensure that every required revision is reconciled before submitting revisions for review. When all revisions are ready for review, the user must **change the status of the test plan to "Revisions Submitted".**

Once all revisions have been reconciled for the test plan, OSSE will **change the status of the test plan to "OSSE Approved"**. It is OSSE's intention to approve school test plans upon initial submission by a school, but OSSE will be prepared to send revisions to the school as many times that are required to get the test plan in acceptable condition.

Minor Deviations to School Test Security Plan

After the school test plan has been approved by OSSE, schools are required to make sure that all information in the school test plan is accurate and up to date. The following scenarios outline instances in which a school may be required to

revise the school test plan OR be asked by OSSE to revise or add to the school test plan:

- **Minor Deviations from the 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. Minor deviations from the school plan can be detailed **Section 13: Minor Deviations and Testing Updates**. Examples of minor deviations include the following:
  - Changes in details entered in approved school test plan (ex. Location of secure materials storage, investigative inquiry policy change etc.)
  - Substituting test administrators and/or proctors
  - Minor changes in testing schedule due to temporary issues

- **Major Changes to Authorized Personnel and/or Testing Schedule** – Occasionally there are major changes to the school's roster or authorized personnel and.pr in the school's testing schedule. This should be a rare occurrence after OSSE has approved the schools' School Test Security Plan. However, if such changes occur, please attach the roster or testing schedule as an additional attachment in the **Section 11: Authorized Personnel/ Test Schedule**.

- **Plan to Improve School Policies and Procedures** and **Fact-Finding Inquiries** During testing, issues may arise that highlight gaps in the school's test security policies and procedures. This most often occurs when reported incidents highlight such gaps. In these instances, OSSE will ask a school to complete and upload a **Plan to Improve School Test Security Plans & Procedures** document. Similarly, if OSSE determines that there is not enough information provided in an incident report to advise on next steps, OSSE will request a school to complete a **Fact-Finding Inquiry**. Both documents must be uploaded as attachments in **Section 13: Minor Deviations and Testing Updates**.

Reporting Incidents

During testing, incidents may occur that break testing protocols or breach the security of the assessment or secure materials. These incidents should be reported to OSSE through an Incident Report ticket in the OSSE Support Tool (OST) QuickBase application. Incident Reports will not be submitted in the School Test Security Plan but can be submitted using the OST or anonymously using OSSE Online Incident Report Form. Please submit these tickets as soon as possible and include as much information as is available.

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 started
- A student or staff member is in possession of a cell phone/unapproved device or uses a cell phone/ unauthorized device in an active testing environment
- Students and or staff take actions that could constitute cheating
- Students and/or staff are in possessions of materials that could constitute as cheating
- Secure testing materials are lost or left unsupervised
- A student does not receive the appropriate accommodation
- 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 the school day

Support

For assistance completing your School Test Security Plan, contact OSSE.Assessment@dc.gov