# Plan to Improve Test Security School Policies and Procedures

Please use this form to submit your plan to improve the school policies and procedures outlined in your School Test Security School Plan. Local Education Agency (LEA) test coordinators should submit the plan within 24 hours of OSSE’s request via the [OSSE Support Tool](https://octo.quickbase.com/) (OST). This plan should be uploaded as an attachment within your School Test Security Plan. If you anticipate an issue meeting this deadline, please put in an OST ticket ASAP.

Describe the incident(s) that led to the need to improve your school’s test security plans and procedures:

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| *please type your response in this space provided* |

Outline your school’s plan to improve its test security plans and procedures:

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| *please type your response in this space provided* |

LEA test coordinators can submit this form as an attachment in your School Test Security Plan in the [OSSE Support Tool](https://octo.quickbase.com/db/main) (OST).

Name of person completing this form (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_