

# Test Plan #640

## Instructions and Non Public Plan

### 1: Who will complete this plan?

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**Who will be completing the initial School Test Security Plan?** LEA Test Coordinator

### 2: Assessments

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- ACCESS for ELLs 2.0
- MSAA     DLM (DC Science Alt)
- PARCC     DC Science

### 3: Assessment Start and End Dates

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MSAA Start Date	MSAA End Date	MSAA TSP Due Date
PARCC Start Date	PARCC End Date	PARCC TSP Due Date
DC Science Start Date	DC Science End Date	DC Science TSP Due Date
DC Science Alt Start Date	DC Science Alt End Date	DC Science Alt TSP Due Date

### 4: General/ School Demographics

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<b>School - LEA Name</b>	<b>School - LEA code</b>	
<b>School Name</b>	<b>School Code</b>	
<b>MSAA LEA Test Coordinator</b> Chanon Bell	<b>MSAA LEA Test Coordinator Email</b> Chanon.Bell@dc.gov	<b>MSAA LEA Test Coordinator Phone</b> (202) 316-6500
<b>MSAA School Test Coordinator</b> Chanon Bell	<b>MSAA School Test Coordinator Email</b> Chanon.Bell@dc.gov	<b>MSAA School Test Coordinator Phone</b> (202) 316-6500
<b>PARCC LEA Test Coordinator</b> Chanon Bell	<b>PARCC LEA Test Coordinator Email</b> Chanon.Bell@dc.gov	<b>PARCC LEA Test Coordinator Phone</b> (202) 316-6500
<b>PARCC School Test Coordinator</b> Chanon Bell	<b>PARCC School Test Coordinator Email</b> Chanon.Bell@dc.gov	<b>PARCC School Test Coordinator Phone</b> (202) 316-6500
<b>DC Science LEA Test Coordinator</b> Oprah Winfrey	<b>DC Science LEA Test Coordinator Email</b> Oprahwinfrey@notreallyoprah.com	<b>DC Science LEA Test Coordinator Phone</b> (20) 255-5555
<b>DC Science School Test Coordinator</b> Oprah Winfrey	<b>DC Science School Test Coordinator Email</b> Oprahwinfret@notreallyoprah.com	<b>DC Science School Test Coordinator Phone</b> (202) 555-5555
<b>DC Science Alt LEA Test Coordinator</b> Beyonce Knowles-Carter	<b>DC Science Alt LEA Test Coordinator Email</b> Beyonce@notbeyonce.com	<b>DC Science Alt LEA Test Coordinator Phone</b> (202) 555-5555
<b>DC Science Alt School Test Coordinator</b> Beyonce Knowles-Carter	<b>DC Science Alt School Test Coordinator Email</b> Beyonce@notbeyonce.com	<b>DC Science Alt School Test Coordinator Phonr</b> (202) 555-5555
<b>Special Populations Coordinator</b> Chanon Bell	<b>Special Populations Email</b> Chanon.Bell@dc.gov	
<b>Technology Coordinator</b> Cassie Lynott	<b>Technology Coordinator Email</b> Cassie.Lynott@dc.gov	

## 5: Secure Materials Management

In this section, please answer all questions regarding secure materials management. If there is additional information regarding this section that you would like to include in your plan, please attach that information in the attachment sections at the end of this plan.

**What location or room will secure materials be stored? (Please include room number if possible)**

Reading Room # 214

**How will these materials be secured and locked? (cabinet locked, office locked etc.)**

Locked in a cabinet in room 214

**What devices will be used during testing?**

Laptop Computers or Tablets (Whatever devices the students will use to take the test.

**What is the procedure for distributing those devices during testing?**

Test Administrators will have the correct number of computers stored in a computer cart locked in the classroom every morning. 30 minutes before testing, the TA will unlock the car and distribute computers to students.

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REMINDERS and TIPS:

If your school has a specific process or location where all testing devices are stored and check out please make sure to include that check-out process in this answer.

**Describe your schools procedures for distributing secure materials prior to testing? Please include the location and check-in times.**

At 8:30 am on each testing day, Proctors will come to the Reading Room (214) to come collect their secure materials basket. Each Proctor will receive a basket with testing tickets, pencils, scratch paper, mints and any other permissible materials and sign out the materials using the Chain of Custody form.

**Who will manage the distribution of secure materials?**

Chanon Bell, LEA Test Coordinator

At the end of testing, all secure testing materials will be returned and signed in using the chain of custody form by the Proctor to Room 214.

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REMINDERS and TIPS:

Make sure to include the times and location for when the distribution process will take place. Also, at your school you may not have a specific time authorized personnel come to get the materials, in those instances it is allowable to give a time-frame (ex. 30 minutes before the start of testing, etc.)

**Will you be locally destroying any test materials?**

Yes

**Where will secure materials be destroyed**

Principal Office: Main Office Suite A

**How will secure materials be destroyed?**

At the end of each testing day, all secure materials that need to be destroyed will be shredding and secured in a "Secure Document" trash bin that will be locked.

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REMINDERS and TIPS:

Please note that for most assessments, there are items that will need to be shredded on site. Examples of items that need to be shredded: Testing Tickets, DTA, Used Scratch Paper etc.

**Who will manage the destruction of secure materials?**

PARCC LEA Test Coordinator (Chanon Bell)

## 6: Reporting Irregularities

In this section please answer all questions regarding incident reporting procedures for you school. If you have any additional information regarding action logs please attach them to this plan in the attachments section.

**Who can report incidents to OSSE?**

Test Administrators ; School Test Coordinators ; Test Proctors ; Technology Coordinators ; Special Populations Coordinators ; LEA Test Integrity Coordinators

**How will individuals report incidents? Please select all that apply.**

OSSE Support Tool Quick Base ; Call OSSE Hotline ; Incident Report on OSSE Website ; Bring/ Deliver, Mail Incident Report Directly to OSSE

**Describe the steps that your school will take to ensure that school staff and authorized personnel know how to submit incident reports to OSSE?**

During my schools Authorized Personnel Test Security Training we will cover the ways they can submit reports directly to OSSE. We will also ensure that the hyperlink to OSSE's online incident report form and the number to the OSSE Assessment Hotline is available to all staff.

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 REMINDERS and TIPS:

We are not looking for a specific answer here. In most cases this information will be covered during the required Test Security Training at your school. You can state that here if that is the case at your school.

**Does your school have an internal incident reporting process?**

Yes

**Please detail the internal incident reporting process. Please note that an internal process is NOT required in addition to reporting directly to OSSE.**

School staff and authorized personnel may complete our school's Internal Incident Report Document and return it to the School Test Monitor within 24 hours of the incident or testing irregularity. The School Monitor will then file the internal report in Test Security File and if necessary file an incident report to OSSE using the OSSE Support Tool within 24 hours of receipt.

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 REMINDERS and TIPS:

This is not a requirement from OSSE. We wanted to include this question in case your school/ LEA had its own internal process, but if you do not have one, please select "No" in the question above.

## 7: Irregularities Investigations

Please use the fields in the section to share your schools procedures for conducting internal investigations for testing irregularities. Please note this internal investigation **IS NOT** the same as the "LEA Test Integrity Investigations" that occurs after testing.

**If knowledge or suspicion of a test security incident may have occurred, please describe your schools procedure to gather facts surrounding the incident?**

If there is knowledge or suspicion of a test security incident at our school, the School Test Monitor and the Principal will conduct a fact-finding inquiry within 24 hours of the incident. This inquiry will include a synopsis of the incident, list any parties involved and written statements from any individuals with knowledge of this incident. The statements/facts of the incident will be included in a document with the description of the incident and the original incident report (if applicable). All information will then be printed out, placed in the Test Security File and shared with OSSE via an Incident Report.

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 REMINDERS and TIPS:

Please be aware that this response was copied verbatim during submission of test plans for many schools last year. Please make sure that the response you put here is what is happening at your school.

This response may look different based on your schools personnel and structure. Here we are looking to see that your school has a plan to look into issues during test administration. Also, if there is a specific person that will be completing these fact finding inquiries, please include them in your response.

**Where will the information gathered be documented?**

Test Security File

**How will the information gathered be reported to OSSE?**

Incident Report via OST

**Do you have any school/LEA specific policies regarding test irregularities other than those listed in the Test Integrity Act of 2013?**

Yes

**Please detail any school specific policies on test irregularities below.**

School Test Monitors will meet with LEA Test Coordinators daily to discuss any incident reports and fact gathering.

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 REMINDERS and TIPS:

This is not something that is required. We wanted to include the space in case your school had information to add here.

## 8: Prohibited Actions

**Prohibited actions:**

**Actions prohibited by authorized personnel:**

- a. Photocopying, or in any way reproducing, or disclosing secure test items or other materials related to Districtwide assessments;
- b. Reviewing, reading, or looking at test items or student responses before, during, or after administering the Districtwide assessment, unless specifically permitted in the test administrator's manual;
- c. Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment;

- d. Altering student responses in any manner;
- e. Altering the test procedures stated in the formal instructions accompanying the Districtwide assessments;
- f. Allowing students to use notes, references, or other aids, unless the test manual specifically allows;
- g. Having in one's personal possession secure test materials except during the scheduled testing date;
- h. Allowing students to view or practice secure test items before or after the scheduled testing time;
- i. Making or having in one's possession answer keys; except that it shall not be prohibited to have an answer key for a Districtwide assessment that has already been administered and released by OSSE;
- j. Leaving secure test materials in a non-secure location or unattended by authorized personnel;
- k. Using unapproved electronics during the administration of a Districtwide assessment;
- l. Making a false certification on any Districtwide assessment forms established and required by OSSE;
- m. Failing to actively supervise students at all times during test sessions;
- n. Allowing any form of cheating;
- o. Being present in the test environment or handling the test materials for one's own family member;
- p. Failing to account for all secure test materials before allowing any pupil to leave the testing room; and/or
- q. Failing to observe the test material chain of custody procedures as outlined in the school test security plan,

**Do you have any additional prohibited actions other than those listed above?**

Yes

**Please detail all additional prohibited actions below.**

Authorized Personnel are not allowed to bring cell phones into the building during testing. All cell phones must be left outdoors.

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 REMINDER and TIPS:

This is not something required by OSSE. We wanted to give space to a response if your school/LEA had additional prohibited actions.

## 9: Logistics

**Describe how your school will ensure that the correct students receive proper accommodations and students do not receive accommodations to which they do not have access? In your description, please include who will be in charge of this process.**

The Special Populations Coordinator (Chanon Bell) will be responsible for this process. Chanon Bell will make sure that every testing room that has students receiving accommodation is equip with a binder detailing each students accommodations as prescribed in the IEP, EL, or 504 plan. Additionally, all TAs and Proctors administering accommodations will receive additional training and have opportunities to practice administering the accommodations with the students prior to testing.

Also, students receiving accommodations will be grouped in the same classrooms when possible so that students not receiving accommodations will not receive accommodations they have not been prescribed. Additionally, during test administration, the LEA Test Coordinator and School Monitor will monitor classrooms and review the accommodations folders Chanon Bell prepared to ensure students have the things they need.

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 REMINDERS and TIPS:

This can look different for every school/LEA. We are looking to make sure that your school has a plan and have trained proctors/TAs both on who has accommodations and who does not and ALSO on how to administer those accommodations PRIOR to testing.

**Describe your school's procedure for communications between test administrators/ proctors and the technology coordinator and/or school test monitor during testing. Please consider that test administrators and proctors are not permitted to use cell phones during testing.**

If the Test Administrator needs to get in contact with the Technology Coordinator or Test Monitoring during testing, they will place the "Need Assistance" sign on the outside of the classroom door. The hall monitor will contact the school monitor who will come to the room and assess the issue.

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 REMINDERS and TIPS:

This plan could be a multitude of methods (ex. Walkie-Talkie, Intercom, Landline Phone, Proctor etc.) We just want to make sure that your school has a plan to communicate keeping in mind that Test Administrators and Proctors may not use a cell phone at anytime during testing.

**Describe your schools plan for addressing administrative and logistical issues during testing.**

If it is a logistical issue or school emergency, the School Test Monitor (Chanon Bell) will determine next steps and document those steps in an incident report, if applicable. If the issue is technical, the technology coordinator (Chanon Bell) will be contacted and take the lead in troubleshooting technical issues, including contacting OSSE or the vendor as needed.

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**REMINDERS and TIPS:**

Please make sure you have clearly named a individual/ group of individuals who will be responsible for making decisions when issues arise during testing. Who will be the escalation point? How will it be documented?

**Will your school be testing students with special circumstances (ex. Home-schooled, Home-Bound, Alternate Locations etc.)?**

Yes

**Please describe your schools plan to securely test students with special circumstances (ex. Home-Schooled, Home-Bound, Alternate Locations etc.).**

All Home-Schooled Students will be required to test all assessments that they qualify for at their neighborhood school. The School Test Coordinator will coordinate with the parents of those students to communicate the testing schedule and times. The students will be testing in a small group setting and will have their session included in our official test administration schedule.

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**REMINDERS and TIPS:**

In this question, OSSE is asking your school to come up with a plan for testing students in special circumstances. There is not a specific way or method we are looking for here, we just want to make sure there is a plan. Please make sure to include as many details as possible so OSSE can clearly understand how you plan to test these students and where.

## 10: Assurances

- All authorized personnel at the school will be trained on OSSE's Test Integrity standards before the first day of testing.
- ✓ All authorized personnel at the school will receive the Test Integrity and Security Notification Statement before the first day of testing.
- ✓ All authorized personnel at the school will be trained on how to report incidents to OSSE before the first day of testing.
- ✓ All authorized personnel at the school will be trained on prohibited actions during test administration before the first day of testing.
- ✓ The school has established processes and procedures to monitor test security and administration procedures
- ✓ The school has established processes and procedures to ensure students with disabilities and English learners receive appropriate accommodations on the assessment
- ✓ The school has established processes and procedures to implement makeup testing and remediate student absences and tardiness as needed
- ✓ 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
- ✓ The school has established processes and procedures in place to remediate any technical or logistical difficulties during testing

[Click Here to Launch PAN](#)

- ✓ The school has uploaded all student accommodations into the SR/PNP file in PAN for all students requiring testing accommodations on the assessment
- ✓ Test administrators and test session names have been entered into the PAN system

## 11: Authorized Personnel/ Test Schedule

### Authorized Personnel List

Please include ALL Authorized Personnel including:  
 School Test Coordinator, Special Populations Coordinator,  
 Technology Coordinator, Test Administrators, Proctors  
 and any other individuals who may interface with testing  
 materials.

Please Include role, first name, last name, and  
 email address

### Test Schedule

Include date, time assessment, subject  
 grade/course, test administrator,  
 proctor,  
 PAN session, and location

[2018 Test Security Authorized Personnel \(Template\)](#)

AP Attachment

[2018 Test Security Testing Schedule \(Template\)](#)

TS Attachment

AP Attachment 2

TS Attachment 2

AP Attachment 3

TS Attachment 3

AP Attachment 4

TS Attachment 4

AP Attachment 5

TS Attachment 5

AP Attachment 6

TS Attachment 6

12: Submit Test Plan for OSSE Review

While drafting your plan, select "Draft" and then save your plan. When your plan is complete, select "Submitted" and save your plan to submit it to OSSE for review. Please do NOT select submitted if you are a School Coordinator, only LEA's can submit a plan for OSSE Approval. Once your plan is approved, OSSE will put it in "Approved" status and note an approval in the "OSSE Approvals" box. If OSSE determines that your plan requires revisions, they will place it in "Revisions Required" status. Please view the "Revision" table directly below the status box to review all required revisions. Once revisions have been made, please check the corresponding "Revisions Completed" next to every OSSE revisions box. The test plan can be resubmitted by saving it in "Revisions Submitted" status.

Status Draft

Required Revisions for Approval

Date Created	Related Test Plan	Test Plan - School Name	Section Name	Feedback Source	Revision	Revisions Completed	LEA/ School Response or Notes
No revisions found							

Admin

Created today at 5:25 AM (EST). Last updated by [Bell, Chanon](#) today at 3:24 PM (EST). Owned by [Bell, Chanon](#).