# Plan to Improve Test Security Policies and Procedures

Please use this form to submit your plan to improve the school policies and procedures outlined in your School Test Security Plan. The LEA test coordinator should submit the plan within 48 hours as an attachment within your School Test Security Plan (***Minor Deviations and Testing Updates***). If you anticipate an issue meeting this deadline, send an email to OSSE.TestIntegrity@dc.gov.

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| **DEMOGRAPHIC INFORMATION***\*Information can be found in the approved school test security plan.* |
| LEA name\* |  |
| LEA code\* |  |
| School name\*  |  |
| School code\*  |  |
| Incident Report or OSSE Support Tool (OST) Ticket Number (if applicable) |  |
| How was the test incident reported to OSSE? | [ ]  **Incident Report in OSSE Assessment Portal**[ ]  **OSSE Support Tool (OST ticket)** [ ]  **Online Incident Reporting Form**[ ]  **OSSE Hotline @ 202-304-3269** |
| School Test Security Plan Number\* |  |
| Date of Testing Incident (mm-dd-yyyy) |  |
| Assessment\* | [ ]  **ACCESS for ELLs** [ ]  **Alternate ACCESS**[ ]  **MSAA** [ ]  **DLM**[ ]  **DC CAPE** |
| Name of person completing this plan: |  |
| Role of person completing this plan: | [ ]  **LEA Assessment Manager** [ ]  **LEA Test Coordinator**[ ]  **School Test Coordinator** |
| Date this form is completed (mm-dd-yyyy) |  |
| Test Monitor |  |
| School Test Coordinator |  |

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

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Include the information from OSSE, as stated in the response to the incident report, that must be included in your Plan to Improve:

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

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