



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

2023-24 School Test Security Plan Exemplar Guide

Section Name	Field Name	Example Response
1. Who will complete this plan?	Who will be completing the initial School Test Security Plan?	LEA Test Coordinator, Non-Public Coordinator
2: Assessments	ACCESS for ELLs	X
	Alt ACCESS	X
	MSAA	X
	DLM	X
	DC CAPE	X
3: Assessment Start and End Dates	ACCESS Start Date	2/12/2024
	ACCESS End Date	3/22/2024
	ACCESS Test Security Plan Due Date	Date Automatically Calculated (Start Date - 15 Business Days)
	MSAA Start Date	3/11/2024
	MSAA End Date	4/26/2024
	MSAA School Test Security Plan Due	Date Automatically Calculated (Start Date - 15 Business Days)
	DLM Start Date	3/11/2024
	DLM End Date	4/26/2024
	DLM School Test Security Plan Due	Date Automatically Calculated (Start Date - 15 Business Days)
	DC CAPE Start Date	4/1/2024
	DC CAPE End Date	5/24/2024
	DC CAPE School Test Security Plan Due Date	Automatically Calculated (Start Date - 15 Business Days)

4: General Information/ School Demographics	LEA Name	OSSE Academy
	LEA Code	10000
	Select School (Name and Code)	10001
	School Name	OSSE Prep
	ACCESS/ Alt ACCESS LEA Test Coordinator	Stephanie Snyder
	ACCESS/ Alt ACCESS LEA Test Coordinator Email	Stephanie.Snyder@dc.gov
	ACCESS/ Alt ACCESS LEA Test Coordinator Phone	(202) 724-7655
	MSAA / DLM LEA Test Coordinator	Stephanie Snyder
	MSAA / DLM LEA Test Coordinator Email	Stephanie.Snyder@dc.gov
	MSAA / DLM LEA Test Coordinator Phone	(202) 724-7655
	DC CAPE LEA Test Coordinator	Stephanie Snyder
	DC CAPE LEA Test Coordinator Email	Stephanie.Snyder@dc.gov
	DC CAPE LEA Test Coordinator Phone	(202) 724-7655
	ACCESS / Alt ACCESS School Test Coordinator	Stephanie Snyder
	ACCESS / Alt ACCESS School Test Coordinator E-mail	Stephanie.Snyder@dc.gov
	ACCESS / Alt ACCESS School Test Coordinator Phone	(202) 724-7655
	MSAA / DLM School Test Coordinator	Stephanie Snyder
	MSAA / DLM School Test Coordinator E-mail	Stephanie.Snyder@dc.gov
	MSAA / DLM School Test Coordinator Phone	(202) 724-7655
	DC CAPE School Test Coordinator	Stephanie Snyder
	DC CAPE School Test Coordinator E-mail	Stephanie.Snyder@dc.gov
	DC CAPE School Test Coordinator Phone	(202) 724-7655
Special Populations Coordinator	Rachel Knaizer	
Technology Coordinator	Rohini Ramnath	
5: Secure Materials Management	(a) What location or room will secure materials be stored? (Room number must be included)	Reading Room # 214
	(b) How will these materials be secured and locked? (cabinet locked, office locked etc.)	Locked in a cabinet in room 214
	(c) What devices will be used by students during testing?	Laptop Computers or Tablets

	(d) 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. 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.
	(e) Describe your school's procedures for distributing secure materials prior to testing. Describe your school's procedures for collecting secure materials after testing. Please include the location(s) with room number(s), check-out times, 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. 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. TIPS: Make sure to include the times and location for when and where the distribution process will take place. Also, at your school you may not have a specific time for authorized personnel to 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.)
	(f) Who will manage the distribution and collection of secure materials?	Stephanie Snyder
	(g) Will you be locally destroying any test materials?	Yes
	(h) Where will secure materials be destroyed?	Principal's Office: Main Office Suite A
	(i) How will secure materials be destroyed?	At the end of each testing day, all secure materials that need to be destroyed locally will be shredded. Shredded material will be secured in an identified trash bin that will be locked cabinet. At the end of testing administration trash bin will be emptied into onsite dumpsters.
	(j) Who will manage the destruction of secure materials?	DC CAPE LEA Test Coordinator - Stephanie Snyder
6: Reporting Irregularities	(a) Who can report incidents to OSSE?	Multiple Selections Possible.
	(b) How will individuals report incidents? Please select all that apply.	Multiple Selections Possible.
	(c) 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 school's 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.
	(d) Does your school have an internal incident reporting process?	Yes

	(e) 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. 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: <i>Irregularities Investigations</i>	(a) If knowledge or suspicion of a test security incident may have occurred, please describe your school's procedure to gather facts surrounding the incident.	If there is knowledge of 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. TIPS: 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 investigate 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.
	(b) Where will the information gathered be documented?	Information will be printed and stored in the school's Test Security File
	(c) How will the information gathered be reported to OSSE?	Incident Report via OSSE Assessment Portal
	(d) Do you have any school specific policies regarding test irregularities other than those listed in the Test Integrity Act of 2013?	Yes
	(e) 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.
8: <i>Prohibited Actions</i>	List of All Prohibited Options	No Response Option
	Do you have any additional prohibited actions other than those listed in the prohibited actions document provided by OSSE?	Yes

	Please detail all additional prohibited actions below.	Authorized Personnel must put cell phones and unauthorized devices in clear buckets in room 325 prior to the start of testing. These will be checked in and out when chain-of-custody forms are signed before and after testing.
9: Logistics	(a) 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.	<p>The Special Populations Coordinator (Rachel Knaizer) will be responsible for this process. Rachel Knaizer will make sure that every testing room that has students receiving accommodations is equipped with a folder detailing each student's 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 Rachel Knaizer prepared to ensure students have the things they need.</p> <p>TIPS: This can look different for every school/LEA. We are looking to make sure that your school has a plan and have trained TAs/proctors both on who has accommodations and who does not and on how to administer those accommodations PRIOR to testing.</p>
	(b) Describe your school's procedure for communications between test administrators/ proctors and technology coordinator and/or school test monitor during testing.	<p>If the Test Administrator needs to get in contact with the Technology Coordinator or Test Monitor 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.</p> <p>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 any time during testing.</p>

	(c) Describe your school's plan for addressing administrative and logistical issues during testing.	If a logistical issue or school emergency occurs, the School Test Monitor will ensure the safety of students and staff, then determine the next steps and document those steps in an incident report, if applicable. If the issue is technical, the Technology Coordinator will be contacted and take the lead in troubleshooting technical issues, including contacting the vendor or OSSE as needed. TIPS: Please make sure you have clearly named an 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?
	(d) Will your school be testing students with special circumstances (e.g., home schooled, home bound, alternate locations)?	Yes
	(e) Describe your school's plan to securely test students with special circumstances.	Home school students participating in testing will test in a separate session and a small group setting according to the schedule we have established for those students. Students who participate in distance learning will be testing at Campus A during our regular hours. These sessions are reflected in our official test administration schedule included with this plan. The School Test Coordinator will coordinate with the families of those students to communicate the testing schedule and times. 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.
	(f) Will your school be implementing any protocols and policies for health and safety that impact test administration and/or test security protocols?	Yes
	(g) Describe your school's health and safety protocols and policies that impact test administration.	<p>Health</p> <p>We will be following our school-wide protocols for testing and therefore students will be tested with their classroom teachers as TAs. Monitoring will be conducted using hallway floaters, door signs, and walkie talkies, to reduce the number of authorized personnel entering into individual classrooms.</p> <p>Safety</p> <p>All school visitors must enter through the H Street entrance marked "Visitors" and present a government-issued ID in the main office in order to receive a visitor</p>

		<p>badge and be admitted to the school. Visitors will be informed that hallways X,Y, and Z are off limits during the testing hours daily.</p> <p>TIPS: This is not a requirement from OSSE. This question is included in case your school/LEA has its own internal process, but if you do not have one, please write "Not applicable."</p>
10: Assurances	All authorized personnel at the school will be trained on OSSE's Test Integrity standards before the first day of testing.	X
	All authorized personnel at the school will receive the Test Integrity and Security Notification Statement before the first day of testing.	X
	All authorized personnel at the school will be trained on how to report incidents to OSSE before the first day of testing.	X
	All authorized personnel at the school will be trained on prohibited actions during test administration before the first day of testing.	X
	Date	Date
	The school has established processes and procedures to monitor test security and administration procedures	X
	The school has established processes and procedures to ensure students with disabilities and English learners receive appropriate accommodations on the assessment	X
	The school has established processes and procedures to implement makeup testing and remediate student absences and tardiness as needed	x
	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	x
	The school has established processes and procedures in place to remediate any technical or logistical difficulties during testing	x

	The school has verified all student accommodations are assigned in the assessment management platform for all students requiring testing accommodations on the assessment(s).	x
	Test administrators and test session names have been entered into the ADAM system.	x
11: Authorized Personnel and Testing Schedule	<p>Authorized Personnel List: 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. Include role, first name, last name, and email address for each individual.</p>	<p>Attached list of Authorized Personnel using OSSE template or LEA-specific template that includes all required information *DCPS Authorized Personnel attachment is located in Sharepoint</p>
	<p>Test Schedule: Include date, time assessment, subject grade/course, test administrator, proctor, PAN session (If applicable), and location</p>	<p>Attached Testing Schedule using OSSE template or LEA-specific template that includes all required information *DCPS Test Schedule is located in Sharepoint</p>
12: After Test Plan Submission	Status	

