

2025-26 School Test Security Plan Exemplar Guide

Section Name	Field Name	Example Response
<i>General Information & School Demographics: Assessments</i>	TIP: Reminder that WIDA ACCESS and Alternate ACCESS can be combined in one School Test Security Plan. MSAA and DLM can be combined in one School Test Security Plan.	
	WIDA ACCESS	X
	Alt ACCESS	X
	MSAA	X
	DLM	X
<i>General Information & School Demographics: Assessment Start and End Dates</i>	DC CAPE	X
	ACCESS Start Date	2/9/2026
	ACCESS End Date	3/20/2026
	ACCESS Test Security Plan Due Date	<i>Date Automatically Calculated (Start Date - 15 Business Days)</i>
	MSAA Start Date	3/9/2026
	MSAA End Date	4/24/2026
	MSAA School Test Security Plan Due	<i>Date Automatically Calculated (Start Date - 15 Business Days)</i>
	DLM Start Date	3/9/2026
	DLM End Date	4/24/2026
	DLM School Test Security Plan Due	<i>Date Automatically Calculated (Start Date - 15 Business Days)</i>
	DC CAPE Start Date	4/6/2026
DC CAPE End Date	5/22/2026	
DC CAPE School Test Security Plan Due Date	<i>Date Automatically Calculated (Start Date - 15 Business Days)</i>	
What are the entrance and exit protocols for visitors? Please include details such as visitor entrance door(s), check-in and check-out processes, parking information, etc. as applicable.	<p>Parking is available on the street only, please be mindful of the appropriate spaces for those without residential permits. We highly suggest using the closest metro at Union Station (Red Line).</p> <p>When arriving please use the entrance marked “Visitors Only” located at 1111 OSSE Preparatory Way NE. Do not use the student-only entrance at 1212 OSSE Preparatory Way NE. Sign in with security and go through the metal detectors. Check in with the reception staff to get a visitor badge. After checking in, ask for Mr. Alan Parks.</p> <p>When exiting, sign out with the reception staff and return the visitor badge.</p>	

<i>General Information/ School Demographics</i>	LEA Name	OSSE Preparatory Academy
	LEA Code	10000
	Select School (Name and Code)	10001
	School Name	OSSE Preparatory Academy
	ACCESS/ Alt ACCESS LEA Test Coordinator	Alan Parks
	ACCESS/ Alt ACCESS LEA Test Coordinator Email	Alan.Parks@osseprep.org
	ACCESS/ Alt ACCESS LEA Test Coordinator Phone	(202) 724-5555
	MCAA / DLM LEA Test Coordinator	Alan Parks
	MCAA / DLM LEA Test Coordinator Email	Alan.Parks@osseprep.org
	MCAA / DLM LEA Test Coordinator Phone	(202) 724-5555
	DC CAPE LEA Test Coordinator	Alan Parks
	DC CAPE LEA Test Coordinator Email	Alan.Parks@osseprep.org
	DC CAPE LEA Test Coordinator Phone	(202) 724-5555
	ACCESS / Alt ACCESS School Test Coordinator	Alan Parks
	ACCESS / Alt ACCESS School Test Coordinator E-mail	Alan.Parks@osseprep.org
	ACCESS / Alt ACCESS School Test Coordinator Phone	(202) 724-5555
	MCAA / DLM School Test Coordinator	Beth Thomas
	MCAA / DLM School Test Coordinator E-mail	Beth.Thomas@osseprep.org
	MCAA / DLM School Test Coordinator Phone	(202) 724-6666
	DC CAPE School Test Coordinator	Charlie Moore
DC CAPE School Test Coordinator E-mail	Charlie.Moore@osseprep.org	
DC CAPE School Test Coordinator Phone	(202) 724-7777	
Special Populations Coordinator	Cynthia Williams	
Technology Coordinator	Sheree Leakes	
<i>Secure Materials Management</i>	(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 (TA) 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. TIP: If your school has a specific process or location where all testing devices are stored and checked 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, Test Administrators (TAs) will come to the Reading Room (214) to come collect their secure materials basket. Each TA 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 TA to Room 214. TIP: 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?	Alan Parks
	(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 – Alan Parks
<i>Logistics</i>	(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.	Before testing, the Special Populations Coordinator (Cynthia Williams) will check and verifying assigned accommodations in the platform. Also, Cynthia Williams 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

		<p>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 Cynthia Williams prepared to ensure students have the things they need.</p> <p>TIP: 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>
	<p>(b) Describe your school's procedure for communications between test administrators/ proctors and technology coordinator and/or school test monitor during testing.</p>	<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>TIP: 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>
	<p>(c) Describe your school's plan for addressing administrative and logistical issues during testing. How will minor deviations be tracked during administration?</p>	<p>If a logistical issue or school emergency occurs, the School Test Monitor, Cordell Nida, will ensure the safety of students and staff, then determine the next steps and document those steps in an incident report, if applicable. Secure materials will be given to the STC, Alan Parks, until further notice. If the issue is technical, the Technology Coordinator, Sheree Leakes, will be contacted and take the lead in troubleshooting technical issues, including contacting the vendor or OSSE as needed. If any changes to the schedule or personnel arise, the Test Coordinator will submit a minor deviation to the approved test plan by the end of each day. All other technical issues that cause a minor delay or if an alternate device is assigned to a student will be logged in a running spreadsheet and uploaded at the end of administration.</p> <p>TIP: 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? How will materials remain secure?</p>

(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.	<p>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.</p> <p>TIP: 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.</p>
(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 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 When arriving, visitors use the entrance marked "Visitors Only" located at 1111 OSSE Preparatory Way NE. They sign in with security and go through the metal detectors and must check in with the reception staff to get a visitor badge. After checking in, they must ask for Mr. Alan Parks. When exiting, visitors must sign out with the reception staff and return the visitor badge.</p> <p>TIP: 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>
(h) Please describe the process that your school will follow to conduct make-up testing. Your description should include	Daily the School Test Coordinator (STC) will update the make-up list. On Thursdays the STC will create proctor groups for Fridays for all students who need make-up

	<p>how each of the following are considered: identifying students, locations, dates, times, test administrators, and content areas. There should also be a description of how secure materials will be distributed and collected, and how disruptions will be minimized.</p>	<p>sessions, grouping students by content and grade where allowed. Students with accommodations will be placed in make-up groups that are compliant to their IEP or 504 plan. Trained authorized personnel/test administrators will be notified by COB Thursday if they will staff make-up testing, and where it will occur, on Friday. The STC will use the identified spaces (School Library and Room 2132) and trained authorized personnel/test administrators (TA) to staff the rooms. If more spaces and TAs are required, the STC will identify the locations the morning of make-up testing and confirm that they are compliant to test integrity expectations of testing spaces.</p> <p>The STC will prepare proctor group specific supplies for each make-up group. Each TA will sign secure materials out from room 214 20 minutes before the start of make-up testing and return the materials to room 214 within 30 minutes of the end of the session. TAs will communicate with the STC in the same manner as what occurs during general test administration.</p> <p>The make-up testing days will be highlighted to the operations team specifically to minimize any disruptions such as fire drills, announcements, and bells.</p> <p>After the end of general test administration, we will use the remaining window to run the above process daily, versus weekly, until the end of the identified testing window.</p>
<p><i>Reporting Irregularities</i></p>	<p>(a) Who can report incidents to OSSE?</p>	<p>Multiple Selections Possible.</p>
	<p>(b) How will individuals report incidents? Please select all that apply.</p>	<p>Multiple Selections Possible.</p>
	<p>(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.</p>	<p>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 are available to all staff.</p>
	<p>(d) Does your school have an internal incident reporting process?</p>	<p>Yes</p>

	(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. TIP: This is not a requirement from OSSE. This question is included in case your school/ LEA had its own internal process, but if you do not have one, please select "No" in the question above.
<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. TIP: This response may look different based on your schools' personnel and structure. Here OSSE is 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.
<i>Prohibited Actions</i>	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 214 prior to the start of testing. These will be checked in and out when chain-of-custody forms are signed before and after testing.
Assurances	TIP: All assurances must be completed before being checked off in the School Test Security Plan.	
	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	School should enter the planned date of test security training for authorized personnel.
	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
<i>Authorized Personnel and Testing Schedule</i>	<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>	X
	<p>Test Schedule: Include date, time assessment, subject grade/course, test administrator, proctor, ADAM 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>
<i>After Test Plan Submission</i>	Status	TIP: School-based personnel must complete the Test Security Training and pass the subsequent quiz with a score of 80% or higher to have the correct permissions to submit a School Test Security Plan.