



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

Making a School Test Security Plan in the OSSE Assessment Portal

This step-by-step guidance will show LEA Test Coordinators and Non-Public Coordinators how to make a School Test Security Plan (STSP) in the OSSE Assessment Portal. If you have questions during the making of your plan, please contact OSSE.TestIntegrity@dc.gov.

1. Log in to QuickBase using your LEA or Non-Public credentials.

Email address or username

Password

Sign in

2. Navigate to “OSSE Assessment Portal”.



3. Under “My Test Assignments”, select “Add School Test Security Plan”

My Test Assignments

LEA Name	LEA ID	School Name	School ID	School - LEA Name	School - LEA ID	Coordinator Name	Coordinator type	Add School Test Security Plan
DC Bilingual PCS	114					Rohini Ramnath	LEA Test Coordinator	Add School Test Security Plan

4. Navigate to the tab that says, “General and School Demographics”, select the assessments for which you are completing the plan.

Reminder: LEAs may combine ACCESS and WIDA Alternate ACCESS, and/or MSAA/DLM

General & School Demographics

Who will be completing the School Test Security Plan? ⓘ *

LEA Test Coordinator

ACCESS for ELLs WIDA Alternate ACCESS

MSAA DLM

DC CAPE ⓘ

5. Using the drop-down menu, select the school for which you are completing the plan.

School Demographics

Related School *

Search and select Q ▼

Required

6. Complete all fields on the “General & School Demographics” tab. Hover your mouse over the ⓘ for tool tips for specific questions.

General & School Demographics

Who will be completing the initial School Test Security Plan? (DCPS) Q ▼

Select one

ACCESS for ELLs WIDA Alternate ACCESS

MSAA DLM

DC CAPE ⓘ

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.

School Demographics

School Name (DCPS) ▼

School ID (DCPS) ▼

LEA Name (DCPS) ▼

LEA ID (DCPS) ▼

Special Populations Coordinator ▼ Special Populations Coordinator Email ▼ Special Populations Coordinator Phone ▼ ext.

+1 (201) 555-... 1234

Technology Coordinator ▼ Technology Coordinator Email ▼ Technology Coordinator Phone ▼ ext.

+1 (201) 555-... 1234

Additional contact to access test plan

Reminder: LEA Test Coordinators or Non-Public Coordinators will not be able to submit the School Test Security Plan if the LEA Test Coordinator or Non-Public Coordinator completing the plan has not completed the [training](#) and taken the 2025-26 OSSE Test Security Training Quiz with a score of 80% or higher.

7. As you complete the plan, click on “Save and Keep Working” to Save and continue, “Save” to Save go back to the homepage, “Save & new” to save and start a new School Test Security Plan, or “Save & view” to save and view what has been completed.


Save ▼ Cancel ...

Save Ctrl S

Save & keep working Ctrl Shift S

Save & new Alt Ctrl N

Save & view Alt Ctrl V

8. Navigate to the tab that says “Secure Materials Management”. Complete all fields on the “Secure Materials Management” tab. Hover your mouse over the  for tool tips for specific questions.

General & School Demographics | **Secure Materials Management** | Reporting Irregularities | Irregularities Investigations | Prohibited Actions | Logistics | Assurances | Authorized Personnel/ Testing Schedule | Submit Test Plan for OSSE Review

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.


(a) What location or room will secure materials be stored? (Room number must be included)


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

(c) What devices will be used by students during testing?


(d) What is the procedure for distributing those devices during testing?

(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. 

(f) Who will manage the distribution and collection of secure materials? 


(g) Will you be locally destroying any test materials? 

Select one

(g) Will you be locally destroying any test materials? 

Yes


Selecting “Yes” to the question “Will you be locally destroying any materials” requires an additional question answered.


9. Navigate to the tab that says “Logistics”. Complete all fields on the “Logistics” tab. Hover your mouse over the  for tool tips for specific questions.

General & School Demographics | Secure Materials Management | Reporting Irregularities | Irregularities Investigations | Prohibited Actions | **Logistics** | Assurances | Authorized Personnel/ Testing Schedule | Submit Test Plan for OSSE Review

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.

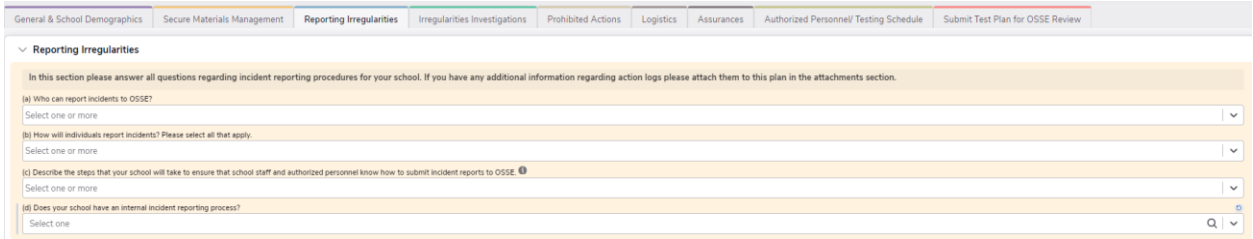
(b) Describe your school's procedure for communications between test administrators, proctors, the technology coordinator and/or the school test monitor during testing. 

(c) Describe your school's plan for addressing administrative and logistical issues during testing. 

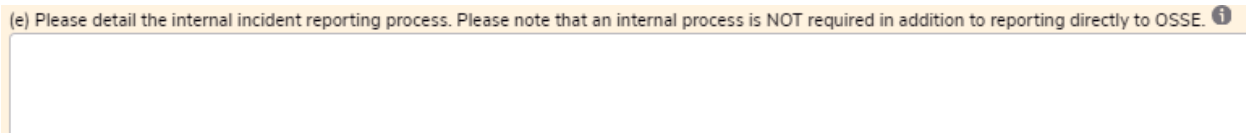
(d) Will your school be testing students with special circumstances (e.g., home schooled, home bound, alternate locations)?
Select one


(e) Will your school be implementing any protocols and policies for health and safety that impact test administration and/or test security protocols?
Select one

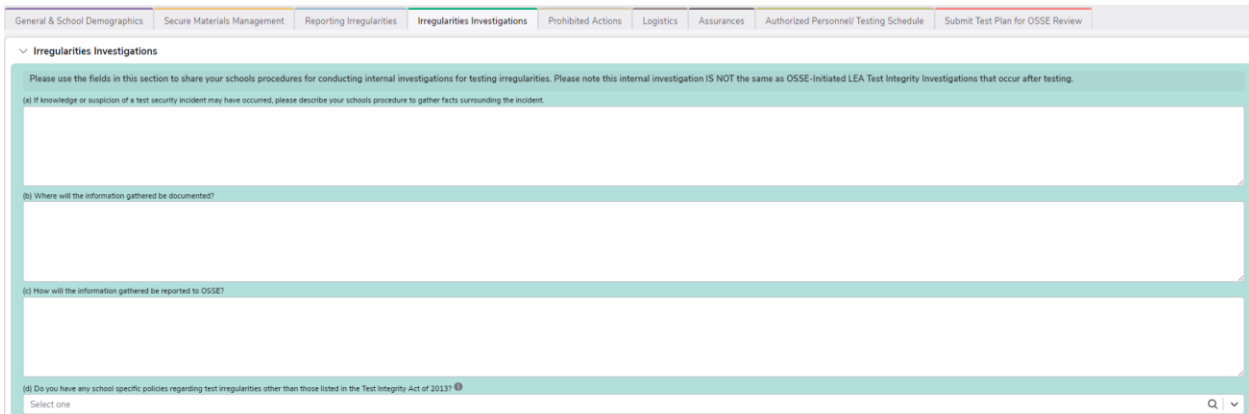
10. Navigate to the tab that says “Reporting Irregularities”. Complete all fields on the “Reporting Irregularities” tab. Hover your mouse over the  for tool tips for specific questions.



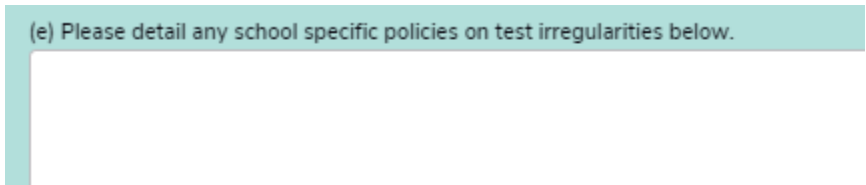
Selecting “Yes” to the question “Does your school have an internal incident reporting process?” requires an additional question answered.



11. Navigate to the tab that says “Irregularities Investigations”. Complete all fields on the “Irregularities Investigations” tab. Hover your mouse over the  for tool tips for specific questions.



Selecting “Yes” to the question “Do you have any school specific policies regarding test irregularities other than those listed in the Test Integrity Act of 2013?” requires an additional question answered.



12. Navigate to the tab that says “Prohibited Actions”. Read through each of the Prohibited Actions, and indicate if your LEA/Non-Public School has any additional prohibited actions.

General & School Demographics | Secure Materials Management | Reporting Irregularities | Irregularities Investigations | **Prohibited Actions** | Logistics | Assurances | Authorized Personnel/ Testing Schedule | Submit Test Plan for OSSE Review

▼ 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?
Select one

If yes, select “Yes” and detail in the additional field.

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

Yes

(g) Please detail all additional prohibited actions below.

13. Selecting “Yes” to either, or both, of the questions “(d) Will your school be testing students with special circumstances (e.g., home schooled, home bound, alternate locations?” or “Will your school be implementing any protocols and policies for health and safety that impact test administration and/or test security protocols?” requires an additional question or questions answered.

(d) Will your school be testing students with special circumstances (e.g., home schooled, home bound, alternate locations)?

Yes

Describe your school's plan to securely test students with special circumstances.

(e) Will your school be implementing any protocols and policies for health and safety that impact test administration and/or test security protocols?

Yes

Describe your school's health and safety protocols and policies that impact test administration.

14. Navigate to the tab that says, “Assurances”. Read through each Assurance on the “Assurances” tab. Check the box next to each statement to confirm completion. After, “All authorized personnel at the school will be trained on prohibited actions during test administration before the first day of testing.” indicate the date of the first scheduled authorized personnel training.

General & School Demographics | Secure Materials Management | Reporting Irregularities | Irregularities Investigations | Prohibited Actions | Logistics | **Assurances** | Authorized Personnel/ Testing Schedule | Submit Test Plan for OSSE Review

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.

Date
MM-DD-YYYY

- 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.
- The school has verified all student accommodations are assigned in the assessment management platform for all students requiring testing accommodations on the assessment(s).
- Test administrators and test session names have been entered into the ADAM system.

15. Navigate to the tab that says, “Authorized Personnel/ Test Schedule”.

General & School Demographics | Secure Materials Management | Reporting Irregularities | Irregularities Investigations | Prohibited Actions | Logistics | Assurances | **Authorized Personnel/ Test Schedule** | Submit Test Plan for OSSE Review

Authorized Personnel/ Test Schedule

Authorized Personnel List

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.
Include role, first name, last name, and
email address for each individual.

[SY2023-24 Test Security Authorized Personnel \(Template\)](#)

Test Schedule

Test Schedule (template)
See template for the minimum required information.

[SY2023-24 ACCESS AN ACCESS Test Schedule Template](#)

Add Document

Click on the blue text to download templates to update and upload. To upload your completed template, click on “Add Document”.

Add Document

Select the type of document. Click on “Upload File” to attach the document or drag and drop it onto your screen. Click Save to return to your School Test Security Plan.

Documents > Add Document

Save Cancel ...

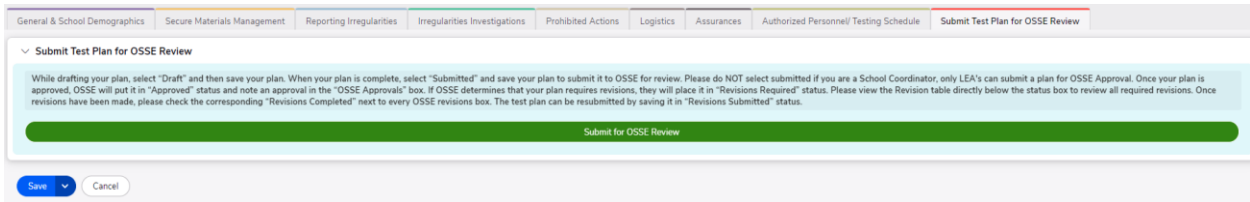
Type of Document

Authorized Personnel Attachment

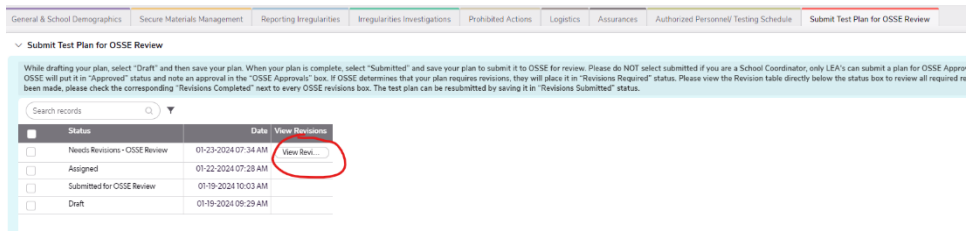
Attachment

2023-24 Authorized Personnel Template (1).xlsx
10.99 KB | 01-09-2024

16. Navigate to the first tab that says, “Submit Test Plan for OSSE Review”. If the LEA Test Coordinator or Non-Public Coordinator completing the plan has completed the [training](#) and taken the 2025-26 OSSE Test Security Training Quiz with a score of 80% or higher and each required field in the plan is complete the button will be green to submit. If you are unable to submit, confirm you have completed the training and taken the quiz with a score of 80% or higher.



17. If you get a plan returned for revisions navigate to “Submit Test Plan for OSSE Review” to see and access feedback. Select “See Revisions” to see details.



If you have any questions, please contact OSSE.TestIntegrity@dc.gov for assistance.