



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

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.

DEMOGRAPHIC INFORMATION	
<i>*Information can be found in the approved school test security plan.</i>	
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?	<input type="checkbox"/> Incident Report in OSSE Assessment Portal <input type="checkbox"/> OSSE Support Tool (OST ticket) <input type="checkbox"/> Online Incident Reporting Form <input type="checkbox"/> OSSE Hotline @ 202-304-3269
School Test Security Plan Number*	
Date of Testing Incident (mm-dd-yyyy)	
Assessment*	<input type="checkbox"/> ACCESS for ELLs <input type="checkbox"/> Alternate ACCESS <input type="checkbox"/> MSAA <input type="checkbox"/> DLM <input type="checkbox"/> DC CAPE
Name of person completing this plan:	
Role of person completing this plan:	<input type="checkbox"/> LEA Assessment Manager <input type="checkbox"/> LEA Test Coordinator <input type="checkbox"/> 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:

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

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