



School Test Security Plan Exemplar

Document Supplement

Remote PARCC Specific Questions

The exemplar below provides a specific example of a sample response for a hypothetical school submitting a School Test Security Plan to OSSE for review. The specific tools listed throughout the sample response do not represent all the tools or options that are available for schools. Schools may choose many different approaches to answering and planning for remote administration. This exemplar is meant to be only one tool that schools can use to assist in planning. Schools and local education agencies (LEAs) are encouraged to consult with all OSSE- and vendor-specific documents to aid in this process. The Remote Testing Supplement provides additional options and guidance that will assist schools in creating a robust and thorough School Test Security Plan.

1. How will your school distribute testing tickets during remote administration?

The School Test Coordinator will securely share students' testing tickets to the Test Administrator via secure file share via Box. On the day of testing, the Test Administrator will send a private chat message in their meeting application (e.g., Zoom, Teams) to each student with their testing ticket credentials.

After testing has completed, Test Administrators will instruct students and caregivers to delete the private message with test ticket information and lock the test session in PearsonAccess^{next} (PAN) immediately. The School Test Coordinator will be instructed to delete the document that has student test tickets from Box and shred any printed versions of the documents with the secure information.

Reminders and Tips:

At a minimum, please include the following information:

1. How the School Test Coordinator will share testing ticket information to Test Administrators (examples: Microsoft SharePoint, Box, FTP)
2. How Test Administrators will share testing ticket information to students before testing (examples: secure chat in meeting application such as Zoom, Teams, Google Classroom; private assignment or chat in a learning management system such as Blackboard, PowerSchool Learning, Canvas, Class Dojo, etc.)
3. How students, and Test Administrators will be instructed to discard/delete testing ticket information (examples: delete file/chat/private assignment; monitor session logins if deleting is not possible)
4. How Test Administrators will secure the test after testing has finished (locking the test session in PAN).

Please be advised that sharing testing ticket information via email is NOT secure and therefore not permitted. The response to this question can vary based on the functionality of your meeting application (e.g., Zoom, Google, Teams, Skype, etc.) and the learning management system (e.g., Canvas, Class Dojo, etc.). If the chat function in your learning management system does not allow for private messages to be deleted, it may be best to communicate testing ticket information using another form of communication where the messages can be deleted at the end of communication. Also, please remember that the Test Administrator should be instructed to lock the test session in PAN after the test session is over to ensure that students do not have access.

If you have questions or need OSSE to work through a secure method to distribute testing tickets, please reach out to OSSE directly.

- 2. Describe your school's plan for administering and proctoring during remote administration (e.g., Zoom, GoogleMeet, etc.) Please provide as much detail as possible.**

Test Administration Management

This school will use the video conferencing meeting application Microsoft Teams to manage the administration of PARCC. Before beginning a test session, Test Administrators will create a joint Microsoft Teams Meeting connecting all students in the test session. In this meeting, Test Administrators will instruct students to close all applications except for the meeting application.

Logging in to TestNav Website and Starting the Test

Once the Test Administrator has confirmed that students have completed this step, Test Administrators will read the script as written in the Test Administration Manual (TAM) and Remote Supplement Guide to instruct students to open a browser window in Google Chrome and navigate to the TestNav site and what to do when they need assistance or have a question (school specific script below). When prompted by the Test Administrator, students will log in to their test sessions using the testing ticket credentials that will be sent to student via private message in Microsoft Teams. Students will be instructed to keep Microsoft Teams open and active throughout test administration.

School Script for Login to TestNav:

"Please close out all the windows on your computer except for this Teams meeting. Give me a thumbs up once you have done this [Pause for all to be done]. Now, open a new window in Chrome and go to the link I put in our meeting chat (dc.testnav.com). Give me a thumbs up once you see the login screen. Let me know if you are having trouble."

Test Administrator Language for requesting assistance:

"During testing, if you have any problems with your testing device, please send me a message in the Teams chat if you can. If you aren't able to use the chat, write down the time the problem started, then send me [a text, an email, a message through Canvas/Google Classroom]. Remember, I will not be able to help you with test questions or the online tools during the test."

During Test Administration

After students have successfully logged in to their test sessions, and begun to test, the Test Administrator will place each student into individual breakout rooms during testing. Students will be instructed to private message the Test Administrator in Teams if they have questions or need assistance during testing. The Test Administrator will circulate the breakout rooms and monitor the chat throughout test administration and be available to answer questions or contact the School Test Coordinator or Technology Coordinator as needed. During test administration, the Test Administrator (or Proctor, if your school decides to have them) will monitor remote test sessions using the dashboard available through PearsonAccess^{next}.

If a student reports technical issues, the Test Administrator will message the Technology Coordinator or the School Test Coordinator via Teams message or cell phone to get instruction on next steps to assist a student.

Closeout

If a student completes testing before the end of testing time, students will be instructed to private message the Test Administrator that they are finished. The Test Administrator will enter the student's breakout room and read the closeout script for the student. After the student has closed out of the test, the Test Administrator will instruct the student to discard any used scratch paper. Students will then be released from virtual class.

After the testing time has ended for the session, the Test Administrator will bring all students still testing back into the main Teams Meeting room and read the script for the students. After the students have closed out of the test, the Test Administrator will instruct the students to discard any used scratch paper and dismiss students from virtual class (school specific script below). After the test session is over, the Test Administrator will lock the session in PAN.

Test Administrator Language for Scratch paper and Dismissal:

"After you have logged out of the test and recycled any used scratch paper, you can log off of our Teams meeting and work on an independent activity from the choice board in Canvas/Google Classroom."

Tips and Reminders:

This section may vary greatly based on the capacity of staff and the meeting application that your schools use for test administration. This exemplar included a number of best practices; however, we recognize that schools may not have the capacity or staff to have additional assistance. Please ensure that your school meets the minimum requirements in the [Remote Testing Supplement](#).

For the school test security plan, at a minimum, please make sure the response has the following:

1. How your school manage the administration of PARCC remotely;

2. How students will be instructed by Test Administrators to log in to the TestNav website **(include the school-specific script Test Administrators will use to direct students to log in AND how to request assistance)**;
3. During Test Administration, how students will communicate issues and questions during test administration;
4. During Test Administration, the posture in which students will be testing as a group (individual breakout rooms, a joint session, another posture, etc.);
5. For closeout, how will students be instructed to close out their sessions after testing (please include information for what will happen if students finish testing before testing time has finished);
6. For closeout, what instructions will Test Administrators give students to destroy secure materials after testing **(include the school-specific script Test Administrators will use to direct students)**.

For remote administration, if no other forms of communication are available, Test Administrators and students are permitted to use cell phones to communicate non-content specific questions with the Technology Coordinator or School Test Coordinator. Although cell phones are permitted for this edge case, schools are encouraged to seek other ways to communicate and/or escalate issues during test administration.

Lastly, during test administration, Test Administrators are not permitted to engage in any educator coaching, which includes helping students with test questions or using nonverbal cues to direct students to a different answer. If a student asks for help with test content, Test Administrators may redirect the student and tell them that they are not permitted to answer any content-specific questions

3. Describe how Test Administrators and Proctors will communicate with each other remotely during test administration.

Test Administrators and Proctors will communicate using the private chat function in Microsoft Teams.

OR

Our school will not use a Proctor during test administration. The Test Administrator will communicate with students, the Technology Coordinator and Technology Coordinator as prescribed in other questions in the School Test Security Plan.

Tips and Reminders:

Test Administrators and Proctors are encouraged to communicate using the chat function of the meeting application (example: Teams, Google, Zoom, etc.) that your school will use to administer the remote PARCC assessment. If the meeting application your school uses does not have a private messaging function, Test Administrators and Proctors are permitted to communicate via cell phone. As a reminder, Test Administrators and Proctors are not permitted to discuss test content or engage in educator coaching during test administration.

4. Describe your schools' plan for monitoring during remote administration.

During testing, Proctors will be assigned to monitor test sessions remotely using the dashboard available through PAN. The proctor will communicate any discrepancies or issues in PAN to the Test Administrator, Technology Coordinator and/or the School Test Coordinator via private message in Google Messages or Teams.

Additionally, the School Test Coordinator will regularly monitor incident reports submitted by authorized personnel and provide regular assistance. Lastly, the School Test Coordinator will have regular check-in meetings with authorized personnel to ensure they have the support and assistance they need during test administration.

Tips and Reminders:

Monitoring may vary greatly based on the capacity and staffing at every school. **For the School Test Security Plan, at a minimum please include the following information:**

1. How your school plans to monitor test sessions in PAN; and
2. How the School Test Coordinator plans to check-in with Test Administrators and other authorized personnel throughout the test administration window.

Schools are encouraged to consider a plan that includes remotely monitoring test sessions in PAN, perhaps by a staff member other than the Test Administrator. This will allow the Test Administrator to focus on monitoring and interacting with students if issues arise during testing. Please refer to the Remote Testing Supplement for more information about remote monitoring.

5. How will your school administer accommodations remotely?

Students receiving accommodations that are embedded will have their accommodations and accessibility features delivered within the testing platform (TestNav). The Special Populations Coordinator in collaboration with the Test Administrator will ensure that the student's accommodations and accessibility features are correctly entered in the Student Record/ Personal Needs Profile (SRPNP) file in PAN.

For accommodations that are preloaded in the test platform, students will be instructed to notify the Test Administrator via private chat in Microsoft Teams if their accommodation is not functioning properly during testing. The Test Administrator will close the unit for that student.

For accommodations that must be managed by the Test Administrator or Proctor (example: human reader), the Test Administrator or Proctor will communicate with the students via private chat or breakout session to ensure that the student receives the accommodation as prescribed.

In either instance, if the student does not receive their proper accommodation, the Test Administrator or School Test Coordinator will notify OSSE via an Incident Report as soon as possible.

Tips and Reminders:

For the School Test Security Plan, at a minimum please include the following information:

1. Who will ensure that accommodations and accessibility features are properly preloaded in the SRPNP file;
2. How students will communicate that their accommodations are not working properly during testing;
3. What steps the Test Administrator will take after learning the student's accommodations are not working properly during test administration;
4. How accommodations that must be managed by the Test Administrator or Proctor will be handled during test administration.

Students should receive all accommodations prescribed to them by their individualized education program (IEP), 504 plan or English learner plan. Test Administrators and the Special Populations Coordinator must ensure that students' accommodations are properly entered in the SRPNP in PAN.

Please remember that paper accommodations (example: Braille, large-print, etc.) **must** be administered in-person only. Guidance on administering other accommodations delivered by a Test Administrator can be found in the [Testing Accommodations Guides](#).

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

In-Person Administration:

If the Test Administrator needs to get in contact with the Technology Coordinator or School Test Coordinator during testing, they will place a "Need Assistance" sign on the outside of the classroom door. The hall monitor will contact the School Test Coordinator who will come to the room the assess the issue.

Remote Administration:

The Test Administrator and Proctor will send a private message in Microsoft Teams to the School Test Coordinator and/or Technology Coordinator if there is an issue.

Tips and Reminders:

The response to this question will vary greatly based on the circumstances at the school. There are many ways authorized personnel can communicate during administration.

For in-person administration please be reminded that Test Administrators and Proctors may not have a cell phone during test administration. Communication methods in person can include the following methods: (Personal Intercom, Landline Phones, Proctor/Runners, Walkie-Talkie, Private Messaging, etc.)

For remote administration, Test Administrators and Proctors may only communicate with the School Test Coordinator and/or Technology Coordinator via cell phone if there are no other forms of communication available. Schools are encouraged to find other forms of remote communication, such as private messaging on school meeting platforms (Teams, Zoom, Google Meet, etc.) in lieu of cell phone use.