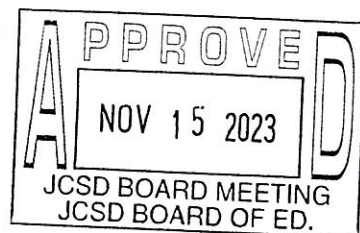


2023-2024

Jefferson County School District Test Security Plan

Dr. Adrian Hammitte,
Superintendent

Dr. Terri McGruder,
District Test Coordinator



2023 – 2024

Jefferson County School District
Name of the District

Jefferson County Elementary School
Jefferson County Middle School
Jefferson County High School
Name of the Schools

Jeri McInden
District Test Coordinator

11-17-2023
Date

Brittany Lyles
School Test Coordinator

11-17-2023
Date

LaTanya Daines Herrington
School Test Coordinator

11-17-2023
Date

Christy C. Carr
School Test Coordinator

11-17-2023
Date

Shameka Woods
JCES Principal

11-17-2023
Date

Dana Day
JCMS Principal

11-17-2023
Date

Maver Walth
JCHS Principal

11-17-23
Date

A. School Security Plan

1. Purpose

- a. To protect the district, school, district test coordinator, school test Coordinator, principal, teacher and student
- b. To meet the requirements of Appendix F
- c. To provide a document for auditors who may visit before, during or after testing
- d. To provide proof of procedures in the event that a missing materials report is issued

2. Flexibility

- a. Any changes that are made after Security Plan original approval will be added as an addendum and placed in the back of the plan.

3. Distribution

- a. Administrators and proctors will have a copy of the District Security Plan during all test administration

Section B: Training

School administrators, test administrators, proctors, and hall monitors will be trained during faculty meeting/PLCS. A detailed agenda and handouts will be used in the training sessions. Participants will be informed of the consequences of testing violations. All persons who participate in the state testing program will be required to sign a test security agreement.

Trained participants will receive copies of the training materials from the STC.

The STC will have on file the following documents:

- A dated detailed agenda of the training in preparation for the tests/s.
- Copies of all training materials.
- List of security mandates and consequences of testing violations.
- Test Security/Confidentiality Agreements.
- Signature sheet verifying training attendance.

The District Test Coordinator (DTC) will conduct comprehensive training for School Test Coordinators (STCs), and principals (if needed) following the Fall and Spring District Test Coordinator Training sessions conducted by the Mississippi Department of Education, Office of Student Assessment. Training will include updates on test administration procedures and security mandates for each of the required state tests.

The DTC will present brief training updates, including a reminder about test security, prior to the administration of each of the assessments listed above.

Subsequent to each training session, the DTC will file the following documentation:

- A dated, detailed agenda of the training in preparation for the tests
Copies of all training materials

- Documentation that participants were informed of security mandates and consequences of testing violations
- Test Security/Confidentiality Agreements
- Prohibition of Electronic Devices
- A sign-in sheet with signatures of all who attended the training

Prior to the administration of each state test, the STC will conduct training for building-level administrative staff, test administrators (certified staff), proctors (certified and classified), hall monitors, and security staff and maintain copies of all training documents (i.e., agenda, sign-in form, and training material). The DTC or Alternate Test Coordinators will conduct the training in the absence (approved extenuating circumstances) of the school's STC.

Training will be conducted once in the fall and once in the spring.

Documentation included in School Test Security Plan are:

*Dated, detailed agenda

*Training materials

- Sign-in sheets
- Acknowledgement of Receipt of Test Security Policies
- Test Security Agreement
- List of Test Administrator's, Proctor's, Relief Proctor's, and Hall Monitor's responsibilities
- Appendix F
- Copy of MS Code of 1972
- Test Irregularities documentation
- Student Affidavit for Electronic Prohibition
- Testing Reminders

- Describe the procedure used for receiving and securing materials. Include specific information about where materials will be delivered and stored and the secure storage area. Include the process to be used for identifying all those who will have access to the secure storage area.**

Test materials are delivered by UPS/FedEx in the front office. A staff person from the office will notify the DTC that test materials have been delivered. The materials will be picked up and placed in the secured room.

Only the DTC/STCs Dr. Terri McGruder, Dr. Cashoney Carter, Dr. LaTanya Gaines-Herrington and Ms. Brittany Lyles have access to the secured storage room. Their names are posted above the secured room, and they are the only ones with keys to the area.

- Describe the procedure used for distributing material to individual schools. Include the date the materials will be distributed to schools.**

Once the test material is received at the district office, the DTC will notify the STCs. The DTC and STCs will inventory the material at the central location before the STCs along with a second person take the materials to their respective campus. The STCs will then inventory the test

materials again before distributing them to the TAs. The materials will be distributed to schools within the first two days of receiving them.

3. **Describe the procedure used for retrieving materials from individual schools.**

STCs will notify the DTC when testing has concluded. The STCs will inventory the materials immediately after testing. The STCs along with a second person will return the materials to the district office. The DTC and STCs will inventory the materials again to ensure everything is accounted for before returning to the test vendor.

4. **Describe the procedure for verifying all materials are accounted for as they are packed for return to the test vendor.**

DTCs/STCs will re-inventory (using the district/school checklist provided) each secured book by placing used and unused books in numerical order. We also count all answer documents that were issued to Test Administrators to make sure they are all included in the count. We verify that all materials are packed according to instructions on packing chart before sealing test material boxes to be returned.

Studying Test Administrator Manuals

5. **Describe when and where test administrators will be allowed to study manuals prior to testing.**

Assigned test administrators can review/study Test Administrator's Manuals the day before testing or the day of testing in the counselors' office before testing begins.

Handling Material: MAAP

6. **Describe the procedure for distributing materials to each test administrator. Everyone assigned to testing duty must report to his/her designated area at the beginning of first period.**

The assigned Hall Monitor will make sure that the testing site is secured before the test materials are removed from the secured room and brought to the testing site.

At 7:50 (the beginning of first period) on the morning of the scheduled test, the DTC and STC will remove boxed test from the secured room and escort the test materials to the designated holding room. The test administrator(s) will arrive in the holding room to inventory and pick up test materials. They will verify and sign the preprinted inventory by counting and signing for all materials in test container (box) such as test administrator manuals, student secured booklets, answer sheets, testing irregularities forms, etc. After each administrator signs, he/she will be escorted by a hall monitor, relief proctor, DTC or STC to his/her assigned room where the proctor will be waiting.

When everyone has completed the test, test administrators will be escorted to the holding room by the proctor, hall monitor, or relief proctor. The DTC or STC will re-inventory to verify and sign that all test materials signed out have been returned.

DTC and STC will deliver that test box to the secured room and will do the same for each test administrator who returns test material.

Online Testing

Everyone assigned to testing duty must report to his/her designated area at 7:50 a.m. (or at the beginning of first period).

At 7:50 (or at the beginning of first period) on the morning of scheduled test, the DTC and STC will remove the boxed test items from the secured room and escort the test ancillaries to the designated online testing room(s). The test administrator and proctor are in place and will inventory and sign for such items as the test administrator manual, roster, seating chart, testing irregularity form, etc. When testing is complete, the test administrator will be escorted to the counselors' office by the proctor, hall monitor, or relief proctor with test container. The DTC or STC will re-inventory to verify that all testing materials/ancillaries have been returned.

7. Describe the procedure that test administrators will use to distribute materials to students and to account for materials before students leave the testing room.

Each test administrator will make sure he/she has test materials for each child on his/her roster. He/she will seat children according to the prearranged seating chart and issue test materials. If answer document has pre-IDs on them, the test administrator, with the help of the proctor will make sure the correct child gets his/her pre-ID answer document. If the answer document does not have a pre-ID on it, the student will receive a blank answer document to bubble in information or the one that the DTC/STC has pre-bubbled with the necessary demographic information.

Secured books are issued out row-by-row or as the test administrator deems necessary. Each child should receive a secured book. Students will not break secured tabs until they are instructed to do so by the test administrator.

After each child completes his/her test, he/she will quietly gather all testing materials and turn them in to the test administrator and/or proctor before leaving the testing room. Test administrators and proctors will keep count of all materials and make sure every student turns in their testing materials before leaving.

8. Describe the procedure for returning materials to the school test coordinator.

Test administrator and proctors will inventory materials and put secured books in numerical order (the order in which they received them). They will have all answer documents, test books, pencils, and other allowable test ancillaries (i.e., rulers, formula charts, etc.) grouped together and ready to be checked by the DTC/STC.

9. Describe the security measures, if applicable, for allowing teachers to review Braille test materials, to transfer answers for large print/Braille, and to read tests that are allowed under the Accommodations Manual to students with IEP's, etc.

Teachers will review Braille test materials the day before testing. Students requiring large print test materials by IEP accommodations will be tested in the same area as the other students. All security guidelines will apply. The same procedures will apply for make-up testing. Under the supervision of the DTC or STC, the test administrator or appointee will transfer answers from large print to regular answer documents in the secured room or the counselors' office. A witness will be present for this transaction.

Students requiring the test to be read to them (by IEP accommodations) will be tested in a separate room. All security guidelines will apply. Any make-up administrations will follow the same procedures on the state appointed days.

10. List all individuals who have access to the secure storage area.

Individuals who have access to the secured storage area are DTC, Dr. Terri McGruder, Ms. Brittany Lyles, Ms. Shamekia Isaac, and Mrs. LaTanya Gaines-Herrington.

11. Include a list or schedule of test administrators, proctors, hall monitor and relief personnel who will be involved in each test administration. Please note that the test administrators must be licensed in compliance with Appendix F.

All certified teachers at Jefferson County Schools will serve as test administrators at any appointed time. However, they may also serve as proctors, and/or relief proctors. Non-certified staff will serve as proctors or relief proctors.

Everyone involved in testing will be trained and are responsible for adhering to the Test Security Plan, Appendix F, Mississippi Code of 1972, the Test Security/Confidentiality Agreement, Test Reminders, and other rules and regulations of testing.

Additional Procedures

12. Describe your policy on secure storage access.

Only the DTC/STCs Dr. Terri McGruder, Dr. Cashoney Carter, Dr. LaTanya Gaines-Herrington and Ms. Brittany Lyles have access to the secured storage room. Their names are posted above the door of the secured room indicating that they are the only ones allowed beyond that point when tests are stored. However, when inventorying, storing, and/or packing test, a trained person may be asked to enter with the DTC or STC since two people are always to be present.

13. Describe the plan for student emergencies (bathroom, sudden illness, etc.)

If a student needs to leave the testing area for any situation such as to go to the restroom, water or illness, the test administrator will signal for a relief proctor to escort the student to the designated place. The student will complete the "Documentation of Student Test Site Exit" form upon leaving and returning. The TA or proctor may choose to document for the student. If a student becomes ill and needs to see the school's nurse, he/she will be escorted by the hall monitor, DTC or STC to the school nurse's office. If the child is too ill to return to testing, the

nurse will take the necessary action for medical attention per the nurse's office protocol. If a student starts a test and is too ill to complete a test, he/she will not be allowed to makeup. If the student is well enough, he/she will resume testing.

14. **Describe the plan for severe or inclement weather, fire threat, bomb threat, or any other emergency that would cause for an immediate evacuation of the facility or disruption of testing beyond our control.**

In the event of an emergency such as inclement weather, test administrators, proctors, and students will need to vacate the room, but not the building. Test materials should be left on desks as they follow the proper emergency procedures for severe weather in the hallways. Test administrators or proctors should stay close to the entrance of the testing room they are assigned to. When all is clear, everyone should quietly return to his/her assigned rooms and resume testing. The time of this emergency should be documented on the Testing Irregularities Form by the test administrator.

If an evacuation is caused by a fire or bomb threat, students should pick up test materials and exit rooms as ordered. Test administrators and proctors should exit with plastic test containers. Students should be instructed not to discuss test contents and stay with test administrator and proctor to turn in test materials once they are in a designated safe zone. Test administrator and proctor will stay with students and materials until it is safe to reenter the building. The time of the evacuation should be documented. If time permits, the DTC or STC will bring a cart to collect all boxed test materials.

Time will be documented and when all clears, students will quietly return to the testing room to resume testing. The DTC will notify Mississippi Department of Education, Office of Student Assessment and will follow instructions, if all does not clear or a fire destroys the building.

15. **Describe the plan that prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistance devices during the administration of scheduled statewide assessments.**

The use of cell phones and other electronic communication devices are prohibited on school campus at all times which include during statewide testing days. Students will be notified of the prohibition of electronic communication devices by the test administrator or proctor before test begins. They will read to the students Appendix F, Section IV, Requirement 19. Students will sign a statement that the policy has been explained to them and they understand that the consequence of this testing violation is an invalid/ non-passing score.

Cellular Phone Violations and Cheating

All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position while test booklets and answer documents are in the vicinity and during the duration of online testing. If a student is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of

information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device. If a test administrator or proctor is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device.

If evidence exists on the cell phone or other electronic device that indicates the device was used during the test administration and/or test material was recorded and/or transmitted, the student's score shall be voided.

All incidents involving student cheating or misconduct must be responded to in accordance with district and/or school disciplinary procedures and must be reported to the Office of Student Assessments-MDE. The district test coordinator is responsible for invalidating tests for students who were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices.

16. Describe the procedure used for ensuring that students are using only allowable calculators.

All formulas, applications, and/or programs on calculators must be disabled or removed from the calculators to be used by students during the SATP Algebra I exam for first-time test takers. No personal calculators will be allowed into the testing rooms. It is the responsibility of the math department personnel to make sure calculators are ready for testing. The chairperson of the Mathematics Department of Jefferson County High School must sign an affidavit indicating that all formulas, applications and/or programs have been disabled or removed from calculators prior to testing.

The DTCs/STCs/Counselors will be responsible for making sure students who participated in the MAAP Algebra I test prior to 2011-2012 school year are allowed to use graphing calculators with formulas, applications, and/or programs provided will not be tested in the same room with other Algebra I testers who are not allowed to use calculators with formulas, applications, and/or programs. They will have separate administrator(s) and proctor(s),

17. Describe the procedure used to ensure that all content relevant Material in testing area have been covered or removed.

When test assignments are passed out, test administrators and proctors get a list of rooms that will be used for testing. If rooms are scheduled to be used, teachers who occupy those rooms are notified that content relevant materials should be removed or covered up. These rooms will be checked the day before testing begins to make sure everything is ready for testing. (i.e., desks are lined up correctly, etc.)

18. **Describe the plan for multiple test administrations (i.e., morning/ afternoon) if applicable.**

On make-up days, depending on the number of make-up tests that are needed and the differences in subject areas, we will test in the mornings and again in the afternoons. If the need arises, we will also make-up on regular days in the afternoons.

19. **Describe the procedure for online testing and include procedures to address when disruptions occur (power outages, network problems, etc.)**

Students are validated by the DTC the week before online testing. On the mornings of scheduled test, the DTC and STC will escort test materials (inventory sheet, roster, seating chart, TAM, etc.) in a plastic container to testing room at 7:50 or the beginning of first period. The test site must be secured first by the assigned Hall Monitor.

When testing is complete, the test administrator will be escorted to the secured room or counselors' office with test container. Online testing will follow the same procedure as paper and pencil.

If we encounter a problem, such as network problems, we will notify Pearson for technical support for issues within their browser. If it's a local problem, we will notify the district's computer technician and/or internet coordinator for assistance.

If a power outage occurs, we will instruct students not to discuss the test and hold them in place until electricity is restored. In all cases, we will notify MDE and document the situation on the testing irregularity sheet.

20. **On an untimed test, when the majority of students have finished, those students may be dismissed. This is a district decision. Describe the plan for dismissing those students while allowing additional time for students who are still working.**

Students finishing early will be allowed to quietly return all testing materials to the test administrator or proctor and leave the testing room. They will then go to their regularly scheduled class.

The administrators or proctors are to verify the receipt of all testing materials before releasing the student.

The hall monitor or relief proctor will inform the student of what class period it is and show them the proper exit.

21. **Describe the procedure used to create the seating charts for students During statewide assessments (alphabetized, pre-arranged to separate Friends, placements of students at the front of the room based of IEP or special circumstances, etc.)**

A list of students enrolled in a subject-area testing course will be generated from our student package, SAMs. If they are retesters, we will compile the list. We color code the first two, three, four or five (depending on the number of rooms we need) with a different color. We continue the color pattern until all students are color coded. Then we group colors together to make up our rosters. Seating charts are then created using this list.

The DTC and STC will have seating charts of the testing area with students already alphabetically assigned with the exceptions of those with IEP accommodations who need to sit in front of the room.

22. **On an untimed test, students who finish early may be allowed to read library books or other material not related to the content of the test. This is a district decision. What will students in your school be allowed to do?**

As each student finishes his/her test, he/she will be allowed to turn in all testing materials, leave the testing room, and resume their regularly scheduled classes.

23. **Describe the procedure for coding student information after students have completed testing. Who will do this and when? Such as activity must take place within security guidelines. (Describe the process).**

Test administrators and proctors should monitor students to make sure students are coding the correct information if it is not preprinted and the correct Form.

Under the "Administrative Use Only" section, the DTC and STC will code any necessary information. No one else is allowed in secured room except trained personnel who are helping pack test materials.

24. **At the conclusion of testing, answer documents should be examined to Be sure that student data is correct, that bubbles are filled in correctly, and that there are no stray marks. Who will do this and when? Such an activity must take place within security guidelines. (Describe the process).**

When the test administrators and proctors are monitoring the students, they should notice improperly filled in bubbles, etc., and bring this to the child's attention. They should also observe the document when the child turns it in to rectify any problems such as stray marks before the child leaves the room.

When packing the test for scoring, if the DTC or STC notice a stray mark, one of them will erase the mark under the supervision of the other.

25. **Test Administration**

If a test administrator or proctor needs to leave the testing room for any situation, he/she will stand inside the testing room and will signal with a flag for a relief proctor to step inside before leaving the room. Test administrators AND proctors will note any testing irregularities. One will make note of any absences, student's exit and return times, etc. on forms provided or write

"None" on the form and sign for each administration. They along with the proctors will continue to monitor while testing is taking place.

26. Testing Environment

Students' book bags or personal belongings will be placed in a designated area completely clear of the immediate testing area. Book bags will be placed in the holding room where students do not have access to them. Students will be checked by hall monitor and/or relief proctor to make sure pockets are empty of anything pertaining to testing.

27. Disposing to Scratch Materials

The test administrator and proctor will make sure all scratch materials are collected separately from scorable testing materials. This material will be packed and returned to Pearson with the nonscorable materials according to Person's instructions.

28. Late Finishers

If a small number of students do not finish the test before lunch period is over, the DTC/STC and/or hall monitor will contact the cafeteria with the number and names of students still testing. The cafeteria will prepare lunches to be delivered at the designated time. The test administrator and proctor will collect all testing materials and place them in the plastic container. They will stay in the room with the students while they eat lunch. They are instructed not to talk. After they finish, lunch trays will be collected and disposed of by the hall monitor or relief person and students will resume testing.

If a large number of students are still testing at lunch time, the DTC will instruct test administrators and proctors to collect test materials from students and place them in the issued plastic container. The testers will be the first group of students to go to the cafeteria. Test administrators will be escorted to holding room where the DTC and STC will collect and stay with test containers while the test administrator and proctor escort students to the lunchroom. Students are instructed not to talk or discuss the test. The hall monitor and/or relief proctor may eat lunch at this time also. DTC/STC may place plastic containers with test material on cart in hallway at this time so that they will be able to keep the hallway secured since everyone else will be on lunch break.

When testers have eaten lunch, they will return to the testing rooms. The test administrator will come to the holding room and pick up the test container. He/she will be escorted to the assigned room for the test administrator where the proctor is waiting, and testing will be resumed. It is at this time, any students desiring to use the restroom will be able to do so. The Hall Monitor/Relief Proctor will work with one room at a time unless there is a dire need in another room.

29. Describe district monitoring of test administrators, proctors, students, and any others involved in the testing process.

The District Test Coordinator and School Test Coordinators will monitor testing at all times. The STCs will always be on the hall along with the hall monitor and relief proctors.

30. Other Test Materials

All ELL, WIDA, and ACCESS test materials will be handled in the same accordance as other state test materials stipulated in this plan.

31. Handling Unusual Situations

If a student is admitted into a health facility or involved in an accident, the DTC will submit the Non-Participation Due to Significant Medical Emergency form along with substantiating documentation, if necessary.

32. Malfunctioning Calculators

If a test administrator or proctor waves a flag for assistance due to a malfunctioning calculator, the DTC, STC, Relief Proctor or Hall Monitor will carry the calculator to a math teacher to correct the malfunction only. Another calculator will be issued to the student. When the malfunction has been corrected, the calculator will be placed in the pool of calculators to be reused if necessary. This is only for those first-time test takers prior to 2011-2012. Students using calculators with no formulas, applications and/or programs will only need to exchange calculators if the batteries are low.

33. Entering Testing Room(s)

Only the DTC, STC, Relief Proctor, custodian (for unforeseen reasons, such as sudden illnesses, etc.), or an MDE auditor will be allowed to enter the testing room(s) during test for emergencies, signing off on seating charts, observing, relieving, etc. NOTE: MDE auditors are not Relief Proctors.

34. Two-day test administration for English II Retesters

Beginning with the December 2011 test administration, students retaking the English II multiple choice test may complete this test over a two-day period. Non-student retesters will be allowed to take the English II test in one day, if they have problems beyond their control such as jobs or transportation issues, etc.

35. Setting Reasonable Time Limits for SATP2 Exams

It will be made known to students that they will be allowed a reasonable time limit, a minimum of (4) hours, to complete a test.

36. Test Administrators/Proctors Sitting

Test Administrators and Proctors will be instructed that they are allowed to occasionally sit during test administration within certain reasonable parameters. They must alternate and sit where they can easily see students.

37. Processes/Procedures used to Ensure Personal Calculators are not used.

Students will be told that personal calculators are not permissible on test dates. Students are also required to leave all personal belongings in the holding room, and they are monitored as they leave to make sure they are not carrying anything with them into the testing room. Test administrators and proctors further monitor and observe to make sure that students are using the school issued calculator.

Students using calculators with formulas, applications, and programs on them will test in a separate room from those students who do not have formulas, applications, or programs on them. The DTCs/STCs will group them separately before testing during the preparation phase.

38. Breaks and Moving Students During Test

Test takers will be allowed a break (in place) during the regular school scheduled morning and evening breaks. Water or mints may be provided in the holding room. Students will be allowed to go quietly, as appointed by the Test Administrator and/or Proctor, to the front of the room to stretch and take a break or they may stand by their seats.

Test Administrators and Proctors will be allowed short breaks in the Holding Room where there may be some refreshments. If the TA or Proctor needs a break, they will wave the flag for relief and the Relief Proctor will go into the room before the TA or Proctor comes out for a brief "refreshment" break.

For seniors taking the English II during the LAST OPPORTUNITY test administration, gum or snack bags maybe provided. They will be issued during an in-place break. This break will be taken during regular scheduled breaks.

If there is a small number of late finishers that can be comfortably and spaciouly accommodated in the Counselors' Office, the DTC and/or the STC will move them there to complete their tests. This will be done after the second regularly scheduled break (1:35 p.m.). Another seating chart will be made for this group of students and placed in the Test Security Plan.

39. Special Administration of the U.S. History SATP2 Test

Secure test materials will be picked up from the MDE designated distribution site by Dr. Faye Brown, DTC and another certified staff member.

Secure test materials will be delivered to Jefferson County High School for storage. Test assignments will be made according to the number of students. Tests will be administered at Jefferson County High School.

After the special U. S. History test administration, all secure test material will be retrieved and stored in the secured room at Jefferson County High School.

The next day, the secured test material will be returned to the designated distribution site by Dr. Terri McGruder or one of her alternates.

40. **Late Arrivals**

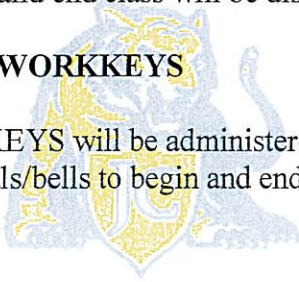
Students arriving late due to reasons beyond their control will be allowed into the testing rooms. The TA or proctor will quietly read instructions to this student in order for him/her to begin testing.

41. **ACT**

ACT will be administered in accordance with ACT and MDE/OSA guidelines. All signals/bells to begin and end class will be disabled.

42. **WORKKEYS**

WORKKEYS will be administered in accordance with WORKKEYS and MDE/OSA guidelines. All signals/bells to begin and end class will be disabled.



2023 – 2024

Jefferson County School District
Name of the District

Jefferson County CTC
Name of the School

Zeni McFunder
District Test Coordinator

11/15/2023
Date

LaRonda L. Barnes
CTC Director

11/15/23
Date

Sharon L. Allen
School Test Coordinator

11/15/2023
Date



A. SCHOOL SECURITY PLAN

1. **Purpose**

- a. To protect the district, school, district test coordinator, director, teachers, and students
- b. To meet the requirements of Appendix F
- c. To provide a document for auditors who may visit before, during, or after testing

2. **Distribution**

- a. Administrators and proctors will have a copy of the school security plan during test administration.

3. **Coverage**

- A. The School Test Security Plan will cover 2023 – 2024 Academic School Year.

B. **Name of Test(s)**

National Certifications, & Performance Based Assessments Welding, Construction/Carpentry, Health Science, Childcare, Marketing & Business Fundamentals

C. **Training**

1. District Training conducted for the school year
2. Documents included in School Test Binder include:
 - a. Dated, detailed agenda of the training done in preparation for the tests
 - b. A copy of handouts, transparencies, and/or other materials used in training
 - c. Documentation that participants were informed of consequences of testing violations
 - d. Signatures of all who attended the training
 - e. 2023 – 2024 Acknowledgment of Receipt of Test Security Policies
 - f. 2023 – 2024 Test Security Agreement
 - g. List of School Test Coordinator's, Test Administrator's, Proctor's, Relief Proctor's, and Hall Monitor's Responsibilities
 - h. Appendix F
 - i. Copy of MS Code 37164
 - j. Allowable Accommodations

D. **Handling Materials**

1. **Describe the procedure used for receiving and securing materials and accounting for all materials.**

Not applicable

2. **Describe the procedure used for distributing/ retrieving material to/from individual schools.**

Not applicable

3. **Describe when and where test administrators will be allowed to study manuals prior to testing.**

Assigned test administrators are allowed to review/study Test Administrator's Manuals one or two days before testing in the counselor's office.

4. **Describe the procedure that test administrators will use to distribute supplementary materials to students and to account for that material before students leave the testing room.**

Each test administrator will make sure he/she has supplementary materials for each student on his/her roster. He/she will seat students according to the prearranged seating chart and then issue materials. Scratch paper given to each student will have his/her name and MSIS number preprinted on it.

After each student completes his/her test, he/she will quickly turn in all supplementary materials to the test administrator and/or proctor and submit the test.

Test administrators and proctors will keep count of all materials and make sure every student turns in supplementary materials before leaving the testing room. The test administrator will check to make sure that students have submitted their test, and the status column should show complete.

5. **Describe the procedures for returning materials to the school test coordinator.**

Test administrator and proctor will inventory materials and return to School Test Coordinator.

6. **Describe the security measures, if applicable, for allowing teachers to review Braille materials, to transfer answers for large print/ Braille, and to read test that are allowed under the Accommodations Manual to students with IEP's etc.**

Students requiring large print test materials from IEP accommodations will be tested in the same area as the other students with adjustments to the computer. All security guidelines will apply. The same procedures will apply for make-up testing.

Students requiring the test to be read to them (by IEP accommodations) will be tested in a separate room. All security guidelines will apply. Any make up administration will follow the same procedures on the state appointed days.

7. **List all individuals who have access to the secure storage area.**

The District Test Coordinator and School Test Coordinator are the only people with a key to the storage room.

8. **Include a list or schedule of test administrators, proctors, hall monitors and relief personnel who will be involved in test administration. Please note that the test administrators must be licensed in compliance with Appendix F.**

All certified teachers at Jefferson County School District will serve as test administrators at any appointed time. However, they may also serve as proctors, and/or relief proctors. Non-certified staff will serve as proctors or relief proctors.

Everyone involved in testing will be trained and is responsible for adhering to the Test Security Plan, Appendix F, Mississippi Code 37164, the Test Security Confidentiality/Agreement, Test Reminders, and other rules and regulations of testing at all times.

Additional Procedures

9. **Describe your policy on secure storage access.**

All supplementary scratch paper will be kept in a file in the secure room for a period of no less than one year. After that time, the District Test Coordinator may shred the paper.

10. **Describe the plan for student emergencies (bathroom, sudden illness, etc.)**

If a student needs to leave the testing area for any situation such as to go to the restroom, water or illness, the test administrator will signal for a relief proctor to escort the student to the designated place. The student will complete the "Documentation of Student /test Site Exit" form upon leaving and returning. The TA or proctor may choose to document for the student.

If a student becomes ill and needs to see the school's nurse, he/she will be escorted by the hall monitor or STC to the school nurse's office (only if the test is being given on the High School campus). If the student is too ill to return to testing, the nurse will take the necessary action for medical attention per the nurse's office protocol.

On the CTC campus, the student will be escorted to the holding room by the monitor or STC. If a student starts a test and is too ill to complete a test, RCU will be notified for further instructions. If the student is well enough, he/she will resume testing and all actions will be documented by the test administrator.

11. **Describe the plan for severe or inclement weather, fire, bomb threat, or any other emergency that would cause an immediate evacuation of the facility or disruption of testing beyond our control.**

In the event of an emergency such as inclement weather, test administrators, proctors, and students will need to vacate the room, but not the building, supplementary materials should be left on tables as they follow the proper emergency procedures for severe weather in the hallways. Test administrators or proctors should stay close to the entrance of the testing room they are assigned to. When all is clear, everyone should quietly return to his/her assigned rooms and resume testing. The time of this emergency should be documented on the Testing Irregularities form by the test administrator and RCU should be notified.

If an evacuation is caused by a fire or bomb threat, students should pick up supplementary materials and exit the room as directed. Test administrators and proctors should exit with plastic test containers. Students should be instructed not to discuss test contents and stay with the test administrator or proctor to turn in supplementary test materials once they are in a designated safe zone. Test administrator and proctor will stay with students and materials until it is safe to reenter the building. The time of the evacuation should be documented and RCU notified. Time will be documented and when all clears, students will quietly return to the testing room to resume testing. RCU will be notified and will follow instructions as given by RCU.

12. **Describe the plan that prohibits the possession and/use of any electronic communication device, including cell phones and personal digital assistance devices during the administration of scheduled statewide assessments.**

The use of cell phones and other electronic communication devices are prohibited on school campuses at all times which include statewide testing days. Students will be notified of the prohibition of electronic communication devices by the test administrator or proctor before the test begins. They will read to the students Appendix F, Section IV, Requirement 19. Students will sign a statement that the policy has been explained to them and they understand that the consequences of this testing violation is an invalid/not-passing score.

13. **Describe the procedure used for ensuring that students are using only allowable calculators.**

The test administrator or proctor will issue all calculators and supplementary materials to the students.

14. **Describe the procedure used to ensure that all content relevant material in testing area have been covered or removed.**

The teachers who occupy the rooms used for testing will be notified that content relevant materials should be removed or covered up. The rooms will be checked the day before testing begins to make sure everything is ready for testing.

15. **Describe the plan for multiple test administrations (i.e., morning/afternoon) if applicable.**

NCCER Testing and Performance Based Assessment are scheduled for each block, morning, and afternoons. If the need arises, make-up will take place during each block, morning, and afternoon.

16. **Describe the procedure for online testing and include procedures to address when disruptions occur (power outages, network problems, etc.)**

Students are verified through RCU and scheduled for testing by DTC/STC on or before the date set by RCU.

At the beginning of the scheduled testing block, test administrator will be given preprinted scratch paper with each student's name, MSIS number and the date and time of their scheduled test, supplementary materials, calculators, and pencils in a plastic container.

When testing is complete, the test administrator will collect all materials and return them to DTC/DTC.

If a problem is encountered, such as network problems, RCU will be notified for technical support. If it's a local problem, the district's computer technical will be notified for assistance.

If a power outage occurs, the students will be instructed not to discuss the test and the students will be held in place until electricity is restored. In all cases, RCU will be notified, and the situation will be documented on the testing irregularity sheet.

17. **On an untimed test, when a majority of students have finished, those students may be dismissed. This is a district decision. Describe the plan for dismissing those students while allowing additional time for students who are still working.**

The NCCER National Certification Test and Performance Based Assessment are timed tests. The students finishing early will be allowed to quietly return all supplementary materials, scratch paper, calculators, and pencils. However, no student will be allowed to leave the testing room until all students have finished and submitted their test. Students will be allowed to sit quietly or place heads on the tables.

The test administrator or proctor is to verify the receipt of all supplementary testing materials and to make sure that each student has submitted his/her test before dismissing the students.

18. **Describe the procedure used to create the seating charts for students during statewide assessments.**

The DTC/STC will have a seating chart of the testing area with students already alphabetically assigned with the exception of those with IEP accommodations.

19. **Describe the procedure for coding student information after students have completed testing. Who will do this and when? Such as activity must take place with security guidelines. (Describe the process).**

Not applicable

20. **At the conclusion of testing, answer documents should be examined to be sure that students' data is correct, that bubbles are filled in correctly, and that there are no stray marks. Who will do this and when? Such as activity must take place with security guidelines. (Describe the process).**

Not applicable. The DTC/STC would have verified the students' information for correct course and test prior to the students taking the test.

21. Test Administration

If a test administrator or proctor needs to leave the testing room for any situation, he/she will stand inside the testing room and will signal with a red flag for the relief proctor to step inside before leaving the room. Remember, there must be two people in the testing room at all times. The test administrator and proctor will note any testing irregularities. One will make note of any absences, student's exit and return times, etc. on forms provided or write "none" on the form and sign for each administration. They will continue to monitor while testing is taking place.

22. Testing Environment

Students will leave book bags or personal belongings in their trade area before coming to the testing room. The students whose trade area is the testing room will place their book bags and personal belongings in the storage room within the testing room.

23. Disposing of scratch materials

The test administrator and proctor will collect all materials before dismissing the students. All materials will be returned to the DTC/STC where all scratch paper will be kept on file for no less than one year and thereafter, will be shredded.

24. Late finishers

The PBA and NCCER National Certification are timed tests. Therefore, when the time is up, the computer will automatically shut down.

25. Describe district monitoring of test administrators, proctors, students, and any other involved in the testing process.

The DTC/STC will monitor testing and will be available for assistance during testing.

26. Other Test Materials

Not applicable

27. Handling Unusual Situations

If a student is admitted into a health facility or involved in an accident the DTC/STC will submit the Non-Participation Due to Significant Medical Emergency form along with substantiating documentation, if necessary.

28. Malfunctioning Calculators

Students using calculators will only need to exchange calculators if the batteries are low.

29. Entering Testing Room

Only the DTC/STC, relief Proctor, custodian (for unforeseen reasons, such as sudden illnesses, etc), or an MDE auditor will be allowed to enter the testing room (s) during test for emergencies, signing off on seating charts, observing, relieving etc. NOTE: MDE auditors are not Relief Proctors.

30. Test Administrators/Proctors Sitting

Test administrators and Proctors will be instructed that they are allowed to occasionally sit during test administration with certain reasonable parameters. They must alternate and sit where they can easily see students.

31. Processes/Procedures used to ensure personal calculators are not used.

Students will be given calculators to use during testing. Students are also required to leave all personal belongings in their trade area before coming to the testing room.

32. Breaks and Moving Students During Test

A student will be allowed a break (in place) in emergency situations only. Because the timed test is a total of 110 minutes, students will not receive a scheduled break. In case of emergency only, a student may be able to leave the testing room and will be documented.

33. Late Arrivals

Students arriving late due to reasons beyond their control will be allowed into the testing rooms. The TA or proctor will quietly read instructions to this student in order for him/her to begin testing.