

Louisville Municipal School District



Test Security Plan

2025

District Test Security Plan Assurances

We assure that the Louisville Municipal School District will be in full compliance with the testing requirements as set forth in Appendix F of the current version of the Mississippi Public School Accountability Standards and Mississippi Code 37-16-4. We understand that there is one Security Plan governing the school district and also a Security Plan for each school. The District Test Security Plan and each School Test Security Plan shall be revised and signed by the appropriate personnel each year.

Louisville Municipal School District
School District

Jacqueline Steele
School Board President

Jacqueline Steele
Signature

2/11/2025
Date

David Luke, Ph.D.
Superintendent

David Luke, Ph.D.
Signature

2/11/2025
Date

Cynthia H. McDonald
District Test Coordinator

Cynthia H. McDonald
Signature

2/11/2025
Date

LMSD TEST SECURITY PLAN

The information and procedures listed are applicable for each of the following test administrations: MAAP, MAAP-A, KRA, ELPT, NAEP, and any applicable field test(s), and pilot test(s) for state assessments.

SECTION A: Testing Windows

Assessment	Testing Window
Universal Screener for Grades 1-3 (BOY)	JULY 18, 2024 – SEPT 20, 2024
MKAS K-Readiness Assessment (Pre-K & Kindergarten)	DEC 2, 2024 – JAN 17, 2025
Universal Screener for K-3 (MOY)	DEC 2, 2024 – JAN 17, 2025
Fall EOC- 4x4 Biology, US History, English II, Algebra I (MAAP)	DEC 2, 2024 - DEC 20, 2024
MS Academic Assessment Program-Alternate: SCD Students: 3-8 ELA & Math; Algebra; English; SCI Grades 5, 8; Biology (MAAP-A)	MAR 10, 2025 - May 2, 2025
MKAS K-Readiness Assessment (Pre-K & Kindergarten) Post-test/EOY	MAR 31, 2025 - May 9, 2025
Universal Screener Assessment for 1-3 (EOY)	MAR 31, 2025 - May 9, 2025
3-8 ELA & Math; ENG II; ALG I; Gr. 5 & 8 SCI; Biology; US History (MAAP)	MAR 31, 2025 - MAY 16, 2025
3rd Grade MS Academic Assessment Program ELA (MAAP/LBPA Reading) Initial Test	MAR 31, 2025 - APR 18, 2025
3 rd Grade Reading Alternative Assessment (1st Retest) (MAAP)	May 5, 2025 - May 9, 2025
3 rd Grade Reading Alternative Assessment (2nd Retest) (MAAP)	June 16, 2025 - June 27, 2025
English Language Proficiency Test (ELPT)(K-12)	MAR 3, 2025 - APR 16, 2025
National Assessment of Educational Progress (NAEP) (Schools are selected by the U.S. Dept. of Education; Currently, no LMSD schools have been selected.)	OCT 7 - DEC 13, 2024; JAN 6 - MAR 14, 2025; MAR 17 - MAY 23, 2025; JAN 27, 2025 - MAR 7, 2025
ACT	Test Window 1/Paper: FEB 25, 2025 Test Window 1/Accommodations: FEB 25 - MAR 7, 2025

	Test Window 1/Online: FEB 25 - MAR 7, 2025 Test Window 2/Paper: MAR 25, 2025 Test Window 2/Accommodations: MAR 25 - APR 4, 2025 Test Window 2/Online: MAR 25 - APR 4, 2025 Test Window 3/Paper: APR 22, 2025 Test Window 3/Accommodations: APR 22 - MAY 2, 2025 Test Window 3/Online: APR 22 - MAY 2, 2025
ACT WorkKeys	Fall/Online OCT 21 - DEC 6, 2024 Fall/Paper: OCT 28- NOV. 22, 2024 Spring/Online: MAR 3, - APR 18, 2025 Spring/Paper: MAR 3 - MAR 28, 2025

Cynthia Haynes McDonald is the District Test Coordinator (DTC) who will lead the administration of state-wide assessments within the district.

SECTION B: District Training

- ❖ The District Test Coordinator (DTC) will attend applicable training sessions sponsored by the Office of Student Assessment for both fall and spring administrations (Appendix F, Section IV, 2).
- ❖ The DTC will use training resources provided by the Office of Student Assessments (OSA) to conduct state assessment training for School Test Coordinators (STCs), Principals, and the Special Education Director on proper test administration procedures, test security regulations, and consequences of confirmed violations. (Appendix F IV, 9). This training will take place following the OSA’s training conducted in the fall and spring for DTCs. A dated, detailed agenda of the training will be created and kept on file, as well as sign-in sheets documenting the signatures of all who attended the training. A copy of hand-outs, PowerPoints and other materials used will be kept on file in the DTC’s office. A copy of the district’s plan will be uploaded into the district’s SharePoint folder by the due date established by the MDE.
- ❖ All personnel involved in the administration of statewide assessments, principals, and other school administrators will attend training facilitated by their school’s STC.

District training shall include the following topics:

1. The district policy for all personnel involved in the administration of statewide assessments.
2. The district policy for dealing with potential test security violations and testing irregularities (i.e., cellular device possession rules, cheating consequences); potential emergency situations (i.e., sudden illness, weather, fire, bomb threats).
3. Identification of the individuals who have access to the secure storage area at district site and how the materials will be transported to and from school sites (Appendix F, Section IV, 3d).
4. The secure material distribution process to be followed at the district’s schools.

5. Description of the district processes that will be followed to ensure needed testing accommodations are provided and administered accurately to students receiving them, this includes training protocols observed at the district's schools.
6. Description of the district policy for the testing of students off campus (i.e., homebound students, Juvenile Detention Center, hospitalization) and how test security will be maintained.
7. Description of the district's secure material shredding process.

SECTION C: Handling Materials: Storage and Access to Secure Test Materials:

Secure materials at the district level include, but are not limited to any material containing student identifiable information, student responses and/or test content which can be included on the following: paper accommodated materials (test booklets); Braille test books; read-aloud scripts; and MAAP-A Test Administration Manuals/Task Cards/Scoring Sheets.

- 1. Describe the procedure used for receiving and securing materials. Include specific information about where materials will be stored and about who will have access to secure storage areas.**

Secure testing materials are required to be inventoried by the DTC upon receipt from the vendor. The materials delivered shall match the vendor's ledger prior to the distribution to the school site(s). After delivery to the school(s), the STC shall sign for inventory and maintain a log detailing the chain of custody of deliverable materials during the entire testing window. (Appendix F, Section IV, 5b).

Secure test materials received from the vendor will be delivered to the central office of the Louisville Municipal School District. LMSD front office staff will notify the DTC regarding deliveries. Upon notification, secure materials will be moved to the DTC's office which is located at the LMSD Central Office. After materials are inventoried using the included packing slips and security checklists for verification, they will be placed in a secure storage cabinet located in the DTC's office. The cabinet includes a keyed locking system. The DTC, Cynthia McDonald, and the DTC's administrative assistant, Catherine Sanders, are the only people authorized to have keys to the secure storage cabinet. When secure materials are not in use for preparation or in transit to individual schools, the storage cabinet remains locked until the DTC must gain access.

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

The DTC is responsible for ordering all required paper materials from the vendor for testing. Within the two weeks prior to the start of testing, the STC and another trained,

certified school employee will travel together to the LMSD central office to pick up secure test materials. Test materials will be distributed and signed out by the DTC to the STC. Materials will be counted and inventoried by both the DTC and the STC. Boxes will be resealed. The STC and the trained, certified school employee shall both sign for the secure materials and together transport the materials to the school site and place them in the STC’s designated secure materials storage area. Two trained people shall be with all secure materials at all times. Each school test security plan will identify the individuals who have access to the school’s secure materials storage area. When secure test materials are not in use for preparation for testing at the school site, they will remain in the designated locked storage area.

The DTC will maintain the inventory logs detailing the receipt and distribution of all testing materials.

If needed, the DTC may transport sealed boxes to and from schools without a second person present. In such cases, the DTC shall ensure that the boxes are delivered to the STC at the designated secure storage location at the school. No boxes of secure materials shall be left unattended.

Access to Secure Materials Storage Areas

LOCATION	DTC/STC	NAME & ROLE OF OTHER PERSON W/ACCESS TO SECURE MATERIALS STORAGE AREA
LMSD Central Office	Cynthia H. McDonald, DTC	Catherine Sanders, Administrative Assistant
Fair Elementary School	Jessica Thompson, STC	
Louisville Elementary School	Amber Turner, STC	Daphne Ward, Assistant STC, School Counselor
Eiland Middle School	LaDonna Hunter, STC	Mary Adams, Assistant STC [Natalie Hickman, SPED teacher: MAAP-A only]
Louisville High School	Karen Bunkelman, STC	Rachel Stephens, Assistant STC, School Counselor Shatwana King, Assistant STC, School Counselor
Nanih Waiya Attendance Center	Rachel Nance, STC	Betty Luke, Assistant STC, School Counselor
Noxapater Attendance Center	Jennifer Sanborn, STC	Leslie Spiers, Assistant STC, School Counselor

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

After all testing is completed at each campus, the STC and another trained, certified school employee will return the secure materials to the DTC at the LMSD central office. When secure materials are returned, they will be inventoried according to the documents used during the initial distribution. Items will be counted and packed to meet vendor and OSA regulations. The box(es) containing scoreable and non-scoreable materials will be sealed and placed in the DTC's secure storage cabinet until ready to be shipped. Shipping and packing slips will be stored until materials are marked received at the return warehouse of the vendor. The DTC or her designee will check the transport servicer's tracking number to verify delivery status.

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

- a. Test booklets and manuals are counted one grade and/or subject area at a time. The school's packing list is used to account for materials.
- b. Documents to be scored are counted and packed for transport back to the Scoring Center. Non-scoreable materials are packed according to vendor specifications for shipment back to the vendor.
- c. Boxes are taped and the appropriate labels are placed on the boxes.
- d. A box count is then submitted to the carrier (if asked) that will be responsible for picking up all scorable and non-scoreable materials. Shipping will be scheduled so that vendor timelines for return shipment are met.
- e. The DTC or her designee will sign the appropriate air bills and keep a copy on file.
- f. Scratch paper and other secure material will be shredded by the STC at each school and documented using the Certificate of Shredding form. Two trained people are required to be with secure materials during the shredding process.

Additional Procedures

1. The Louisville Municipal School District does not require mandatory breaks during testing, nor does the district prohibit breaks. The decision to allow breaks is school based. All schools that decide to offer a break during an assessment will adhere to the following directives:
 - a. If schools allow breaks whether restroom, lunch, emergency, or "rest" breaks the school will ensure that individual(s) who signed out secure

test materials maintain all security measures at all times. Secure test materials should remain in possession of the responsible parties during any and all breaks. Students who need to go to the restroom may be allowed to go one male and one female at a time but must be accompanied by the STC or their designee to ensure security.

b. Schools must address all security procedures in place for breaks and document those procedures in their School Security Plan.

2. Effective as of the 2023/2024 school year, no food shall be consumed during test administration. This means no food shall be provided to students once secure test materials have been distributed and students are logged into vendor software. Schools may provide a snack prior to or after testing, or during testing breaks. Students must be monitored at all times during testing breaks.

*Medical emergencies or food items necessary to treat a medical condition are permissible (i.e., glucose tablets or other comparable food items used to treat low blood sugar/diabetes). Documentation shall be on file in the school/district when this is necessary.

If drinks are needed during testing, **only water** is permissible to have and consume during test administration. Any water consumed shall be in a clear, label-free container.

3. Accommodations are provided and administered accurately to students who require them. The LMSD will follow the guidance put forth in the Mississippi Testing Accommodations Manual (July 2022):

Federal law, federal guidance, state law, and State Board of Education policy require that all students, including English learners (EL) and students with disabilities (SWD), must be administered assessments. Under section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA), all students with disabilities, including students with significant cognitive disabilities (SCD), must be included in all assessments with appropriate accommodations. The federal laws include the reauthorization of the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), and Section 504 of the Rehabilitation Act of 1973.

The electronic Code of Federal Regulations (e-CFR) § 200.6(b)(3) requires that a student with a disability receive appropriate accommodations, as determined by the respective team in § 200.6(b)(1)(i), (ii), or (iii), so that the

student with a disability can participate in the assessment and receive the same benefits from the assessment as non-disabled students. The determination of which accommodations would be appropriate for a student must be made individually by the student's IEP team, 504 Plan team, LSP team, or other LEA team designated to make these decisions.

To enable participation in assessments, States must provide all appropriate accommodations, including assistive technology, for students with disabilities.

4. Testing high school students who are at the Juvenile Detention Center during a test administration will be handled one of two ways. Students will be tested when possible under the following conditions.
 - a. Students that are allowed certain accommodations and/or those who require a particular testing schedule will be tested by two trained faculty from the home school. All testing guidelines will be followed. Any testing materials will be transported back and forth by two trained personnel from the school. The STC will be one of the two transporting materials, and the STC shall manage the testing environment. The testing materials will be stored in the school's secure room in this case.
 - b. Students that are not allowed accommodations can be tested by the REACHES personnel if the schedule allows. The REACHES personnel are Louisville Municipal School District employees. Any testing materials will be locked in a secure room at the REACHES office where only authorized personnel have a key.
 - c. All issues concerning COVID-19 will follow rules and regulations set by the Louisville Municipal School District and/or the CDC.

Source for the information below:

https://mdek12.org/sites/default/files/2018_Appendix_F.pdf

**REQUIREMENTS OF THE MISSISSIPPI STATEWIDE ASSESSMENT SYSTEM
APPENDIX F, STANDARD 16**

Purpose

It is the policy of the State Board of Education that all test procedures and results that are used in the Mississippi Statewide Assessment System and/or used in the Performance-Based Accreditation System be valid and accurate for making related decisions. In order to protect the security and integrity of all tests administered through the Mississippi Statewide Assessment System, as well as to ensure reporting of accurate assessment results, the State Board of

Education establishes the following requirements and the consequences applied when a school district or school is found in violation of any requirement. These requirements are established under the authority granted in Miss. Code Ann. § 37-16-1, § 37-16-3, and § 37-16-4.

Definitions

1. **Secure Test Materials** include certain test administrator manuals, test booklets, answer documents, and other materials as specified by the Office of Student Assessment.
2. A possible **testing irregularity** is any incident in the test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.
3. A **verified testing irregularity** is a violation of a testing requirement.

Reporting and use of test data

The school district will release test score information to parents, legal representatives, teachers, students, other educators, the media, and the public in a timely manner and provide interpretive material as necessary. The school district will use test scores appropriately in making decisions regarding students. A decision or characterization that will have a major impact on an individual student is not made on the basis of a single test score. Additional retesting opportunities will be made available for any “high stakes” test.

Requirements

The following is not an exhaustive list of requirements.

1. The District Test Coordinator or a designated representative of the school district must attend applicable sessions sponsored by the Office of Student Assessment.
2. A District Test Security Plan is prepared each new school year in accordance with OSA guidance and deadlines.
 - a. The District Test Security Plan contains all components as required by the Office of Student Assessment.
 - b. The District Test Security Plan is signed by the district superintendent, the district test coordinator, and the chairperson of the school board. The School Test Security Plan, which is part of the District Test Security Plan, is signed by the school principal, school test coordinator, and the district test coordinator.
3. Except during actual test administration, secure test materials are kept under lock and key and access to secure test materials is limited to individuals identified in the test security plan as responsible for their security. While secure test materials are in the district, anyone listed as having access to the secure storage area must be accompanied by a second person when entering the secure storage area. To ensure that security is maintained from year to year, it is the responsibility of the district each

- year to review the list of individuals who have access to the secure storage area and to ensure that only those individuals listed have access to the secure area by way of keys or vault combination.
- a. Secure test materials are kept in locked storage before testing at both the district and school levels.
 - b. Access to secure test materials is limited to those individuals identified in the test security plan. Test administrators and proctors will have access as described in the district test security plan. Access to test materials means handling the materials, not reviewing and analyzing test items, unless reading accommodations are required. The superintendent or a specified designee shall designate the personnel who are authorized to have access to test materials.
 - c. Test materials are not to be removed from security packaging prior to the time indicated on instructions from the Office of Student Assessment.
 - d. Secure test materials are kept in locked storage after testing at both the district and school levels unless otherwise directed by the Office of Student Assessment.
4. All secure test materials are accounted for before, during and after testing as specified in the District Test Security Plan. Test administrators and proctors will have access as described in the district test security plan. Access to test materials means handling the materials, not reviewing and analyzing test items, unless reading accommodations are required. The superintendent or a specified designee shall designate the personnel who are authorized to have access to test materials.
- a. All secure test materials are accounted for before testing at the district level.
 - b. All secure test materials are accounted for before testing at the school level.
 - c. Test administrators account for all secure test materials before students are allowed to leave the testing room.
 - d. All secure test materials are accounted for after testing at the school level.
 - e. All secure test materials are accounted for after testing at the district level.
 - f. All secure materials are returned according to the schedule published by the Office of Student Assessment. In the event that a secure testing document has been contaminated by bodily fluids or other health-related hazards, the District Test Coordinator will follow procedures for disposal as outlined during District Test Coordinator training, and include these procedures in the District Test Security Plan.
 - g. If supplementary materials, such as scratch paper, maps, and manipulatives are provided, disposal will be conducted as outlined in the District Test Security Plan.
5. Any person involved in any phase of the testing program will be trained in appropriate assessment administration and test security procedures.
- a. Test administrators shall be licensed school personnel.

- b. Due to the need for the one-on-one administration of the English language proficiency test for English Language Learners, which includes component subtests such as reading, writing, speaking, listening, the test administrator may be a non-licensed employee as long as the proctor for the administration is a licensed staff member.
 - c. For only the English language proficiency test for English Language Learners, if a licensed employee is the test administrator, the district is not obligated to provide a second person as proctor.
 - d. The district conducts professional development training on proper assessment administration procedures and test security for all individuals involved in the handling and administration of each test.
 - e. The district maintains complete records of all professional development related to assessment.
 - f. The district has documentation that training related to assessment included information on test security violations and the consequences of violations.
6. Both a test administrator and a proctor are present and actively monitoring students during the entire test administration.
- a. **At least two (2) people are present from the time that testing materials are distributed to the test administrator until all test materials have been returned to the secure area.**
 - b. A seating chart is required for each room/site used for any statewide assessment; the seating chart must be signed and dated by the test administrator, proctor, and school test coordinator.
7. Students are not allowed access to test questions prior to testing and are not allowed access to answers at any time.
8. Reproducing (by any means) or disclosing secure test material (including pilot material) and student responses before, during, or after test administration are prohibited. Reproduction or disclosure of secure test materials includes but is not limited to the following: reviewing, reading, or looking at secure test material that is inconsistent with test security regulations and/or procedures as outlined in the test administrator's manual. Use of unreleased test items in any form (including rewording of such test items) is strictly prohibited.
9. Coaching students, altering responses, or interfering with responses in any way during or after the scheduled test administration is prohibited. Coaching students is defined as providing answers by staff or other students to students in any manner during the test, including cues, clues, hints, and/or actual answers in any form-written, printed, verbal or non-verbal (including, but not limited to, chalkboards, charts, bulletin boards, posters, computers, hand signals) or allowing students to alter responses after the scheduled test administration.

10. All eligible students are tested. (See also *Testing Students with Disabilities Regulations and Guidelines for English Language Learners: Policies, Procedures, and Assessments*.) (7 Miss. Admin. Code Pt. 3, Ch. 34, R. 34.1, Ch. 36, R. 36.1, Ch. 78, R. 78.1) {Miss. Code Ann. § 37-16-3(2)}
- a. Accurate exclusions, absences, and other required data are compiled for each test for each school.
 - b. Exclusions and absences data for each test for each school are maintained on file in the district.
 - c. Students who drop a course for which an end-of-course Subject Area Test is required after the dates noted below shall still take the appropriate end-of-course Subject Area Test.
 - i. **Traditional Schedule** – Students enrolled in a course at the end of January (5th month) must be tested.
 - ii. **Fall Block** – Students enrolled in a course at the end of October (2nd month) must be tested.
 - iii. **Spring Block** – Students enrolled in a course at the end of March (7th month) must be tested.
 - d. Students enrolled in and taking courses for the first time for which end-of-course Subject Area Tests are required shall take the appropriate Subject Area Tests. These students shall take the appropriate end-of-course Subject Area Test, even if the course title in *Approved Courses for the Secondary Schools of Mississippi* includes the words Accelerated, Enrichment, or Advanced Placement.
 - e. Each student enrolled in and re-taking courses for which end-of-course Subject Area Tests are required shall take the appropriate Subject Area Test only if the student has not previously passed the Subject Area Test.
 - f. Each student shall take the appropriate end-of-course Subject Area Test at the end of the course regardless of the grade level in which the course is offered.
 - g. Students enrolled in a Mississippi public school will be required to pass end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student through enrollment in summer school, virtual school, or any other non-standard school as defined by the Office of Accreditation.
11. Only appropriate allowable testing accommodations are provided for students as specified in the current edition of *Testing Students with Disabilities Regulations* and the current edition of *Guidelines for English Language Learners: Policies, Procedures, and Assessments*. (7 Miss. Admin. Code Pt. 3, Ch. 34, R. 34.1, Ch. 36, R. 36.1, Ch. 78, R. 78.1, R. 78.10) The use of any accommodation not listed in these

documents or in the current edition of the *Testing Accommodations Manual* published by the Office of Student Assessment must first be approved by the Office of Student Assessment.

12. Makeup testing is provided for students who are absent during the regularly scheduled test administration.
13. Tests are administered according to the standard procedures defined in the test administrator's manuals and related documents and according to the schedule published by the Office of Student Assessment.
14. Anyone with knowledge of or information regarding a possible testing irregularity or alleged security violations reports the alleged irregularity/violation to an appropriate authority. {Miss. Code Ann. § 37-16-4(1)(f)}
15. Test administrators and proctors keep written records of any testing irregularities occurring during testing and report these to the school test coordinator who then reports to the District Test Coordinator. The District Test Coordinator reports all irregularities for a test administration to the district superintendent for investigation. Documentation regarding testing irregularities is maintained on file in the district.
16. The superintendent of the district investigates all reports of alleged violations of test security and/or potential testing irregularities and submits a report of findings to the Office of Student Assessment within fifteen (15) working days after the alleged violation and/or potential irregularity has been reported to him or her.
17. No statistically significant similar or identical patterns of responses and/or erasures are noted in students' answer documents.
18. No statistically significant group or individual scores that are inconsistent with established patterns of achievement are noted.
19. The school prohibits the possession and/or use of any electronic communication device, including, but not limited to I-pod's, MP3 players, Bluetooth devices, cell phones, and/or other personal digital assistance devices during the administration of scheduled statewide tests.
20. Tests are to be administered in an environment that provides an adequate test setting for students. Such an environment should provide adequate lighting, reduced noise

level, and spacing to ensure that students cannot see the answers being bubbled (or answers being selected during computer-based online testing) by other students.