Required under NRS 390, a school test security plan documents site-specific information and procedures consistent with the procedures outlined in the district and state test security plans. A copy of the test security plan for each school must be submitted to the district and retained for three years. Test security plans should be updated and resubmitted if there are changes to personnel or procedures indicated in the plan.

**TIP: The school test security plan should be a useful reference and resource for coordinating school administrations of national college/career readiness assessments and required state and district assessments for the specified school year.**

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**TEST SECURITY PLAN**

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**School Year**\_20xx-20xx

*Form instructions: Text boxes and tables will expand to fit text.*

1\_**SCHOOL INFORMATION**

*\*\*“State Testing Code” is the six-digit school code (016xxx) for state accountability; “Grade Levels” indicate all enrolled K+*

|  |  |  |  |
| --- | --- | --- | --- |
| **School Name & Address:** |  | **State Testing Code:** *(016xxx)* |   |
| **School Phone:** |  | **Grade Levels:** *(all enrolled, K+)* |  |
| **Principal:** |  | **Plan Updated:** |  |

2\_**TEST COORDINATOR, TECHNOLOGY MANAGEMENT**

*Including: individual(s) responsible for overseeing implementation of the School Test Security Plan, training and supervision of testing staff, and schoolwide testing activities (example: school administrator, school counselor); technology management*

*\*\*Multiple test coordinators? If applicable, list the specific test administration(s) coordinated by each person.*

| **Name** | **Job Title (position)** | **Testing Role; Administration(s)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

3\_**STUDENT ELIGIBILITY, ACCOMMODATIONS, SCHEDULING, PARTICIPATION**

*Including: verifying student eligibility; compliance with IEP, 504, and EL testing plans; identification and accountability for students in the testing room; additional time for untimed tests; initial and make-up testing; documenting participation*

| \_STUDENT ELIGIBILITY, ACCOMMODATIONS, SCHEDULING, PARTICIPATION |
| --- |
| … |

4\_**TESTING STAFF, TRAINING, COMMUNICATIONS, TEST ADMINISTRATION AND SECURITY**

*Including: staff selection and training (annual, refresher); communications to testing staff, testing students, and families; proper test administration, test security protocols; testing room preparation; policy for electronics and personal devices*

| \_STAFF SELECTION AND TRAINING, COMMUNICATIONS, TEST ADMINISTRATION AND TEST SECURITY |
| --- |
| … |

5\_**TESTING MATERIALS HANDLING AND SECURITY, DATA PRIVACY**

*Including: secure storage for test materials (location, authorized access); inventory, management, tracking, and accountability of materials for testing; “data privacy” procedures address safeguarding of sensitive information generated for, during, and from the testing process*

*\*\*TIP: A picture is worth a thousand words! Include a picture of the secure testing cabinet or storage location for reference.*

| \_SECURE TESTING MATERIALS HANDLING AND STORAGE, DATA PRIVACY |
| --- |
| … |

**6\_TECHNOLOGY TO SUPPORT TESTING, ONLINE/DIGITAL ADMINISTRATION**

*Including: readiness of approved devices and technology for testing; online/digital administration; tech support protocol*

| \_TECHNOLOGY, ONLINE / DIGITAL TEST ADMINISTRATION |
| --- |
| \*Tag# (WCSD), location of COS service device (single dedicated computer) for DRC testing (WIDA, Nevada)… |

7\_**EMERGENCIES, INTERRUPTIONS, IRREGULARITIES, CORRECTIVE ACTION**

*Including: plan for emergencies, student illness, power failure and technology malfunctions; lockdown and evacuation protocols; reporting and investigation of suspected irregularities; corrective action plan for prior year irregularities*

| \_EMERGENCIES, INTERRUPTIONS, IRREGULARITIES |
| --- |
| … |

8\_**OTHER: \_**

*Description and details of other procedures to ensure test security.*

| \_OTHER: |
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| … |

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