

Mississippi Statewide Testing Program

Tupelo Public School District

Test Security Plan 2012-2013

Gearl Loden
Superintendent

Leigh Mobley
Executive Director of Curriculum and Instruction

Lea Johnson
District Testing Coordinator

Mary Ruth Wright
District Special Education Coordinator

District Test Security Plan 2012-2013

Section I - ASSURANCES

We assure that Tupelo Public School District will be in full compliance with the testing requirements as set forth in Appendix F of *Mississippi Public School Accountability Standards, 2008* 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 the School Test Security Plan must be updated and signed by the appropriate personnel each year.

Tupelo Public School District

Name of the School District

Eddie Prather

Name of the Chairman of School Board

Signature

Date

Gearl Loden

Name of the Superintendent

Signature

Date

Lea Johnson

Name of the District Test Coordinator

Signature

Date

Section II - DISTRICT PLAN

Name of the Test(s)

Subject Area Testing Program (SATP2)

Grade Level Testing Program MCT2, MS Science Test for Grades 5 and 8, Writing Assessments for Grades 4 and 7

National Assessment of Educational Progress (NAEP)

World Class Instructional Design and Assessment Assessing Comprehension and Communications I English State to State for English Language Learners (WIDA ACCESS)

World Class Instructional Design and Assessment - ACCESS Placement Test (W-APT)

All on-line tests and retests that are applicable

Complete the following information for each test. It is permissible to have one comprehensive description under Section B (Handling Materials) if procedures are the same for more than one test. All of the following documentation must be included in the Security Plan.

A. Training

The DTC (District Test Coordinator) will train all BTCs (Building Test Coordinators) in the fall after the state training (September 5-6) and again in the spring after the second state training (January 28-31).

After each training session, attach the following documentation:

- A dated, detailed agenda of the training done in preparation for this test
- A copy of hand-outs, transparencies, or other materials used in training
- Documentation that participants were informed of consequences of testing violations
- Signatures of all who attended the training

B. Handling Materials

- (1) **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.**

The District Test Coordinator and the Building Test Coordinators, when applicable, will inventory all test materials received in the district. Any needed materials will be requested and any discrepancies will be reported immediately and documented according to the predetermined procedure of the particular testing company. Two people will remain with secure testing materials at all times while they are inventoried.

Testing materials will be stored at the Hancock Leadership Center in Room A or the security closet which will be locked at all times from the time the materials arrive, distributed to buildings and returned, until shipped back to the individual testing companies. The District Testing Coordinator, Executive Director of Curriculum, or the staff at the HLC will have keys to Room A and the security closet. Any individual building's excess materials not needed during actual testing will remain in the locked room throughout the testing period. The district overage/surplus materials that are available for use across the district will remain in the locked Room A or security closet at the HLC.

Security assurance affidavits will be on file for all personnel having access to any storage area for testing materials. Personnel who might possibly have access to the secure storage area are: Lea Johnson, Leigh Mobley, Dr. Derwood Tutor, Marilyn Russell, Gearl Loden, Diana Ezell, Matt Dillon as well as the building test coordinators. The BTCs are: Beth Smith, Joni Nolan, Marilyn Morrison, Liz Masley, Sharon Albert, Karen Givhan, Cynthia Simpson, Sheila Kelly, Leona Ramey, Tamekia White, Holly Gray, Talina Knight, Stephanie Philip, and Misty McRae

Updated September 2012

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

The Building Test Coordinator will co-sign a District Test Security Checklist as a receipt of test materials. The BTC will then take the boxes of test materials to the designated secure location at the testing site. All materials will be transported by two people at all times. Test materials will be distributed to each school site on or before the following dates:

English II Writing Test/Retest: November 13, 2012, March 20, 2012,
SATP Test/Retest: December 10, 2012, March 19, 2013, May 6, 2013
MCT2: May 14, 2013 MS Science for Grades 5 & 8: May 1, 2013
WIDA: April 2, 2013

Exception: MSCPAS will be delivered to and shipped from THS per OSA.

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

The BTC will return all test materials to the Hancock Leadership Center when all make-up testing is completed. The District Test Coordinator will be contacted by the BTC to arrange the return of the testing materials. The DTC and the BTCs will inventory and check in testing materials by using the District Test Security Checklist as verification that all materials are returned to the DTC.

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

The DTC and the BTCs will inventory all test materials returned to the Hancock Leadership Center following the test/s administration. Any discrepancies will be investigated, documented, and reported to the district superintendent as well as the Office of Student Assessment.

C. Addendums:

All online assessments will be subject to the building test security plans. Online assessments include all SATP at THS, HSAA, SAM, and SDP, if applicable.

Students at the alternative schools within the district will test at their alternative school or another alternative school when needed. The students involved in these programs will not return to Tupelo High School or Tupelo Middle School for the assessments.

English II multi-day testing: Should the English II MC Test be extended to two days administration, the test booklets will be taped closed for the Writing/Grammar on the first day and taped closed for the Reading/Vocabulary on the second day.