

DISTRICT TEST SECURITY PLAN

2024-2025

Section I – ASSURANCES

We, the undersigned, assure that the Jackson County School District will be in full compliance with the testing requirements as set forth in Appendix F of the Mississippi Public School Accountability Standards, 2024 and Mississippi Code 37-16-4. We, the undersigned, understand that there is one Test Security Plan governing the school district and one Test Security Plan for each school. This District Security Plan must be updated, approved by the school board, and signed by the appropriate personnel each year.

Jackson County School District

Mr. Keith Lee
School Board President

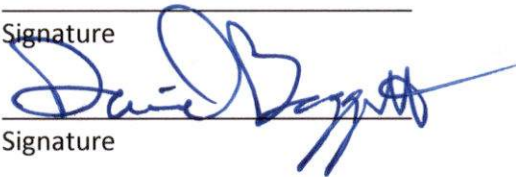
Signature

Date

Mr. David Baggett
Superintendent

Signature

Date



10/2/24

Section II – DISTRICT PLAN

Jackson County School District

Name of Test(s):

MAAP (EOC & 3-8) ELA, Math, ENG II., Algebra I, US History, Biology, ELPT-Cambium Assessment, Inc. (CAI), MS-CPAS3, MAAP 5 & 8 Mississippi Science, Kindergarten Readiness Assessment (Pre & Post), ACT, NAEP, MSCPAS2, MAAP-A, and 3rd Grade Reading Alternative Assessment, ACTWorkKeys, ELPA 21 Screener/Placement Assessment

Additional Jackson County School District Personnel

Dr. Tanya Sonnier
District Test Coordinator

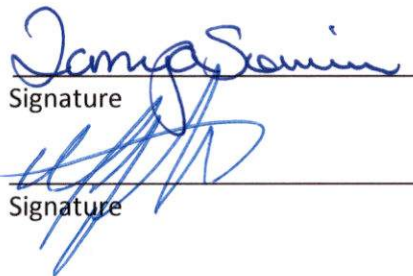
Signature

Date

Dr. Monty Noblitt
Assistant Superintendent

Signature

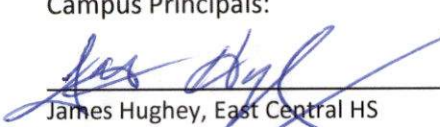
Date




10/1/24

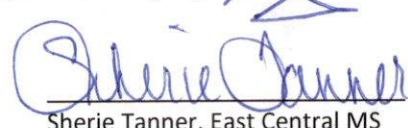
10/1/24

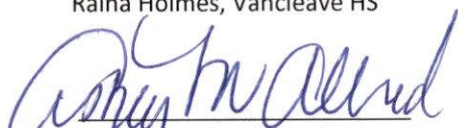
Campus Principals:



James Hughey, East Central HS

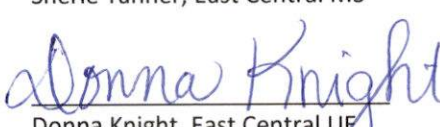

Raina Holmes, Vancleave HS

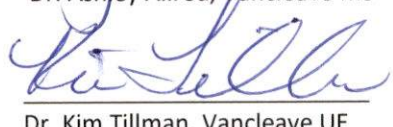

Wilson Scarborough, St. Martin HS


Sherie Tanner, East Central MS


Dr. Ashley Allred, Vancleave MS

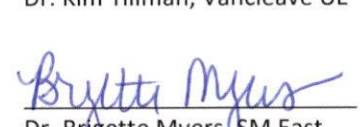

Wendell Ellis, St. Martin MS

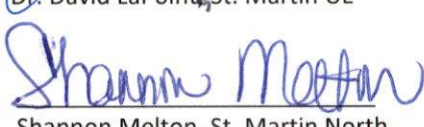

Donna Knight, East Central UE



Dr. Kim Tillman, Vancleave UE



Dr. David LaPointe, St. Martin UE


Steve Covington, JCTC


Dr. Brigitte Myers, SM East


Shannon Melton, St. Martin North


Angela Sievers, East Central Lower


Krista Sablich, Vancleave Lower

A. Training

After each training session, the following documentation will be attached:

- A dated, detailed agenda of the training done in preparation for the test(s)
- A copy of handouts, PowerPoints, or other material used in training
- Documentation that participants were informed of consequences of testing violations
- Signed Test Security/Confidentiality agreements
- Signatures of all who attended the training

Handling Materials

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

The following procedures will be used for all tests administered during the 2024-2025 school year.

When testing materials for any of the above-mentioned tests are delivered to the district, Dr. Tanya Sonnier, the District Test Coordinator (DTC), or an individual who has been appropriately trained in test security will sign for receipt of the test materials. The following individuals have been trained in test security, have signed a Test Security/Confidentiality Agreement, and have access to the District Secure Storage Area: Marsha Miller, Tamela Dent, Amber Raynor, Sarah Finn and Dr. Tanya Sonnier; however, when test materials are present, no entry into the secure testing storage area will occur without notification to Dr. Tanya Sonnier, the DTC. All secure test materials will be immediately transferred to the District Secure Storage Area. The District Secure Storage Area will be located at the District Office building 4700 Colonel Vickrey Road, Vancleave, MS 39565. Only the District Test Coordinator and the above named individuals will have access to these materials and two persons (to include at least one certified individual) will

always be present when test materials are present. The only exception to this will be when tests are delivered by the shipping company in sealed boxes and when tests are packed in sealed boxes for pick-up when one of the above named individuals may handle the delivery or pick-up. A sign-in sheet will be posted on the outside of the door to the Secure Storage Area documenting persons entering/exiting the room as well as the date and time of the entry/exit. The storage room that is located in the District Office will be used as a secure storage area at all times during the year. When it is being utilized in this manner, it will have a Secure Sign-In Sheet on the door and the DTC will have the key to this room. All persons at the district office and school level involved in handling test materials will sign a Test Security Confidentiality Agreement.

*CPAS materials are delivered directly to the School Test Coordinator at the Jackson County Technology Center. All handling of materials, including inventory, sorting and packing occurs at the Technology Center in accordance with procedures set forth in the Campus Security Plan for that site.

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

The DTC or certified designee and at least one other individual will inventory all materials for the specified school within one week of receipt of the test materials. There will be a master inventory sheet that lists all materials retrieved by the school's Test Coordinator and one additional school personnel member and an individual sheet for each School Test Coordinator. School test coordinators and one additional personnel member will retrieve all assessment materials from the Jackson County School District Office. Excess materials will remain in the District Office Secure Storage room and will not be distributed to schools. At least two individuals (one of whom must be the School Test Coordinator), will sign-out the materials from the DTC at the JSCD district office when their test materials arrive. Before the STC and their one additional personnel member leaves the district office, the School Test Coordinator will verify that all inventories are accurate and will complete a Material Receipt Verification Form. This inventory will occur before the materials are released to the School Test Coordinator. All test materials then become subject to the provisions of the School Test Security Plan, which will have been approved by the DTC. In the event the district participates in any field tests, the materials will be distributed in the boxes in which they were received and will be returned in like manner.

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

The School Test Coordinator and another staff member from the school will organize and prepare all test materials for transport and transfer to the DTC or certified designee and Marsha Miller. The DTC or certified designee and Marsha Miller will receive assessment materials from the School Test Coordinator and one additional personnel member, who are responsible for transporting and transferring all assessment materials. Additionally, the DTC or certified designee and Marsha Miller will check for accuracy and re-box materials according to return instructions. The DTC or certified designee and Marsha Miller will place all testing materials in the District Secure Storage room.

Day treatment students may be tested onsite at the Jackson County School District Special Education Office by trained special education personnel and proctors. Testing materials for

these students will be stored in the District Secure Storage area as per secure storage detailed in Section B. If students are tested onsite at the Day Treatment facility, two individuals from the District Special Education Office who have been trained in test security in accordance with Appendix F, one of whom must be a certified staff member, will administer the assessments.

Homebound students will be tested by trained district personnel and proctors. The location for testing will be determined based upon the individual circumstances of the homebound students(s).

The test materials for other day treatment and homebound students will be checked out from and returned to the District Storage Site. The test materials will be in the presence of two trained employees, of which one must be certified, at all times during the transport of materials and during the administration of the assessment.

Scratch Paper: Scratch paper will be shredded on the last day of the testing window associated with the specific test. Shredding will take place at the school-level and will be conducted by two test security trained individuals (one certified). A certificate of shredding will be signed and completed at the District level for all Schools.

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

The DTC and staff will check inventory of all materials returned against the inventory records that have been established. Each school test coordinator's set of test materials will be reviewed individually to verify that all materials have been returned at the time of transfer at the JCSD District office. When materials are verified as accurate, all materials including excess materials that were retained at the District Secure Storage Site will be consolidated and checked against the packing list/security checklist to ensure that all materials were received from the school. All scratch paper and Algebra I formula charts from all MAAP 3-8, MAAP EOC, Kindergarten Readiness, 3rd Grade Alternative Assessment and MAAP-A administrations (online and paper/pencil) will be returned with test materials, if directed, or shredded on the specified date at the local schools. These materials will be packed in accordance to the test vendor packing instructions for non-scorable materials and shipped along with all other testing materials. Materials returned back to the District office will be kept in the district secure storage area until picked up by the shipping company.

(5) Describe the procedure for keeping Vocabulary/Reading section secure in the test booklet used by test administrators who will provide accommodations #53, #54, #55, or #58 on the Writing/Grammar section of the MAAP English II Multiple Choice.

This is an online test and separation of these sections is a component of the online administration system capability.

(6) Describe the procedure for ensuring that no calculators used by students during a State Assessment administration have any stored formulas, applications and/or programs

Only students who have previously attempted the Algebra I assessment with a calculator will be allowed to utilize calculators on any subsequent test administrations. These students will

be tested in a separate test administration room from the students who are not allowed to use calculators.

All calculators utilized for test administration purposes will be cleared of all formulas, applications, and/or formulas prior to testing. The cleaned calculators will be placed in a box and sealed with tape. The math department chair and the School Test Coordinator will sign the tape certifying the numbers of the calculators and the clean state of the calculators. The box of calculators will then be placed in the secure test storage site at the school. On the day of the math assessment, the calculators will be delivered with the secure testing materials and will be subject to all procedures of handling secure testing materials.

(7) Describe additional procedures for online testing

Online Authorization Codes:

Once the Online Authorization Codes are downloaded and printed, they will be secured and locked in a secure area and accompanied by two individuals, one of whom will be a certified individual. Authorization codes will be shredded by the school test coordinator and a trained designee once the test session is completed and all students have finished testing on the designated shred day assigned by the DTC.

If students are sitting next to one another in a computer lab or in the classroom, cardboard dividers or other forms of security will be utilized to ensure computer screens cannot be viewed by any other person than the user of each computer.

Testing Student with accommodation #78:

The student's response will be transcribed exactly as written to the pre-coded answer booklet. Their computer will have the extra features disabled. The student will use note pad to type his response. The test will be administered by certified personnel. Both the TA and Proctor will sign confidentiality agreements. The Test Administrator will do the Transcription when the student has completed the assessment. The Proctor will also be in the room during the testing and transcription.

Transcription means that any spelling errors must be transcribed as they exist; the person transcribing needs to be very aware of this. All punctuation must be exactly as it is in the original. All directions specified by OSA and Questar will be adhered to.

(8) Testing Students with Read Aloud Accommodations for Online Testing

Two trained individuals, one of whom must be certified, will be present for the administration of a Read Aloud Accommodation for an online test. No reading will occur from a test booklet unless specified by the student's IEP, which would require the paper/pencil version of the assessment. All reading will take place from the online version of the test.

(9) Testing Homebound Students, Incarcerated Student or Students in other Facilities Off-Campus

All students enrolled in the Jackson County School District will be given the opportunity to participate in state assessments. Students considered homebound due to behavioral or medical conditions and those who are incarcerated or housed at other off-campus facilities will be given the annual state-wide assessments for their specific grade-level. School Test Coordinators (STCs) will organize and schedule the assessing of these students in various locations. When possible, a centralized location will be agreed upon to ensure that all state testing protocols and/or test security is strictly adhered to. A certified test administrator and a proctor will administer all state assessments in these circumstances.

(10) Guidelines for Monitoring Medical Devices during Testing

Medical monitoring is requested each year due to various conditions such as diabetes. Previously most medical monitoring devices were worn on the student, but recent technology provides medical monitoring through applications on cellular devices. In accordance with Appendix F of the Mississippi Public School Accountability Standards, cellular devices are prohibited from the testing environment; however, the MDE does not want to risk a medical emergency during testing due to failure to monitor a potential life-threatening condition. After consulting with multiple states that have policies related to medical monitoring, the Office of Student Assessment is providing the following guidance effective with Spring 2020 testing. Also, the Office of Student Assessment will include this guidance in the Student Assessment Handbook and the revision of Appendix F of the Mississippi Public School Accountability Standards.

- The student must have documentation of a medical condition that requires monitoring in either an IEP or a 504 plan. If either plan is not available, one must be written and include the appropriate documentation from a medical professional.
- The IEP or 504 plan, including all pertinent information, must be kept on file at the school/district and be available to MDE upon request.
- Testing procedures will be included in the School Test Security Plan for each school that has a student requiring a cellular phone application device.
- Any student using a cellular device application for medical monitoring may not have the device in his/her possession during MAAP or MAAP-A testing for security reasons. However, the device may be in the testing room in close proximity to the student.
- The cellular device must have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the medial function. Bluetooth may be left on to communicate with the monitoring device.
- For test administrations, the student may be tested following one of these guidelines:
 - A student requiring medical monitoring may test in a small group or in a regular testing session with a test administrator, proctor, and an individual to monitor the device, or
 - A student requiring medical monitoring may test individually with a test administrator and a proctor.
- The MDE highly recommends assigning a person to monitor the device who is specifically trained to do so. This individual must sign a confidentiality form prior to testing.
- The student(s) should be seated near the device so that the readings and/or contact with the medical monitor can be maintained.

- It is recommended that the student test near the rear of the room with the cellular device behind the student. Avoid drawing attention to the cellular device, due to other student's concerns that cellular devices are now allowable in the testing area.

(11) Guidelines for Testing Virtual Learners during the COVID-19 Pandemic

- Students must complete Mississippi state-mandated assessments and each school will provide proper safety precautions, based on guidance from MDE and/or any Governor's Executive Order.
- Students will be subject to and held accountable for all federal and state assessments necessary for promotion and/or graduation. These will be administered onsite in accordance with the state testing calendar.

(12) ELPA21 Screener Procedures

- The ELPA21 screener/placement test will be conducted to determine the level of proficiency and for appropriate instruction and placement of EIs only.
- All potential EIs will be identified by the Home Language Survey, which will indicate that a language other than English is spoken at home and/or by the student
- The screener/placement test will be administered by the LEA local school counselor and scored by the local school counselor to determine English Language proficiency level.
- The EL Coordinator/Interventionist will be responsible for training "new" school counselors to ensure that the test/screener has valid and reliable results.
- These results will be placed in the student's cumulative record for future review and possible monitoring.

(13) Consequences for Electronic Device Protocol Violations during State Assessments

Staff:

Any staff member who violates state testing procedures/protocols by bringing in an electronic device into designated testing areas will receive a written reprimand. Additionally, a recommendation will be made to the Superintendent for a suspension without pay for up to three days. This includes violations by the teacher themselves as well as procedural violations by students under the teacher's supervision.

Students:

Any student who violates testing procedures/protocols by bringing in an electronic device into designated testing areas will receive an office referral which may include up to three days of OSS (Out of School Suspension). Additionally, the student's test scores may be invalidated, which may result in the student not meeting graduation/promotion requirements.