# MISSISSIPPI STATEWIDE TESTING PROGRAM


## TUPELO PUBLIC SCHOOL DISTRICT


## Test Security Plan
## 2009-2010


### Randy Shaver, Ed.D.
Superintendent


### Diana Ezell
Assistant Superintendent


### Dale Warriner
District Test Coordinator


### Mary Ruth Wright
District Special Education Coordinator

# District Test Security Plan

**Section I - ASSURANCES**

We assure that <u>The Tupelo Public School District</u> 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.

<u>The Tupelo Public School District</u>
Name of the School District

| | | |
|---|---|---|
| Mike Clayborne | | December 8, 2009 |
| Name of the Chairman of School Board | Signature | Date |

| | |
|---|---|
| Randy Shaver, Ed.D. | December 8, 2009 |
| Name of the Superintendent Signature Date | |

| | | |
|---|---|---|
| Dale Warriner | | December 8, 2009 |
| Name of the District Test Coordinator | Signature | Date |

## Section II - DISTRICT PLAN

(To be completed two weeks prior to the arrival of fall testing material)

**Subject Area Testing Program (SATP)**
**Grade Level Testing Program (GLTP) MCT 2, MS Science Test for Grades 5 and 8**
     **Writing Assessments for Grades 4 and 7**
**Mississippi Career Planning and Assessment System (MS CPAS)**
**National Assessment of Educational Progress (NAEP)**
**WIDA ACCESS and W-APT**
**All on-line tests and retests that are applicable**

Complete the following information for each test - SATP, MCT2, Mississippi Science Tests, Writing Assessments for Grades 4, 7, and 10, and/or pilot test(s) if applicable, MS-CPAS, all field test(s). 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.**     <u>Training</u>

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

- A dated, detailed agenda of the training done in preparation for this test.

- A copy of handouts, 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.**     <u>Handling Materials</u>

**(1) <u>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.</u>**

The District Test Coordinator and/or the Assistant District Test Coordinator and the Building Test Coordinator, when applicable, will inventory all test materials received in the district. Any needed materials will be requested and any discrepancies will be reported and documented according to the predetermined procedure of the particular testing company.

Testing materials will be stored at the Hancock Leadership Center in Room A or a vacant office 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 Test Coordinator, the Assistant District Test Coordinator or the staff at the HLC will have keys to Room A and the vacant office. Any individual

building's excess materials not needed during actual testing will remain in the locked room or vacant office 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 vacant office 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:  Dale Warriner, Dr. Derwood Tutor, Marilyn Russell, Dr. Randy Shaver, David Meadows, George Noflin, Diana Ezell, Jan Williams and John Locke as well as the building test coordinators.  The building test coordinators are:  Beth Smith, Leona Ramey, Karen Givhan, Liz Masley, Sharon Albert, Sheila Kelly, Marilyn Morrison, Tamekia Goolsby White, Angela Hendrix, Ann Roberts, Wendy Williams and Cindy Simpson, Susan Dillard, Nikki Hester, Judy Thomas, Ginger Witty, Manessa Hadley, Brandie Harris, Billie Ruth Reed and Leontyne Anderson, Cynthia Colburn and Carol Wright.


**(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 Building Test Coordinator will then take the boxes to the designated secure location at the testing site.   Test materials will be distributed to each school site on or before the following dates:
English II Writing Test/Retest:  December 7, 2009, March 24, 2010 and September, 2010
SATP Test/Retest:  December 1-4, 2009, March 30- April 2 and April 7-April 29, September, 2010
GLTP:  MCT 2:  May 11-13, 2010, Writing:  March 10, 2010, and Science: March 3, 2010
WIDA:  April 1-30, 2010
Exception:  MS CPAS will be delivered to and shipped from THS per OSA.  THS may choose any two consecutive days to test between March 22 - April 8, 2010.

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

The Building Test Coordinator (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 Building Test Coordinator to arrange the return testing materials. The District Test Coordinator and/or the Assistant District Test Coordinator/s and the Building Test Coordinator will inventory and check in testing materials by using the District Test Security Checklist as verification that all materials are returned to the District Test Coordinator.  The deadline for completion of all make-up testing is on or before:

English II Writing:  December 8, 2009, March 25, 2010, August 20, 2010  and September 27, 2010
SATP:  December 7, 2009, April 13, 2010, April 30, 2010, and September 24, 2010
GLTP:  MCT2 May 14, 2010
WIDA:  April 30, 2009

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

The District Test Coordinator and/or the Assistant District Test Coordinator and the Building Test Coordinator will inventory all test materials returned to the HLC 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.


**ADDENDUMS:**
- All online assessments will be subject to the building test security plans. Online assessments include all SATP at THS and the Fillmore Center, if applicable.

- **Fillmore Center:  All students assigned to the Fillmore Center will be tested at the Fillmore Center.  Any exceptions must be approved by school district officials as sited in Board Policy: IHBHA-E  # 15**

**Section III - SCHOOL PLAN**
 (To be completed two weeks prior to the arrival of fall testing material)
It is permissible to have one comprehensive description under Sections C, D, E, and F if procedures are the same for more than one test. All of the following documentation must be included in the Security Plan.

_____          _____
Name of the District                                                    Name of the School

_____          _____   _____
 Name of the School Principal                         Signature                                  Date

_____          _____   _____
 Name of the School Test Coordinator                  Signature                                  Date

_____          _____   _____
 Name of the District Test Coordinator                Signature                                  Date

A.  Name of Test(s)          _____

B.      <u>Training</u> (If there is training in addition to the district training)
   ▪   Attach the following documentation for each training session held:
   ▪   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


C.      <u>Studying Test Administrator Manuals</u>
   (1)     Describe when and where test administrators will be allowed to study the manuals prior to testing.

D.    <u>Handling Materials</u>
   (1)   Describe the procedure for distributing materials to each test administrator.
   (2)   Describe the procedure that test administrators will use to distribute materials to students and to account for materials before students leave the testing area.
   (3)   Describe the procedure for returning materials to the school test coordinator.
   (4)   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.
   (5)   List all individuals who have access to the secure storage area.
   (6)   Include a list or schedule of test administrators, proctors, hall monitors, 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. (See Section IV, 5a.)

E.   Additional Procedures

    **(1)**    **Describe your policy on secure storage access – (Review Appendix F).**

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

    **(3)**    **Describe the plan for severe weather, fire, bomb threat, or any other form of emergency that would cause for an immediate evacuation of the facility.**

    (4)    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.

    (5)    **Describe the procedure used for ensuring that students are using only allowable calculators**.

    (6)    **Describe the procedure used to ensure that all content relevant materials in testing areas have been covered or removed**.

    (7)    **Describe district monitoring of Test Administrators, Proctors, students, and any others involved in the testing process**.

    (8)    D**escribe the plan for multiple test administrations (i. e. morning/afternoon) if applicable.**

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

    (10)    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.

    (11)    Describe the procedure used to create the seating charts for students during statewide assessments (alphabetized, pre-arranged to separate friends, placement of students at the front of the room based on IEP or special circumstances, etc.).

    (12)    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?

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

    **(14)**    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.)**

    (15)    Include the Testing Schedule for the current school year.

**Section III - SCHOOL PLAN (cont)**

F.    <u>If Applicable:</u>

    (1)    Describe the plan for breaks between tests.

    (2)    For students in grades 3 and 4, the demographic data is often completed by a teacher or aide.  Describe this procedure.

    (3)    **REMEMBER that all scratch paper must be returned to the testing vendors; please update your test security plan by eliminating your previous language about collecting and destroying scratch paper.**