

# **MISSISSIPPI STATEWIDE TESTING PROGRAM**

## **TUPELO PUBLIC SCHOOL DISTRICT**

### **Test Security Plan** 2007-2008

**Randy D. McCoy, Ed.D.**  
Superintendent

**Dale Warriner**  
District Test Coordinator

**Diana Ezell**  
Assistant Superintendent

**Mary Ruth Wright**  
District Special Education Coordinator  
Assistant District Test Coordinators

# TUPELO PUBLIC SCHOOL DISTRICT

## DISTRICT TEST SECURITY PLAN

2007-2008

(to be maintained on file in local school district)

**Superintendent:**

Dr. Randy McCoy

**District Test Coordinator:**

Dale Warriner

**Assistant Superintendent:**

Diana Ezell

**District Special Education Coordinator:**

Mary Ruth Wright

The district test coordinator has primary accountability and responsibility for maintaining security of all testing materials from the time such materials are received by the school district to the time the materials are returned to the testing company. The security plan shall serve as documentation for auditors who audit the testing program. The following information provides a description of the procedures for receiving, disseminating, providing security and accountability, and returning the materials involved in the Mississippi Statewide Testing Program.

## District Test Security Plan

### 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, 2006* and Mississippi Code 37-16-4. We understand that there is one Security Plan governing the school district and a Security Plan for each school.

Tupelo Public School District

---

Name of the School District

Shawn Brevard \_\_\_\_\_ October 23, 2007  
Name of the Board President                      Signature                      Date

Randy D. McCoy, Ed.D. \_\_\_\_\_ September 26, 2006  
Name of the Superintendent                      Signature                      Date

---

## Section II. DISTRICT PLAN

Each of the following sections will be completed and signed by the appropriate individuals at least two weeks prior to the receipt of test materials for each test administration.

Functional Literacy Examination (eFLE)  
Subject Area Testing Program (SATP)  
Grade Level Testing Program (GLTP)  
Mississippi Career Planning and  
Assessment System (MS CPAS)  
National Assessment of Educational  
Progress (NAEP)  
All on-line tests and retests that are  
applicable

Tupelo Public School District

\_\_\_\_\_  
Name of District

\_\_\_\_\_  
Test

Dale Warriner  
\_\_\_\_\_  
District Test Coordinator

\_\_\_\_\_  
Signature 10/23/07

Randy D McCoy, Ed D  
\_\_\_\_\_  
Name of the Superintendent

\_\_\_\_\_  
Signature 10/23/07

### A. Training

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. Handling Materials:**

**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.**

Testing materials for **all** statewide assessments will be received at the  
Hancock Leadership Center (HLC)  
1920 Briar Ridge Road  
Tupelo, Mississippi 38804

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 McCoy, 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, Jennifer Homan, Sharon Albert, Lacey Bailey, Marilyn Morrison, Tamekia Goolsby White, Angela Hendrix, Ann Roberts, Manessa Hadley and Cindy Simpson, Susan Dillard, Nikki Hester, Alice Hammond, Ginger Witty, Anna Morgan, Billie Ruth Reed and Leontyne Anderson.

**Describe the procedure used for distributing materials to individual schools.**

**Include the date 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:** October 18, December 7, 2007, March 27, 2008 and September 26, 2008

**SATP Test/Retest:** December 3-6, 2007, March 31- April 3 and April 29-May2, September 22-25, 2008

**GLTP:** MCT 2: May 13-14 2008 and Science: March 5, 2008

**Functional Literacy Examination:** November 6, 2007, February 19 and April 15, 2008

**Exception:** MS CPAS will be delivered to and shipped from THS per OSA on or before two consecutive days between March 25-April 4, 2008.

**Describe the procedure 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: October 19, 2007, December 10, 2007 and March 28, 2008

SATP: December 7, 2007 and April 4, May 5, September 26, 2008

GLTP: MCT2 May 15, 2008

**ADDENDUMS:**

**Science:** Each building will include their specific security plan for completing the proficiency predictions.

**Test Material Distribution Preparation:** Based on the numbers of students being tested, each building will include in their specific test security plan for preparing secure test materials for distribution. At least 2 authorized people will be present.

**MCT2:** TMS will administer the 8<sup>th</sup> grade math on Wednesday, May 13, 2008 and Language Arts on Thursday, May 14, 2008 due to the availability of calculators.