



Mississippi Statewide Testing Program

Test Security Plan 2018-2019

Dr. Robert Picou
Superintendent

Paige D. Tidwell
District Test Coordinator

District Test Security Plan 2018-19

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 the current version of the *Mississippi Public School Accountability Standards* 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

School District

Mr. Eddie Prather

School Board President

Signature

10/09/18

Date

Dr. Robert Picou

Superintendent

Signature

10/09/18

Date

Section II - DISTRICT PLAN

All State Directed Assessments i.e.:

MAAP ELA-Math, Kindergarten Readiness Assessment, 3rd Grade MAAP-ELA (LBPA), MAAP 3rd Grade Reading Alternative Assessment, MAAP-A, ACT, MAAP-EOC, MAAP-SCI, LAS-Links (ELPT), MS-CPAS3

Test(s) or if all indicate "All State Directed Assessments"

Paige D. Tidwell

District Test Coordinator

Signature

Date 10/09/18

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 STCs (School Test Coordinators) after the state training and in sufficient amount of time prior to any state test administration in their respective buildings.

Trainees will be given copies of Appendix F and its contents will be reviewed.

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

- A dated, detailed agenda of the training done
- A copy of handouts, transparencies, or other materials used in training
- Documentation that participants were informed of consequences of testing violations
- Sign in Sheets with signatures of all who attended the training

B. **Handling Materials - Outline the procedures used for:**

- (1) **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.**

The District Test Coordinator and the School 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 and documented according to the predetermined procedure of that particular testing company.

Testing materials will be stored in a locked filing cabinet in a designated room. This location will be locked from the time the materials arrive, until they are distributed to buildings, and when they are returned until shipped back to the individual testing companies.

The District Testing Coordinator will have the key to the filing cabinet. Any individual building's excess materials not needed during actual testing will remain locked away throughout the testing period. The district overage/surplus materials that are available for use across the district will remain in the locked secure location unless needed.

Security assurance affidavits will be on file at the district level for those who have access to the district secure storage area. Personnel who will have access to the district secure storage area are the District Test Coordinator and Ginger Towery.

At no time will just one person be in the presence of secure testing materials. Another person, who has signed a security affidavit and been given a copy of Appendix F will be present when entering the secure storage area.

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

The DTC and another individual who has been trained in security measures will take the test materials to the designated secure location at the testing site after they arrive at the district. This will be done within one week of their arrival in the district. At the school site, the School Test Coordinator will co-sign the District Test Security Checklist as a receipt of test materials. They will then be locked in the school secure test location.

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

The STC and another trained person will return all test materials to a secure test location when all testing is completed. The District Test Coordinator will be contacted by the STC to arrange the return of testing materials. The DTC and the STCs will inventory and check in testing materials by using the District Test Security Checklist as verification that all materials are returned.

- (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 STCs will inventory all test materials returned to the secure test location following the test administration. Any discrepancies will be investigated, documented, and reported to the district superintendent as well as the Office of Student Assessment.

Additional Procedures

Tupelo Public School District does not require breaks during all testing sessions, nor does the district prohibit breaks. The decision to allow breaks is site based and based on the specific test being administered. When schools do offer breaks during an assessment they will adhere to the following directives:

If schools allow breaks whether restroom, lunch, emergency, or "rest" breaks the school must ensure that individual(s) who signed out secure test materials maintain all security measures at all times. Secure test materials should remain in possession of the responsible parties during any and all breaks. Students who need to go to the restroom may be allowed to go one male and one female at a time but must be accompanied to ensure security.

Schools must address all security procedures in place for breaks and document those procedures in their School Security Plan.

High school students who are at the Juvenile Detention Center during a test administration will be tested when possible under the following conditions:

Faculty from the home school will oversee testing at JDC. All testing guidelines will be followed. Any testing materials will be transported back and forth by two trained personnel from the school. The testing materials will be stored in the school's secure room in this case.