

DATE: October 3, 2011

TO: Mr. David Meadows, Superintendent

FROM: Lea Johnson

RE: District Test Security Plan

Test Security Plan Overview

The test security plan is divided into three parts:

Section I – Assurances

This page is signed by the Chairperson of the School Board, the Superintendent, and the District Testing Coordinator. It states that the district will be in compliance with the testing requirements.

Section II - District Plan

This section is created by the District Testing Coordinator (DTC) and covers the basic information for all tests throughout the district. It explains how the tests will be sorted and distributed to the schools and how they will be collected at the end of testing and returned to the State. Addendums are added to address specific issues as needed. It is reviewed by the Superintendent.

Section III - School Plan

This section is created by the Building Test Coordinators (BTCs) and reviewed by both the building Principal and the DTC. The school plan covers some of the same information as the district plan such as how the materials will be sorted, distributed and returned but it also addresses how they will be used at each school. Specifics such as training, bathroom breaks, calculator use, etc. are explained in each school's plan as needed.

A copy of the entire plan with all parts is maintained in the DTC's office at CO. Each school retains a copy of their individual plan at the school testing site. The plans are updated in the fall of each school year with the final changes made in February for the spring testing.