School Test Security Plan

School Name: _____   **Date Submitted:** _____

Maintaining assessment security is one of the most important responsibilities of the Principal and the Building Test Coordinator (BTC). At all times, district, and state procedures for protecting secure assessment materials must be followed. Assessment security is vital to the successful administration of any assessment. Thus, the Principal and the BTC are responsible for ensuring the security of not only the physical test booklets, but also the individual assessment questions and materials.

The signatures of the Principal and the BTC confirm that the requirements below are met. *School Test Security Plans* **must** be reviewed annually for any changes and submitted to STC each year for approval.

<u>Section I</u>. Assurance Statements:

The Principal and the BTC will ensure the following requirements are met:

1. The Principal and all school personnel involved in testing have participated in training on all parts contained in the *ACAP Integrity Handbook for Test Administration*, as well as any applicable testing information provided to the BTCs by the System Test Coordinator (STC) and the ALSDE.

2. A secure storage location has been selected for the school. Each secure storage location meets the following requirements:
     - 2-lock rule (a locked cabinet or closet inside a locked room)
     - Walls are permanent and extend to the ceiling with no gaps
     - Not accessible through a window or dropped ceiling
     - Locks cannot be accessed with a master key
     - Not accessible to unauthorized users. Only the Principal and the BTC have a key to the school secure storage.

3. For all cases of suspected or documented irregularities involving test violations, all testing staff will cooperate fully with ALSDE and the test vendor and respond to requests for information in a timely manner.

4. The Principal and the BTC work with school staff to ensure that students are only receiving allowable accessibility and accommodation supports that are provided regularly in the classroom.

5. All test rooms are free from any disturbances in the hallways and outside of the building. Halls are properly monitored by trained staff.

6. There is a digital device collection plan in place for the collection of devices from district/school personnel and students prior to entering the test room.

Annual Review

An annual review of the *School Test Security Plan* is required for each School.

The entire *School Test Security Plan* MUST be submitted to the STC annually for approval.

_____   _____
Principal's Signature   **Date**

_____   _____
Building Test Coordinator's Signature   **Date**

_____   _____
System Test Coordinator's Signature   **Date**

Section II: Test Security Training

The BTC will provide training to every person involved in testing within **2 weeks** of each assessment.

The BTC and/or the STC will keep a copy of all training documentation.

Documentation
District/School Report of Training for each assessment
Test Security Policy for each person trained
Alabama Ethics in Test Administration form for each person trained
Security and Confidentiality Statement form for each person trained
Digital Device Policy for each person trained
Oaths for each person trained

Section III: Secure Storage

The school must have a secure storage area where test materials can be stored safely when not in use. **The STC is responsible for approving each secure storage location in all schools**. The secure storage location must meet the requirements listed in the Assurance Statements in Section I.

In the space below, give a **<u>detailed description</u>** of the secure storage area for the school. Be clear and descriptive. Include information about the size of the room, windows, if any, and how they are covered, and doors (type). If there are other materials in the room in addition to test materials, include this information. Include the names and positions of all personnel who have keys to the secure storage.

Section IV: Handling of Test Materials (Refer to *Guidelines for Handling Lost Secure Test and Damaged Test Materials*)

All secure test materials are accounted for before, during, and after testing. In the space below, describe in detail the process for receiving test materials from the STC.

Describe in detail, the process for distributing test materials to each Test Administrator **individually**.

Describe in detail, the process for collecting test materials from each Test Administrator **individually.** For online test administration, test tickets must be collected).

Section V: Security of Online Assessments

The Principal and the BTC ensure that technology personnel are trained on each assessment regarding specific information for computers and allowable devices. Each of the requirements below must be met.

Requirements
Technology personnel are trained on all technological aspects for each individual assessment and have been provided with the appropriate manuals and training materials.
Computers/devices used for testing meet all of the minimum requirements and pass all site readiness checkpoints.
Schools maintain administrator rights to any allowed devices to ensure they meet all technical requirements, including student-issued computers/devices.
Computers/devices used for testing are configured to prevent examinees from accessing any application, browser, content, or other service during testing.
Computers/devices are set up with the correct browser for testing.
Online assessments are given using a "locked-down" testing browser. Disabling the lock-down is strictly prohibited.

All software applications, including, but not limited to, internet browsers, cameras, (still and video), screen capture programs (live and recorded such as Zoom), email, instant messaging, application switching, media players (such as iTunes), and printing are closed before testing begins.

Section VI: Test Security Violations/Irregularities

In the event of a test security violation/irregularity, the Principal/BTC will complete the *Irregularity Report* and submit to the STC for further guidance. In the cases of suspected or documented violations/irregularities, all testing staff will cooperate fully with the Principal, BTC, STC, the Student Assessment, and the Office of General Counsel in subsequent investigations, and respond to requests for information in a timely manner.

Section VII: School Communication Plan during Statewide Testing

In the event an issue arises within the hall or testing room, describe how the Hall Proctor will communicate between the TA, Principal and/or BTC. Include procedures for handling an immediate issue (student or TA must go to the restroom, student or TA gets sick, etc.), as well as how to handle students taking breaks.

Section VIII: School Personnel Digital Device Collection Plan

There must be a digital device collection plan for the collection of devices from school personnel prior to entering the testing room. In the space below, explain how digital devices are collected.

Section IX: Student Digital Device Collection Plan

There must be a digital device collection plan for the collection of devices from students prior to entering the testing room. In the space below, explain how digital devices are collected.