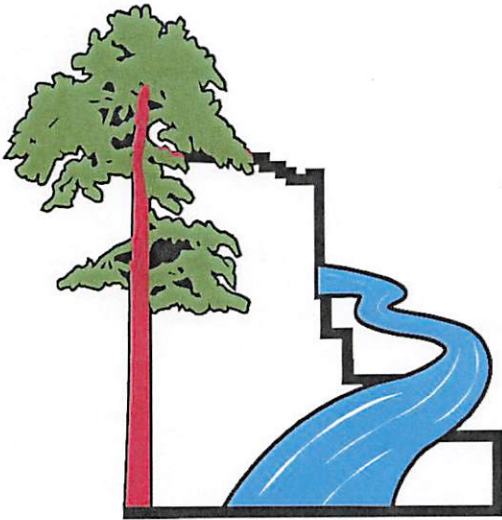


APPROVED



WALTHALL
COUNTY SCHOOL DISTRICT
Teachers teaching. Students learning. Schools improving.

2023-2024

District Test Security Plan



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School Plans Included

Tylertown Primary School
Tylertown Elementary School
Tylertown High School
Dexter Attendance Center
Salem Attendance Center

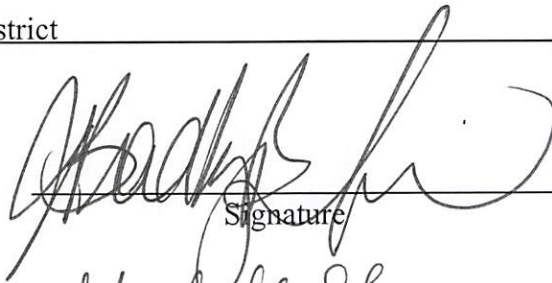
2022-2023
Walthall County School District
Test Security Plan

Section I - ASSURANCES

We assure that Walthall County School District will be in full compliance with the testing requirements as set forth in Appendix F of *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 will be updated and signed by the appropriate personnel each year.

Walthall County School District
School District

J. Bradley Brumfield
Superintendent


Signature

9/8/23
Date

Michelle Stinson
Asst. Supt.


Signature

9/8/23
Date

Crystal Granger
Technology Coordinator


Signature

9/8/23
Date

Kim Brumfield
Director of Special Services


Signature

9/8/23
Date

Dawn D. Seal
DTC


Signature

9/8/23
Date

Section II - DISTRICT PLAN

| |
|--------------------|
| Assessments |
|--------------------|

The information and procedures listed are applicable for each of the following test administrations:

All State Directed Assessments

Including MKAS2, MAAP, ACT state assessment, ELPT, all field test(s), and/or pilot test(s).

American College Test (ACT)

All enrolled 10th and 11th Graders, Qualifying 12th Graders

Mississippi Academic Assessment Program:

English/ Language Arts – Grades 3-8 and all enrolled in English II

Mathematics – grades 3-8 and all enrolled in Algebra I

Biology I

U.S. History

Grades 5 & 8

Mississippi Kindergarten – Third Grade Assessment Program - MKAS2

Kindergarten Screening

3rd Grade Summative Assessment – MAAP

English Language Proficiency Test – Grade K-12

English Language Learners – TBD (Screening & Assessment)

Mississippi Academic Assessment Program – Alternate

Ungraded students who meet the criteria for Significantly Cognitively Delayed

The following table includes the assessment programs and the administration methods for the assessments.

| Test | Administration Method |
|--|--|
| MAAP-A | Online – Nextera |
| ELPT | Screening paper/pencil Spring assessment online – DRC |
| ACT | paper/pencil/online |
| MKAS2 | Online – for MKAS2 Portal for Grade K and Nextera for 3 rd Grade Summative |
| MAAP – 3-8 ELA / Math, EngII, AlgI | Online - Nextera |
| MAAP – 5 th & 8 th Sci, USH, BIO | Online - DRC |

District Test Coordinator

Signature

Date

Training

The District Test Coordinator will conduct district-wide professional development for School Test Coordinators (STCs) and for Principals, Special Education Directors, Superintendents, IT Personnel, and other Central Office personnel, involved in state testing, on proper test administration procedures, test security regulations, and consequences of confirmed violations. (Appendix F IV, 5). School Test Coordinators' attendance is required, whereas, other School Administrators or personnel are invited, except for IT personnel, who must attend a minimum of the security portion of the training.

These training sessions will focus on the significance of tests- security, logistics, confidentiality, reliability, and validity. These sessions will also target the significance of the roles and responsibilities of school test coordinator, principals, other administrators, as well other trained individuals involved in the logistics of testing. The professional development will take place twice per year following the Mississippi Department of Education's training workshops held in the fall and spring for District Test Coordinators. A dated, detailed agenda of the training will be created and kept on file, as well as sign-in sheets with signatures of all who attended the training. A copy of hand-outs, PowerPoints and other materials used will be kept on file in the District Test Coordinator's office. A copy of the materials will be uploaded into the district's designated file archive folder (Sharepoint, Caveon Core.)

The following is a checklist of tasks as they related to training:

After each training session, the district will maintain the following documents to verify the content of each training session:

- A dated, detailed agenda of all training conducted in test preparation.
- A copy of hand-outs or other materials used in training, such as:
 - Appendix F
 - Affidavit (Confidentiality Form)
 - State Board Policy or Policies
 - Testing Calendar
 - Electronic Forms
 - Template for School Test Security Plan
- Documentation that participants were informed of consequences of potential testing violations described in Appendix F
- Sign-in sheets with signatures of all who attended the training including make-up session(s)

Handling Materials

Receiving and Securing

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.

When secure materials are received at the district level, they are placed in a secure area located in the central office of Walthall County School District. They are inventoried and packing slips and security checklists are used for verification. Dawn Seal (DTC), J, Bradley Brumfield (Superintendent), and Marcy Hartzog (Business Manager) have the only keys to the secure area. One of these three people will be in the secure storage area at any one time when test materials are present. Any other individual will be from the list of those with a key or from the list of those who have access. We limit the number of people that have keys to the secure storage area to the DTC and the Superintendent.

The following individuals have KEY access to the district's central office secure storage area.

Dawn D. Seal, DTC
Dr. J. Bradley Brumfield, Superintendent
Mrs. Marcy Hartzog, Business Manager

The following individuals have access (no key) to the district's central office secure storage area when accompanied by an individual with key access.

Mrs. Aisha Washington, Administrative Assistant
Mrs. Cindy Thornhill, Accounts Payable

Distribution of Materials to Schools

Describe the procedure used for distributing materials to individual schools. Include the date materials will be distributed to the schools.

Guidelines for Delivery of Paper Testing Materials

Testing materials will be shipped to:

Walthall County School District
Attn: DTC
814 Morse Ave.
Tylertown, MS 39667

The transport carrier will deliver paper/pencil test materials to the district's central office location, at the aforementioned address, and to the attention of the District Test Coordinator. The vendor or transporting company's receipt will be signed by Dawn D. Seal, District Test Coordinator. If Dawn D. Seal is not available then, Dr. J. Bradley Brumfield, Superintendent will verify and sign the delivery receipt. If neither are available, Mrs. Marcy Hartzog, Business Manager will verify and sign the delivery receipt. The DTC, or one listed with key access, along with another individual with key access or access, will ensure that secure test materials are stored in a secure location at the district's central office.

The District Test Coordinator or his designee and another trained staff member inventory the materials when delivered to the secure area at the Walthall County School District. Shortage or other discrepancies will be reported immediately to the vendor. After verification of materials, the testing materials will remain in the district's secure storage area until delivery to the individual schools.

Materials are delivered to the school sites as close to two weeks prior to the test administration as possible. When applicable, student testing tickets and labels should not be printed more than 24 hours in advance of the start of the testing session. The School Test Coordinator and another trained person inventory the materials upon delivery at the school and verify the count. The test materials are placed in a secure storage area. The test materials remain in the locked storage area while not in use. Materials are accounted for at all times.

The location of the secure storage area and the personnel with a key are noted in each school security plan. Security of the area is maintained by limiting the number of individuals with access to the area because one of the two people must be listed in the security plan. Administrators, counselors, teachers, students, and proctors are aware of the importance of test security. Staff members that handle test materials before the day of the test sign assurances indicating their awareness of Appendix F and Mississippi Code 37-16-4

Guidelines for Web-Based Delivery Guidelines

The District Test Coordinator and another school employee will deliver secure test materials (student login tickets, seal code, etc.) to the individual schools, or two trained persons from the individual school will pick-up secure test materials from the district secure area. If employees from the individual school pick up test materials, one of the two must have attended training provided by the state or district. The School Test Coordinator or the designee shall receive test materials from the District Test Coordinator and another employee of the district. If/When the DTC or STC prints student login tickets from the web, she/he will be accompanied by another school employee until such time the materials are secured and/or appropriately delivered. The School Test Coordinator and District Test Coordinator shall inventory the appropriate secure materials as well as non-secure materials for accuracy before signing, dating, and releasing materials to the appropriate employee. Upon signing for test materials, the employee assumes responsibility for the security of the testing materials. The School Test Coordinator will be responsible for storing the secure test materials in the designated area described in the school plan before, during, and after testing.

Dates of delivery or pick-up for tests identified in this test security plan to individual schools will vary depending upon campus activities and the availability of appropriate personnel. However, every effort will be made to deliver the appropriate testing materials to the individual school at least 5 working days prior to the 1st day of the testing window.

The School Test Coordinator will monitor testing daily to ensure compliance with state guidelines, test security, and test administration. Any violation will be immediately reported to the principal. The violation will be recorded and the STC will notify the DTC. The specifics of the school monitoring procedures are stated in the respective school's test security plan.

Receiving Materials from Schools

Describe the procedure used for retrieving materials from individual schools.

After testing is completed, a team including, but not limited to, the STC, Asst. STC, and DTC will inventory, package, seal, and secure materials to return to the vendor. The team will follow one of two protocols for transporting materials from the individual school sites to the district's

secure storage area. Protocol 1: The District Test Coordinator and another employee of the district will pick up the materials on the first or second day after the last day of testing including make-up day(s) from each school. Protocol 2: The STC and another employee will deliver materials to the DTC at the district's secure storage area following the same timeline described in Protocol 1. Materials which are to be returned to the vendor will be placed in the locked storage area for affixing labels, numbering for shipping, and to await carrier pick-up. Materials to be destroyed at the district level will be inventoried, packaged, and transported to the DTC's office for shredding. Materials to be destroyed at the school level will be accounted for by submission of a school-level Shredding Certificate. Completed shredding certificates will be completed and submitted to MDE via Sharepoint and/or Caveon Core.

Describe the procedure for verifying all materials are accounted for as they are packed for return to the test vendor.

- a. Test booklets and manuals are counted one grade and/or subject area at a time. The school's packing list is used to account for materials.
- b. Documents to be scored are counted and packed for transport back to the Scoring Center. Non-scorable materials are packed and prepared separately for transport back to the testing company.
- c. The School Test Coordinators shall have materials grouped numerically by class or grade, and boxed but not sealed.
- d. Boxes are labeled as necessary for identification in the return process.
- e. Before materials are sealed, the District Test Coordinator with the assistance of the School Test Coordinator, and other school personnel, when appropriate, will inventory and verify secure materials by booklet number, if applicable, and count all other materials to be returned to the testing vendor or destroyed at the school/district level.
- f. Boxes are taped/sealed and the appropriate colored label is placed on the boxes (if applicable).
- g. A box count is then submitted to the carrier (if asked) that will be responsible for picking up all scorable and non-scorable materials.
- h. All directions from the MDE will be followed for placing tracking and shipping labels on all scorable and non-scorable boxes.
- i. The DTC or his designee will sign the appropriate air bills and keep a copy on file.
- j. The School Test Coordinator and the District Test Coordinator will complete any applicable documents acknowledging that materials are packaged for placement in the secure storage area to await return to the testing vendor.
- k. Scratch paper is shredded at the district level and documented using the Certificate of Shredding Form.

Additional Procedures

Breaks

Walthall County School District does not require mandatory breaks during testing, nor does the district prohibit breaks. The decision to allow breaks is site based. All schools who decide to offer a break during an assessment will adhere to the following directives:

- a. 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.

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

Juvenile Detention Centers

Testing high school students who are at the Juvenile Detention Center during a test administration will be handled one of two ways. Students will be tested when possible under the following conditions:

- a. Students that are allowed certain accommodations or because of the testing schedule will be tested by two trained faculty from the home school. 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.
- b. Students that are not allowed certain or any accommodations can be tested by the three Juvenile Detention Center teachers if the schedule allows. The Juvenile Detention Center teachers are certified employees of the school district where the center is located. Any testing materials will be locked in a secure room at the JDC where only the three certified teachers have a key.

Electronic/Mobile Devices

WCSD prohibits the possession and/or use of any electronic communication device, including, but not limited to, Ipod's, MP3 players, Bluetooth devices, cell phones, and/or other personal digital assistance devices during the administration of scheduled statewide tests.

Exception to Electronic Device Prohibition

Medical Monitoring Devices may be allowed in the testing site within the appropriate distance for a student's monitor to pick up medical information and transmit to the app on the student's cell phone or other device.

In the event that a student requires the use of medical monitoring that involves a cellular device the following procedure will be followed:

1. The student will have documentation of a medical condition that requires monitoring in either an IEP, 504 plan or documentation from a medical professional.
2. The IEP, 504 plan or medical documentation, including all pertinent information, will be kept on file at the school and will be included in the testing audit folder.
3. Any student using a cellular device application for medical monitoring will not have the device in his/her possession during MAAP or MAAP-A testing for security reasons. However, the device may be

in the testing room in close proximity to the student.

4. The cellular device must have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the medical function. Bluetooth may be left on to communicate with the monitoring device. The STC is responsible for ensuring that the cellular device is set up correctly.
5. The student may be tested in a small group or regular testing session with a test administrator, proctor, and an individual to monitor the device, or the student may test individually with a test administrator and a proctor.
6. The person assigned to monitor the device will be trained to do so. This individual will also complete test security training and sign the Test Security Agreement prior to testing.
7. The student(s) will be seated near the device so that the readings and/or contact with the medical monitor can be maintained.
8. Seating for the student will be arranged in such a way as to avoid drawing attention to the cellular device from other students. The cellular device will be placed behind the student.

Guidelines/procedures for district technology support staff use of cellular/mobile devices in active testing situations.

The DTC and district/school technology support staff, within the scope of performing their duties, are permitted to utilize their work-assigned cellular/mobile device in the testing environment in order to communicate with outside/third parties for the purposes of troubleshooting and/or resolving technical issues that prevent testing from occurring as scheduled. Any technology support staff utilized for these purposes will have attended a district-level training addressing test security.

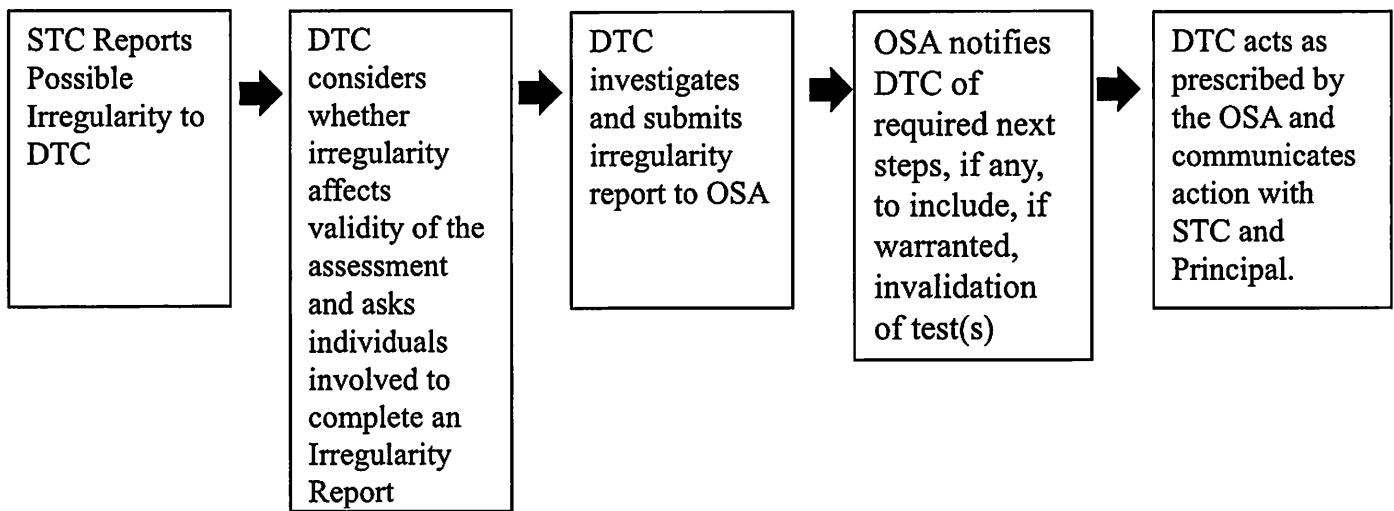
Untimed Tests

Guidelines for untimed tests.

For non-timed tests, the district has established 2:15 p.m. as the end of each testing day. On non-timed tests, all students will be given a minimum of four (4) working hours, excluding lunch, to complete either one of the assessments, unless otherwise specified by the test, for all group-administered tests included among the assessment programs.

Procedure for Handling Known Test Irregularities

If there is evidence of a nature that confirms one (1) or more individual testing irregularities on state assessments have consequences for individual student(s) resulting in the invalidation of the assessment(s), which may result in the need for the student(s) to participate in future retesting opportunities, the individual(s) in question, along with his/her parent(s)/guardians(s), will be notified in writing of the irregularity by the District Test Coordinator.



District Test Calendar

WALTHALL COUNTY SCHOOL DISTRICT

Teachers teaching. Students learning. Schools improving.



Assessment/Testing Calendar

2023-2024

Key: NA = Not Applicable; TBD = To be determined; Orange highlight = State Testing / Blue Highlight = District Testing

| Test Information | | Test Window | | | Test Window |
|-------------------|--|-------------|-------------|---------------|-----------------------------------|
| Test ID | Test Name | Start Date | Finish Date | Test Duration | Test Duration |
| Semester 1 | | | | | |
| Term 1 | | | | | |
| K-Readiness | Kindergarten Readiness Assessment (Pre-Test) | 7/20/23 | 9/22/23 | 41 min | PK-K |
| IREADY | i-Ready Reading & Math Univ. Scr. #1 | 8/7/23 | 9/1/2023 | Untimed | K-8 |
| ELS | ELS Pre-Test (SCI 5&8, Eng II, Alg I, USH, BIO) | 8/7/23 | 9/1/2023 | 180 min | Eng II/Alg I/USH/BIO/SCI5&8 |
| BRIGANCE | Brigance (Pre-K & SPED) | 8/7/23 | 9/1/2023 | Untimed | PK & SCD |
| DYSLEXIA | Dyslexia Screening | 9/18/23 | 9/22/23 | n/a | 1st |
| IREADY | i-Ready Reading/Math Prog. Mon. #1 | 9/25/23 | 10/27/23 | Untimed | K-3rd |
| BEHAVIOR | Behavior Screening (SRSS/SIBS) | 9/7/23 | 9/7/23 | n/a | PK-12 |
| ACT | American College Test (District Administration) | 10/17/23 | 10/17/23 | 175 min | 12th |
| ASSESSMENT/ | 1st 9-weeks Benchmark/District Assessment | 10/4/23 | 10/6/23 | Varies | 2-4HS |
| Term 2 | | | | | |
| IREADY | i-Ready Reading/Math Prog. Mon. #2 | 10/30/23 | 11/3/23 | Untimed | K-3rd |
| ACT | WorkKeys | 10/23/23 | 12/8/23 | 165 min | 12th |
| MAAP-EOC | MS Academic Assessment Program (EngII, AlgI, Bio, USH) | 11/27/23 | 12/15/23 | 180 min | EngII/AlgI/USH/BIO Retesters Only |
| IREADY | i-Ready Reading & Math Univ. Scr. #2 for K-3 | 11/27/23 | 12/14/23 | Untimed | K-3rd |
| BRIGANCE | Brigance (SPED) | 11/27/23 | 12/14/23 | Untimed | SCD |
| BEHAVIOR | Behavior Screening (SRSS/SIBS) | 12/14/23 | 12/14/23 | n/a | K-12 |
| ASSESSMENT/ | 2nd 9-Weeks Benchmark/District Assessment | 12/13/23 | 12/15/23 | Varies | 2-4HS |
| Semester 2 | | | | | |
| Term 3 | | | | | |
| IREADY | i-Ready Reading/Math Prog. Mon. #3 | 1/29/24 | 2/2/2024 | Untimed | K-3rd |
| IREADY | i-Ready Reading/Math Prog. Mon. #4 | 2/26/24 | 3/1/24 | Untimed | K-3rd |
| ACT | American College Test - Paper | 2/27/24 | 2/27/24 | 175 min | 11th |
| ELPT | LAS Links-English Language Proficiency Test | 3/1/24 | 4/12/24 | Untimed | K - 12 EL |
| ACT | WorkKeys | 3/4/2024 | 4/19/24 | 165 min | 12th |
| MAAP-A | MS Academic Assessment Program - ALT (ELA/Math/Sci) | 3/11/2024 | 5/3/24 | Untimed | ELA/Math 3-HS Sci 5,8,11 |
| IREADY | i-Ready Reading & Math Univ. Scr. #3 for K-8 | 3/4/24 | 3/29/24 | Untimed | K-8th |
| BEHAVIOR | Behavior Screening (SRSS/SIBS) | 3/28/24 | 3/28/24 | n/a | K-12 |
| ASSESSMENT/ | 3rd 9-Weeks Benchmark/District Assessment | 3/6/24 | 3/8/24 | Varies | 2nd-HS |
| Term 4 | | | | | |
| DYSLEXIA | Dyslexia Screening | 3/18/24 | 3/22/24 | n/a | K |
| CPAS3 | National Certifications Testing | TBD | TBD | TBD | Secondary |
| ACT | American College Test (Make-up) | 3/26/24 | 3/26/24 | 175 min | 11th |
| CPAS3 | MS Career Planning Assessment System, 3rd Ed. | TBD | TBD | TBD | Secondary |
| CURSIVE | Cursive Writing Assessment | 4/11/24 | 4/11/24 | Untimed | 4th |
| IREADY | i-Ready Reading/Math Prog. Mon. #5 (OPTIONAL) | 4/22/24 | 4/26/24 | Untimed | K-3rd |
| ACT | American College Test (Emergency Make-up) | 4/23/24 | 4/23/24 | 175 min | 11th |
| K-Readiness | K-Readiness Assessment (Post Test) | 4/1/24 | 5/10/24 | 41 min | PK-K |
| BRIGANCE | Brigance (Pre-K & SPED) | 3/18/2024 | 4/19/24 | Untimed | PK& SCD |
| MAAP LBPA | 3rd Grade MAAP ELA for LBPA Reporting | 4/8/24 | 4/19/24 | 180 min | 3rd |
| MAAP 3-8 | MS Academic Assessment Program Grades 3-8 | 4/8/24 | 5/17/24 | 180 min | Eng/Math 3-8, Sci 5 & 8 |
| MAAP-EOC | MS Academic Assessment Program High School | 4/8/24 | 5/17/24 | 180 min | EngII/AlgI/USH/BIO |
| CPAS3 | MS Career Planning Assessment Sys., 3rd Ed. (Make-up) | TBD | TBD | TBD | Secondary |
| MAAP | 3rd Grade Reading Alternative Assessment Retest #1 | 5/6/24 | 5/10/24 | 127 min | 3rd |
| ASSESSMENT/ | 4th 9-Weeks Benchmark/District Assessment | 5/21/24 | 5/23/24 | Varies | 2nd-4HS |
| Summer | | | | | |
| MAAP | 3rd Grade Reading Alternative Assessment Retest #2 | 6/17/24 | 6/28/24 | 127 min | 3rd |

NOTES:

APPENDIX F, STANDARD 16

REQUIREMENTS OF THE MISSISSIPPI STATEWIDE ASSESSMENT SYSTEM

Purpose

It is the policy of the State Board of Education that all test procedures and results that are used in the Mississippi Statewide Assessment System and/or used in the Performance-Based Accreditation System be valid and accurate for making related decisions. In order to protect the security and integrity of all tests administered through the Mississippi Statewide Assessment System, as well as to ensure reporting of accurate assessment results, the State Board of Education establishes the following requirements and the consequences applied when a school district or school is found in violation of any requirement. These requirements are established under the authority granted in Sections 37-16-1, 37-16-3, and 37-16-4, *Mississippi Code of 1972*, as amended.

Definitions

1. ***Secure Test Materials*** include certain test administrator manuals, test booklets, answer documents, and other materials as specified by the Office of Student Assessment.
2. A possible ***testing irregularity*** is any incident in the test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.
3. A ***verified testing irregularity*** is a violation of a testing requirement.

Reporting and use of test data

The school district will release test score information to parents, legal representatives, teachers, students, other educators, the media, and the public in a timely manner and provide interpretive material as necessary. The school district will use test scores appropriately in making decisions regarding students. A decision or characterization that will have a major impact on an individual student is not made on the basis of a single test score. Additional retesting opportunities will be made available for any “high stakes” test.

Requirements

The following is not an exhaustive list of requirements.

1. The District Test Coordinator or a designated representative of the school district must attend applicable training sessions sponsored by the Office of Student Assessment.
2. A District Test Security Plan is prepared each new school year no later than September 30.
 - a. The District Test Security Plan contains all components as required by the Office of Student Assessment.
 - b. The District Test Security Plan is signed by the district superintendent, the district test coordinator, and the chairman of the school board. The School Test Security

Plan, which is a part of the District Test Security Plan, is signed by the school principal, school test coordinator, and the district test coordinator.

- c. The District Test Security Plan identifies **all** individuals who have access to the secure storage area at district and school sites.
3. Except during actual test administration, secure test materials are kept under lock and key, and access to secure test materials is limited to individuals identified in the test security plan as responsible for their security. While secure test materials are in the district, anyone listed as having access to the secure storage area must be accompanied by a second person when entering the secure storage area. To ensure that security is maintained from year to year, it is the responsibility of the district each year to review the list of individuals who have access to the secure storage area and to ensure that only those individuals listed have access to the secure area by way of keys or vault combination.
- a. Secure test materials are kept in locked storage before testing at both the district and school levels.
 - b. Access to secure test materials is limited to those individuals identified in the test security plan. Test administrators and proctors will have access as described in the district test security plan. Access to test materials means handling the materials, not reviewing and analyzing test items, unless reading accommodations are required. The superintendent or a specified designee shall designate the personnel who are authorized to have access to test materials.
 - c. Test materials are not to be removed from security packaging prior to the time indicated on instructions from the Office of Student Assessment.
 - d. Secure test materials are kept in locked storage after testing at both the district and school levels unless otherwise directed by the Office of Student Assessment.
4. All secure test materials are accounted for before, during, and after testing as specified in the District Test Security Plan. Test administrators and proctors will have access as described in the district test security plan. Access to test materials means handling the materials, not reviewing and analyzing test items, unless reading accommodations are required. The superintendent or a specified designee shall designate the personnel who are authorized to have access to test materials.
- a. All secure test materials are accounted for before testing at the district level.
 - b. All secure test materials are accounted for before testing at the school level.
 - c. Test administrators account for all secure test materials before students are allowed to leave the testing room.
 - d. All secure test materials are accounted for after testing at the school level.
 - e. All secure test materials are accounted for after testing at the district level.
 - f. All secure materials are returned according to the schedule published by the Office of Student Assessment. In the event that a secure testing document has been contaminated by bodily fluids or other health-related hazards, the district test coordinator will follow procedures for disposal as outlined during District Test Coordinator training and include these procedures in the District Test Security Plan.
 - g. If supplementary materials, such as scratch paper, maps, and manipulatives are provided, procedures for disposal are outlined in the District Test Security Plan and followed.
5. Any person involved in any phase of the testing program has been trained in appropriate

assessment administration and test security procedures.

- a. Test administrators shall be licensed school personnel.
 - b. Due to the need for the one-on-one administration of the English language proficiency test for English Language Learners, which includes component subtests such as reading, writing, speaking, listening, the test administrator may be a non-licensed employee as long as the proctor for the administration is a licensed staff member.
 - c. For only the English language proficiency test for English Language Learners, if a licensed employee is the test administrator, the district is not obligated to provide a second person as proctor.
 - d. The district conducts professional development training on proper assessment administration procedures and test security for all individuals involved in the handling and administration of each test.
 - e. The district maintains complete records of all professional development related to assessment.
 - f. The district has documentation that training related to assessment included information on test security violations and the consequences of violations.
6. Both a test administrator and a proctor are present and actively monitoring students during the entire test administration.
- a. At least two (2) people are present from the time that testing materials are distributed to the test administrator until all test materials have been returned to the secure area.
 - b. A seating chart is required for each room/site used for any statewide assessment; the seating chart must be signed and dated by the test administrator, proctor, and school test coordinator.
7. Students are not allowed access to test questions prior to testing and are not allowed access to answers at any time.
8. Reproducing (by any means) or disclosing secure test material (including pilot material) and student responses before, during, or after test administration are prohibited. Reproduction or disclosure of secure test materials includes but is not limited to the following: reviewing, reading, or looking at secure test material in a manner that is inconsistent with test security regulations and/or procedures as outlined in the test administrator's manual. Use of unreleased test items in any form (including rewording of such test items) is strictly prohibited.
9. Coaching students, altering responses, or interfering with responses in any way during or after the scheduled test administration is prohibited. Coaching students is defined as providing answers by staff or other students to students in any manner during the test, including cues, clues, hints, and/or actual answers in any form-written, printed, verbal or non-verbal (including, but not limited to, chalkboards, charts, bulletin boards, posters, computers, hand signals) or allowing students to alter responses after the scheduled test administration.
10. All eligible students are tested. (See also *Testing Students with Disabilities Regulations and Guidelines for English Language Learners: Policies, Procedures, and Assessments.*) (SB Policies 3600, 3800, 7220, and 7601) {MS Code 37-16-3(2)}
- a. Accurate exclusions, absences, and other required data are compiled for each test for each school.
 - b. Exclusions and absences data for each test for each school are maintained on file in

- the district.
- c. Students who drop a course for which an end-of-course Subject Area Test is required after the dates noted below shall still take the appropriate end-of-course Subject Area Test.
 - i. Traditional Schedule - Students enrolled in a course at the end of January (5th month) must be tested.
 - ii. Fall Block - Students enrolled in a course at the end of October (2nd month) must be tested.
 - iii. Spring Block - Students enrolled in a course at the end of March (7th month) must be tested.
 - d. Students enrolled in and taking courses for the first time for which end-of-course Subject Area Tests are required shall take the appropriate Subject Area Tests. These students shall take the appropriate end-of-course Subject Area Test, even if the course title in Approved Courses for the Secondary Schools of Mississippi includes the words Accelerated, Enrichment, or Advanced Placement.
 - e. Each student enrolled in and re-taking courses for which end-of-course Subject Area Tests are required shall take the appropriate Subject Area Test only if the student has not previously passed the Subject Area Test.
 - f. Each student shall take the appropriate end-of-course Subject Area Test at the end of the course regardless of the grade level in which the course is offered.
 - g. Students enrolled in a Mississippi public school will be required to pass end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student through enrollment in summer school, virtual school, or any other non-standard school as defined by the Office of Accreditation.
11. Only appropriate allowable testing accommodations are provided for students as specified in the current edition of *Testing Students with Disabilities Regulations* and the current edition of *Guidelines for English Language Learners: Policies, Procedures, and Assessments*. (SB Policies 3600, 3800, 7220, 7601, and 7610) The use of any accommodation not listed in these documents or in the current edition of the *Testing Accommodations Manual* published by the Office of Student Assessment must first be approved by the Office of Student Assessment.
 12. Makeup testing is provided for students who are absent during the regularly scheduled test administration.
 13. Tests are administered according to the standard procedures defined in the test administrator's manuals and related documents and according to the schedule published by the Office of Student Assessment.
 14. Anyone with knowledge of or information regarding a possible testing irregularity or alleged security violations reports the alleged irregularity/violation to an appropriate authority. {MS Code 37-16-4(1)(f)}

15. Test administrators and proctors keep written records of any testing irregularities occurring during testing and report these to the school test coordinator who then reports to the District Test Coordinator. The District Test Coordinator reports all irregularities for a test administration to the district superintendent for investigation. Documentation regarding testing irregularities is maintained on file in the district.
16. The superintendent of the district investigates all reports of alleged violations of test security and/or potential testing irregularities and submits a report of findings to the Office of Student Assessment within fifteen (15) working days after the alleged violation and/or potential irregularity has been reported to him or her.
17. No statistically significant similar or identical patterns of responses and/or erasures are noted in students' answer documents.
18. No statistically significant group or individual scores that are inconsistent with established patterns of achievement are noted.
19. The school prohibits the possession and/or use of any electronic communication device, including, but not limited to, Ipod's, MP3 players, Bluetooth devices, cell phones, and/or other personal digital assistance devices during the administration of scheduled statewide tests.
20. Tests are to be administered in an environment that provides an adequate test setting for students. Such an environment should provide adequate lighting, reduced noise level, and spacing to ensure that students cannot see the answers being bubbled (or answers being selected during computer-based online testing) by other students.

Investigation

The Office of Student Assessment follows a systematic procedure to ensure that all evidence indicating possible testing irregularities is investigated. Corrective action will be taken when warranted.

1. Procedure for investigation

Identifying and investigating possible testing irregularities involves a variety of data sources. These include formal testing audits, self-reports of testing irregularities, allegations/complaints related to possible testing irregularities, and results of analyses and reports designed to identify possible irregularities, including the percent of students tested, changes in enrollment, score exceptionalities, erasure report results, and missing documents reports.

The procedure for handling testing irregularities is repeated for each test administration. The Office of Student Assessment will notify the school district in writing when a possible testing irregularity has been identified. Within fifteen (15) working days following a reported potential irregularity/violation and/or receipt of the written notification from the Office of Student Assessment, the district will submit a written report to the Office of Student Assessment. The Office of Student Assessment reserves the right to conduct an independent investigation.

The Office of Student Assessment will evaluate the district report to determine whether the possible testing irregularity has been resolved or the testing irregularity has been verified. If

the possible testing irregularity has been resolved, the Office of Student Assessment will notify the district that no further action is required. If a testing irregularity has been verified, the Office of Student Assessment will notify the district superintendent.

In the case of any verified testing irregularity that jeopardized or may have jeopardized the security and integrity of the test(s) or the accuracy of the test results, the Office of Student Assessment will report the irregularity to the Office of Accreditation for appropriate action and follow-up. (See *CONSEQUENCES*.) In the case of improper student behavior supported by a data forensics company and not disproved in the district report, the Office of Student Assessment will respond to the district superintendent with a request on behalf of the State Superintendent of Education that the district superintendent ask for the invalidation of the suspect test scores and prepare for the students with the suspect test scores to participate in the next test administration. If the district refuses to invalidate the suspect scores, the State Superintendent will have the authority to invalidate the scores.

In case of an allegation of an irregularity that prompts a need for an investigation by the Mississippi Department of Education and the investigation provides substantial evidence that an irregularity has occurred, the State Superintendent will have the authority to invalidate suspect scores. The district superintendent will be notified of the invalidated suspect scores and of the need to prepare students with the suspect scores to participate in the next test administration.

2. Procedures for personal misconduct investigation

If an irregularity that represents misconduct or other breaches of test security on the part of district personnel within a school district is identified, the superintendent of the district will be notified of the irregularity. It is the responsibility of the district to conduct an investigation into the allegation and report findings to the Office of Student Assessment. If the Office of Student Assessment concludes that the irregularity was resolved, the district is notified that no further action is necessary.

If the Office of Student Assessment concludes that the irregularity was verified, the district superintendent is notified that the Office of Accreditation is being apprised of the finding.

In case of an allegation of an irregularity or in the case of statistical analyses that prompt a need for an investigation by the Mississippi Department of Education and the investigation provides substantial evidence that an irregularity has occurred, the State Superintendent will have the authority to invalidate suspect test scores. The district superintendent will be notified of the invalidated suspect scores and of the need to prepare students with the suspect scores to participate in the next test administration. The district superintendent will be notified that the Office of Accreditation is being apprised of the findings.

The district attorney may investigate allegations of violations of test security on his own initiative following receipt of allegations, at the request of a school district, or at the request of the Mississippi Department of Education.

After a conviction, the personnel in question will be notified in writing that the evidence of conviction will be presented to the Commission on Educator Licensure and that the Commission is required to take action pursuant to the authority granted in Section 37-16-4,

Mississippi Code of 1972, as amended. In the case of improper student behavior supported by the data forensics company and not disproved in the district report, the district superintendent will be asked to request the invalidation of the suspect test scores and prepare for the students with the suspect test scores to participate in the next test administration.

Consequences

1. Letter of Warning

If a violation has been verified that did not result in a substantial probability that the security, accuracy, or validity of the test results has been jeopardized, then the Office of Student Assessment may issue a letter of warning to the school district superintendent to be placed in the district and/or school file.

Multiple and/or repeated minor violations that indicate the district and/or school has not corrected issues addressed in previous letters of warning or that the district and/or school has continued to be in noncompliance with the numbered issues listed in Requirements (Section IV) may result in a recommendation for a citation to be placed on the accreditation record. (See Section B below.) In the case of improper student behavior supported by the data forensics company and not disproved in the district reports, the district will be asked to request the invalidation of the suspect scores. If the improper student behavior is determined to be isolated to an individual student's or to individual students' behavior and not supported or condoned by the district, the district will not receive a letter of warning. The district will be asked in an official letter by the Office of Student Assessment to put measures in place to address and prevent the possibility of such improper behavior being repeated. However, multiple administrations resulting in suspect scores may result in further investigation by the Office of Student Assessment that may lead to further consequences. (See CONSEQUENCES.)

2. Citation placed on the accreditation record with no immediate action to downgrade the accreditation status

a. Multiple Letters of Warning

Multiple and/or repeated violations as outlined in Section A above may result in a recommendation for a citation to be placed on the district's Accreditation Record Summary. The Office of Accreditation will note the citation of noncompliance on the district's accreditation record and notify the superintendent of this action. No immediate action to downgrade the district accreditation status will be recommended. This citation will remain on record until the district has **successfully** completed the next scheduled administration of the same test for which the irregularity was originally verified.

The Office of Student Assessment may recommend to the Commission on School Accreditation that the school's annual performance classification include the label School in Violation of Test Security.

b. Substantial Probability That the Security, Accuracy, or Validity of the Test Results Has Been Jeopardized

If a verified violation has resulted in a substantial probability that the security, accuracy, or validity of the test results has been jeopardized, the Office of Student Assessment will issue written notification to the district superintendent. The Office of Student Assessment will note the violation on the School and/or District Assessment Record and notify the Office of Accreditation.

The Office of Accreditation will note the citation of noncompliance on the district's accreditation record and notify the superintendent of this action. No immediate action to downgrade the district accreditation status will be recommended. This citation will remain on record until the district has **successfully** completed the next scheduled administration of the **same test** for which the irregularity was originally verified. For example, if the citation is issued for the December paper/pencil Subject Area Administration of the U.S. History Test, the next scheduled administration for the same test will be the December paper/pencil Subject Area administration the following year.

The Office of Student Assessment may submit a recommendation to the Commission on School Accreditation that the school's annual performance classification include the label School in Violation of Test Security.

- c. Citation placed on the accreditation record that may result in immediate action to downgrade of accreditation status

If it is determined that a violation of a testing requirement jeopardizes the security and integrity of the test(s) or the accuracy of test results, the Office of Student Assessment will issue written notification of the violation to the superintendent of the school district and to the Office of Accreditation.

The Office of Accreditation will note the citation of noncompliance on the district's Accreditation Record Summary and notify the superintendent of this action. The citation of noncompliance will be presented to the Commission on School Accreditation for appropriate action. This citation will remain on record until the district has **successfully** completed the next scheduled administration of the **same test** for which the irregularity was originally verified. For example, if the citation is issued for the December paper/pencil Subject Area Administration of the U.S. History Test, the next scheduled administration for the same test will be the December paper/pencil Subject Area administration the following year.

The Office of Student Assessment may recommend to the Commission on School Accreditation that the school's annual performance classification include the label of School in Violation of Test Security.

- d. Invalidation of scores

- i. Student Retest and Score Invalidation Procedure

In the case of findings that reveal misconduct at the district or school level, the State Superintendent of Education may order the local school district to have students retake the examination(s) at the district's expense for all areas in question. Should the local district choose not to have students re-examined to establish validity, the State Superintendent of Education will have the authority

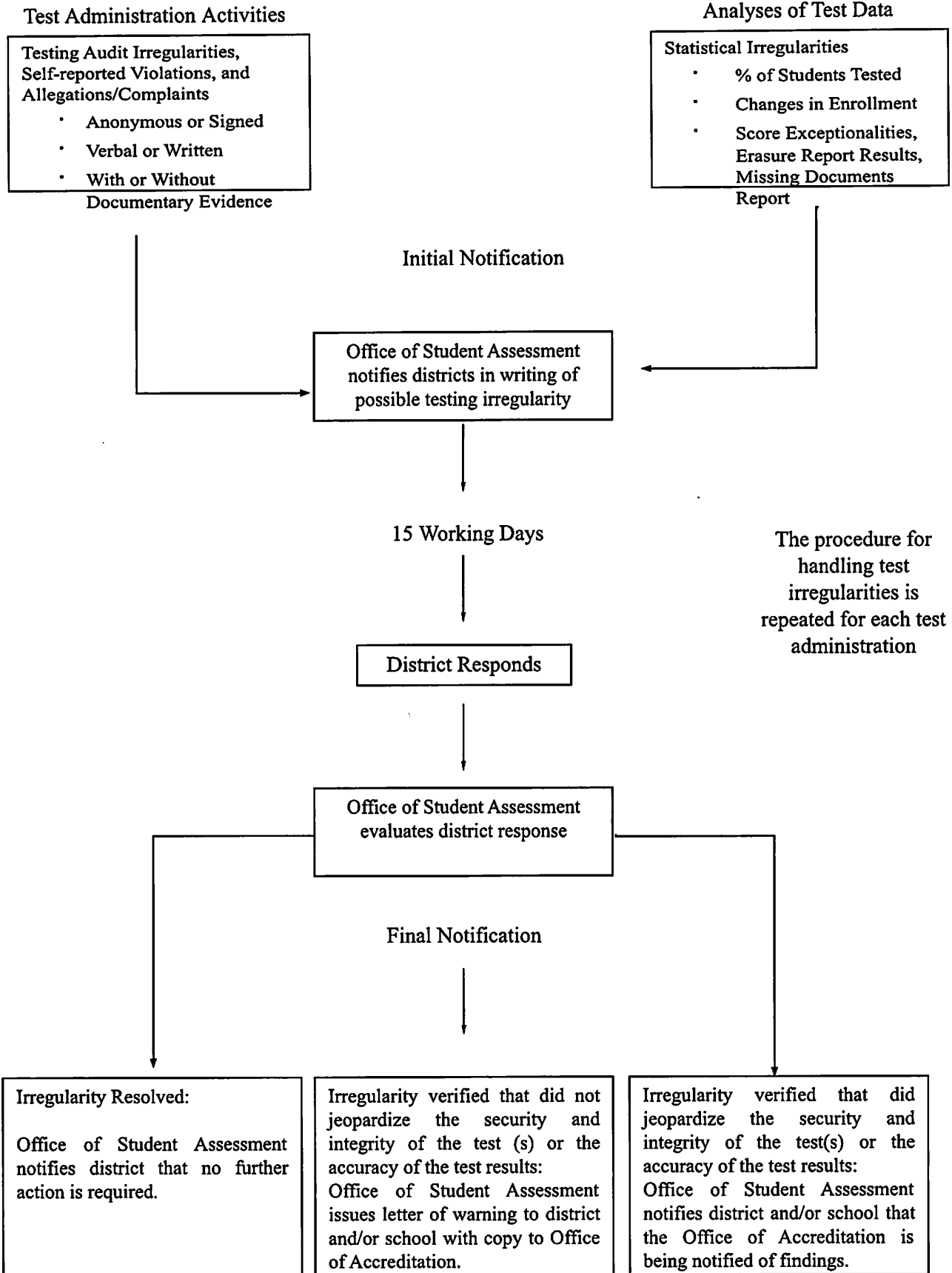
to have affected scores invalidated. At such time, the local district will be notified.

A school will not receive a school performance classification if the test data have been invalidated, and the school performance classification will be noted as Test Data Invalidated. (See Accreditation Policy 3.3.) In the case that the Office of Student Assessment has requested the district superintendent ask for the invalidation of a student's (or students') suspect scores based upon the analyses by the data forensics company and the refusal to do so by the district superintendent, the State Superintendent will have the authority to have suspect score(s) invalidated. At such time, the local district will be notified.

e. Individual Irregularity Procedure

If there is evidence of a nature that confirms one (1) or more individual testing irregularities on the Subject Area Tests or other tests that have high stakes consequences for individual student(s) resulting in the student or students not being able to graduate in the current school year or in a subsequent school year, the individual(s), along with his/her parent(s)/guardians(s), in question shall be notified in writing of the irregularity by the District Test Coordinator and, when applicable, given an opportunity to provide an explanation and evidence that the questioned score(s) is/are consistent with other test scores or other academic performance. If retesting of individuals on the high stakes test is required and the retesting yields scores that would deny students a diploma or affect promotion/retention decisions after all retesting opportunities have been exhausted, affected individuals will be given an opportunity to appeal to the State Board of Education the initial decision to invalidate their original scores on the test. No hearing will be granted to any student who has not completed all other requirements for graduation or promotion and exhausted all retake opportunities.

Procedure for Handling Possible Testing Irregularities



Tylertown Primary Test Security Plan

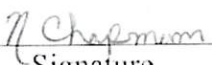
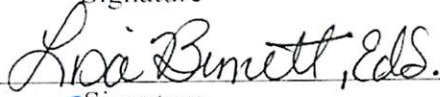
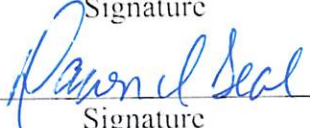
2023-2024



Mississippi Statewide Assessment System
Office of Student Assessment
Mississippi Department of Education

Tylertown Primary School
 Test Security Plan
 2022-2023

We assure that Tylertown Primary School 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 37164. The following signatures must be included in the Security Plan

| | | |
|----------------------------------|--|-----------|
| Walthall County School District | Tylertown Primary School | |
| District | School | |
| Nickalaya Chapman |  | 9/5/23 |
| Principal | Signature | Date |
| Lisa Bennett |  | 8/31/2023 |
| School Test Coordinator | Signature | Date |
| Dawn Seal |  | 9/5/23 |
| District Test Coordinator | Signature | Date |

Name of Tests:

- Mississippi Academic Assessment Program (MAAP & MAAP-A)
- English Language Proficiency Test (ELPT)
- MKAS Kindergarten Readiness Assessment

Training

The School Test Coordinator will conduct a training session for all test administrators, proctors, hall monitors and school personnel prior to the administration of each statewide assessment. After each training session, the school will maintain the following documents to verify the content of each training session:

- Dated, detailed agenda of the training done in preparation for the test.
- Copy of hand-outs, power points, or other materials used in training.
- Documentation that participants were informed of consequences of testing violations described in Appendix F
- Sign-ins with signatures of all who attend the training including make-up sessions.

The STC will provide at least one training session per school year. The beginning of the year MKAS testing protocol will follow the previous year testing training.

Handling Materials

- 1. Describe the procedure for distributing materials to each test administrator.**
The STC, with an assistant, will deliver the test materials to each testing room. The STC with an assistant will deliver testing materials to each room right after morning duty. Two trained people will be with the test materials at all times. Testing tickets for online tests will be printed no more than 24 hours in advance of the start of the testing session. Testing tickets will be counted and signed for by 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.**
The TA and proctor will distribute all materials as laid out by the TAM, including an authorization ticket, to each student. The TA or proctor will collect all materials as required by the TAM, including the authorization ticket from each student, as he/she finishes the test. The TA will count the materials before the students are dismissed from the testing area.
- 3. Describe the procedure for returning materials to the school test coordinator.**
Two trained people (at least 1 certified) will collect all testing materials from the TA and proctor in each testing room. Two trained people (at least 1 certified) will deliver the materials to the testing storage room. Two trained people will be with the testing materials at all times. Authorization tickets will be shredded.
- 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.**
Scribing will be done under secure conditions with two people present for paper/pencil testing. A "reader meeting" will be conducted for all human readers. Readers will sign a Staff Statement of Assurance at this meeting that they understand the guidelines for reading a test to students.

In the event that a student has a dictation accommodation for an online assessment, the following procedures will be in place:

- a. This scribe will sign a Staff Statement of Assurance Security Agreement before this process.
 - b. The student will not test with any other students.
 - c. A scribe will be the third person in the room. (TA, Proctor, Scribe)
 - d. The scribe will input the answers exactly as the student dictates directly into the system in the presence of the TA and Proctor.
 - e. All other security measures will be maintained.
5. **List all individuals who have access to the secure storage area.**
Alana McGinnis-School Test Coordinator and Librarian
Dawn Seal- District Test Coordinator (no key)
Robin Duncan- Principal (no key)
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.)**

See Attached list.

Additional Procedures

1. **Describe your policy on secure storage access – (Review Appendix F).**
Test Materials will be kept in a locked storage room. The STC will have the only key to the room. No staff is allowed access to the room without the STC being present.
2. **Describe the plan for student emergencies (bathroom, sudden illness).**
If a student emergency occurs, the TA or proctor will signal the hall monitor. The student will be exited from the system. Once the student returns, the student will be resumed. The student can then login to continue the test. Students will go to the restroom one at a time (one male, one female).
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.**
In accordance with Section 37-11-5 of the Mississippi School Safety manual, Walthall County School District adheres to a comprehensive list of Emergency/Crisis Management Procedures detailed in the TPS Safety Plan. The response procedures are thorough, and employees are trained annually on the effective implementation of these procedures. In the event of a unique threat which requires the use of evacuation procedures during a state assessment, we will adhere to the TPS Safety Plan Procedures set forth by the District to ensure the health and safety of our students and staff. The STC will work with the TAs to maintain the integrity of all secure test materials. In the event of a unique threat, the TA and Proctor will make every effort to account for all secure materials and log students out before allowing anyone to exit the classroom. Once materials have been

secured, students will be dismissed and will receive further instructions from hall monitors. TAs and proctors will secure and exit the classroom after all students have vacated the secured environment. After the threat of injury has subsided, the TA and proctor shall be the first to enter the secured classroom. Upon re-entry, the TA and Proctor will account for all the test materials. Any inconsistencies that could jeopardize the security and integrity of the assessment will be documented and reported to the STC. If students were able to be logged out, they will be resumed.

4. **Describe the plan that prohibits the possession and/or use of any electronic communication device, including but not limited to, cell phones and personal digital assistance devices, during the administration of scheduled statewide assessments.** Each student, Test Administrator, and Proctor will sign a statement ensuring that he/she understands that possession or use of electronic devices during active testing sessions are not allowed. Prior to the distribution of secure test materials, the STC will collect electronic devices from each TA and/or Proctor. Prior to the beginning of each test, the TA will remind the students that these devices are not allowed and will collect the electronic devices from the students. The electronic devices will be placed outside the testing room door. Once all test materials have been collected and returned to the STC, the proctor may return the devices to the students. If a student violates this policy, his/her testing materials will be retrieved by the TA, and the student will be escorted by a hall monitor to the principal's office for disciplinary action. The STC will document the incident and notify the DTC.
5. **Describe the procedure used for ensuring that students are using only allowable calculators.**
This does not apply to the tests given at TPS.
6. **Describe the procedure used to ensure that all content relevant materials in testing areas have been covered or removed.**
Teachers are notified before testing that content related materials should be removed or covered. Testing areas will be checked prior to testing to ensure that rooms are free from content related materials.
7. **Describe district monitoring of Test Administrators, Proctors, students and any others involved in the testing process.**
Trained staff will walk the testing area halls, going from room to room to guarantee that the TAs and proctors are actively monitoring the students
8. **Describe the plan for multiple test administration (i.e. morning/afternoon) if applicable.** Students from the morning session will not be combined with students in an afternoon session.
9. **Describe the procedure for online testing, and include procedures to address when Disruptions occur (power outages, network problems, etc.)**

Students will be verified according to procedures determined by MDE.

A computer tech is assigned to our school during online testing to assist with technical issues. The computer tech will sign the security agreement that he/she has been trained. All test security guidelines will be followed.

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.)

Most students will be seated in alphabetical order. However, all IEP, 504, and/or ELL accommodations will be considered first in regard to student seating. Also, TA's and/or the STC may also be allowed to use their professional judgment regarding student seating if the need arises. Any changes made during testing regarding student seating will be made on the seating chart.

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?

Students are allowed to read books not related to the subject area content after they finish testing. The books will be in a basket in the testing room. Once the student has finished testing, and the TA or proctor has collected the testing materials, he/she may read.

List of test administrators, proctors, hall monitors, and relief personnel:

MKAS:

TA/ relief personnel- Brittni Dillon, Brittney Godbold-Davis, Neshunta Jones, Shirlene Magee, Shannia Dozier, Jamie Tolar, Kala Kennedy, Rebekka Stafford, Karen McKee
Proctors/hall monitors- Lisa Magee, Penny Wood, LaShunda Dillon, Barbara Peters, Caroline Crawford, Savanna Deans

ELPT:

TA/relief personnel- Ryan Graves, Lorraine Jenkins, Jamie Tolar
Proctors/hall monitors- Linda Bullock, Mary Bullock, Lisa Magee, Alice Dillon, Barbara Peters

MAAP:

TA/relief personnel- Zellie Craft, Demara Mark, Rose Sanford, Jamie Tolar, Barbara Peters, Ryan Graves, Melinda Caves
Proctors/hall monitors- Linda Bullock, Mary Bullock, Lisa Magee, Lisa Polk, LaShunda Dillon, LaQuator Magee,

MAAP-A:

TA- Carley Haynes
Proctor- Tirisa Bridges

Tylertown Elementary School Test Security Plan

2023-2024



**Mississippi Statewide Assessment System
Office of Student Assessment
Mississippi Department of Education**

**Tylertown Elementary School
Test Security Plan
2023-2024**

We assure that Tylertown Elementary School 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 37164. The following signatures must be included in the Security Plan

| | |
|--|------------------------------------|
| <u>Walthall County School District</u> | <u>Tylertown Elementary School</u> |
| District | School |
| <u>Felecia Prince</u> | <i>Felecia Prince</i> |
| Principal | Signature |
| | 8/29/23 |
| | Date |
| <u>Alana McGinnis</u> | <i>Alana McGinnis</i> |
| School Test Coordinator | Signature |
| | 8/29/23 |
| | Date |
| <u>Dawn Seal</u> | <i>Dawn Seal</i> |
| District Test Coordinator | Signature |
| | 8/29/23 |
| | Date |

Name of Tests:

- Mississippi Academic Assessment Program (MAAP & MAAP-A)
 - ELA Grades 4-6
 - Math Grades 4-6
 - Science Grade 5
- English Language Proficiency Test (ELPT)
 - Grades 4-6
- NAEP
 - Grade 4 Math and Reading

Training

The School Test Coordinator will conduct a training session for all test administrators, proctors, hall monitors and school personnel prior to the administration of each statewide assessment. Proper procedures for administering the test and test security regulations and consequences for violations will be discussed. After each training session, the school will maintain the following documents to verify the content of each training session:

- Dated, detailed agenda of the training done in preparation for the test.
- Copy of hand-outs, power points, or other materials used in training.
- Documentation that participants were informed of consequences of testing violations described in Appendix F
- Sign-ins with signatures of all who attend the training including make-up sessions.
- Copy of Confidentiality/Electronic Communication Device Form

The STC will provide at least one training session per school year.

Handling Materials

1. **Describe the procedure for distributing materials to each test administrator.**
The TA and proctor will collect the materials from the STC and assistant and take them to the testing room. Two trained people will be with the test materials at all times. Testing tickets will be counted and signed for by 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.**
The TA and proctor will distribute all materials as laid out by the TAM, including an authorization ticket, to each student. The TA or proctor will collect all materials as required by the TAM, including the authorization ticket from each student, as he/she finishes the test. The TA will count the materials before the students are dismissed from the testing area.
3. **Describe the procedure for returning materials to the school test coordinator.**
Two trained people (at least 1 certified) will collect all testing materials from the TA and proctor in each testing room. Two trained people (at least 1 certified) will deliver the materials to the testing storage room. Two trained people will be with the testing materials at all times. Authorization tickets will be shredded.
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.**
Scribing will be done under secure conditions with two people present for paper/pencil testing. A "reader meeting" will be conducted for all human readers. Readers will sign a Staff Statement of Assurance at this meeting that they understand the guidelines for reading a test to students.

In the event that a student has a dictation accommodation for an online assessment, the following procedures will be in place:

- a. This scribe will sign a Staff Statement of Assurance Security Agreement before this process.
 - b. The student will not test with any other students.
 - c. A scribe will be the third person in the room. (TA, Proctor, Scribe)
 - d. The scribe will input the answers exactly as the student dictates directly into the system in the presence of the TA and Proctor.
 - e. All other security measures will be maintained.
5. **List all individuals who have access to the secure storage area.**
Alana McGinnis-School Test Coordinator and Librarian
Dawn Seal- District Test Coordinator (no key)
**Designees chosen by STC or DTC
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.)**
A list of individuals involved in each testing window will be provided to the DTC at least two working days prior to testing..

Additional Procedures

1. **Describe your policy on secure storage access – (Review Appendix F).**
Test Materials will be kept in a locked storage room. The STC will have the only key to the room. No staff is allowed access to the room without the STC being present. In the absence of the STC, a designee for the day will be assigned.
2. **Describe the plan for student emergencies (bathroom, sudden illness).**
If a student emergency occurs, the TA or proctor will signal the hall monitor. The student will be exited from the system. Once the student returns, the student will be resumed. The student can then login to continue the test. Students will go to the restroom one at a time (one male, one female).
3. **Describe the plan for severe weather, fire, bomb threat, or any other form of emergency that would cause an immediate evacuation of the facility.**
In accordance with Section 37-11-5 of the Mississippi School Safety manual, Walthall County School District adheres to a comprehensive list of Emergency/Crisis Management Procedures. The response procedures are thorough, and employees are trained annually on the effective implementation of these procedures. In the event of a unique threat which requires the use of evacuation procedures during a state assessment, we will adhere to the Safety Plan Procedures set forth by the District to ensure the health and safety of our

students and staff. The STC will work with the TAs to maintain the integrity of all secure test materials. In the event of a unique threat, the TA and Proctor will make every effort to account for all secure materials and log students out before allowing anyone to exit the classroom. Once materials have been secured, students will be dismissed and will receive further instructions from hall monitors. TAs and proctors will secure and exit the classroom after all students have vacated the secured environment. After the threat of injury has subsided, the TA and proctor shall be the first to enter the secured classroom. Upon re-entry, the TA and Proctor will account for all the test materials. Any inconsistencies that could jeopardize the security and integrity of the assessment will be documented and reported to the STC. If students were able to be logged out, they will be resumed.

4. Describe the plan that prohibits the possession and/or use of any electronic communication device, including but not limited to, cell phones and personal digital assistance devices, during the administration of scheduled statewide assessments.

Each student, Test Administrator, and Proctor will sign a statement ensuring that he/she understands that possession or use of electronic devices during active testing sessions are not allowed. Prior to the distribution of secure test materials, the STC will collect electronic devices from each TA and/or Proctor. Prior to the beginning of each test, the TA will remind the students that these devices are not allowed and will collect the electronic devices from the students. The electronic devices will be placed in the principal's office. Once all test materials have been collected and returned to the STC, the proctor may return the devices to the students/staff. If a student violates this policy, his/her testing materials will be retrieved by the TA, and the student will be escorted by a hall monitor to the principal's office for disciplinary action. The STC will document the incident and notify the DTC.

If an undetected phone goes off during testing, and it was in the possession of a TA or Proctor, the STC will be notified immediately and the person will be removed from the testing area. A trained staff member will be assigned to the testing room fostering a positive testing environment and testing will continue. The STC will contact the DTC first, then the principal. The situation will be handled in accordance with District policies.

Exception to Electronic Device Prohibition

Medical Monitoring Devices may be allowed in the testing site within the appropriate distance for a student's monitor to pick up medical information and transmit to the app on the student's cell phone or other device.

In the event that a student requires the use of medical monitoring that involves a cellular device the following procedure will be followed:

1. The student will have documentation of a medical condition that requires monitoring in either an IEP, 504 plan or documentation from a medical professional.

2. The IEP, 504 plan or medical documentation, including all pertinent information, will be kept on file at the school and will be included in the testing audit folder.
3. Any student using a cellular device application for medical monitoring will not have the device in his/her possession during MAAP or MAAP-A testing for security reasons. However, the device may be in the testing room in close proximity to the student.
4. The cellular device must have all long-range connectivity, such as cellular or Wi-Fi functions, turned OFF if it will not interfere with the medical function. Bluetooth may be left on to communicate with the monitoring device. The STC is responsible for ensuring that the cellular device is set up correctly.
5. The student may be tested in a small group or regular testing session with a test administrator, proctor, and an individual to monitor the device, or the student may test individually with a test administrator and a proctor.
6. The person assigned to monitor the device will be trained to do so. This individual will also complete test security training and sign the Test Security Agreement prior to testing.
7. The student(s) will be seated near the device so that the readings and/or contact with the medical monitor can be maintained.
8. Seating for the student will be arranged in such a way as to avoid drawing attention to the cellular device from other students. The cellular device will be placed behind the student.

Guidelines/procedures for district technology support staff use of cellular/mobile devices in active testing situations.

The DTC and district/school technology support staff, within the scope of performing their duties, are permitted to utilize their work-assigned cellular/mobile device in the testing environment in order to communicate with outside/third parties for the purposes of troubleshooting and/or resolving technical issues that prevent testing from occurring as scheduled. Any technology support staff utilized for these purposes will have attended a district-level training addressing test security.

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

Students are NOT allowed to bring a personal calculator to use for any state assessment. Every student will be provided a school calculator to use that is approved by the State/School criteria. Students in grades 4-5 are not allowed to use calculators.

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

Teachers are notified before testing that content related materials should be removed or covered. Testing areas will be checked prior to testing to ensure that rooms are free from content related materials.

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

The district provides training for appropriate staff members involved in testing and ensures that each school has a test security plan. The DTC visits all schools before, during, and after testing. The STC will be monitoring TA and Proctors to ensure they are actively monitoring testing rooms.

8. Describe the plan for multiple test administration (i.e. morning/afternoon) if applicable.

Testing sessions are scheduled to be completed in one session. Students from the morning session will not be combined with students in an afternoon session.

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

In case of any disruption, the STC will contact the DTC, who will contact technology personnel with details of the disruption. If the disruption is not correctable, the DTC will contact MDE. The disruption may result in student(s) being transported to another school within the district or test may be postponed and administered on the testing make-up day per the instructions of MDE personnel. While the situation is being handled, the TA will ensure that students are maintained within the classroom and monitored for the duration until further instructions from the STC. Students will be verified according to procedures determined by MDE. A computer tech is assigned to our school during online testing to assist with technical issues. The computer tech will sign the security agreement that he/she has been trained. All test security guidelines will be followed.

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.)

a. Each classroom teacher will create a class seating chart that will be alphabetized or pre-arranged to separate friends, or place students based on IEP's or special circumstances.

b. All changes must be approved by STC

c. Seating charts will be available for view by the TA the day prior to testing.

Otherwise the seating chart will be turned in with all other testing materials.

Most students will be seated in alphabetical order. However, all IEP, 504, and/or ELL accommodations will be considered first in regard to student seating. Also, TA's and/or the STC may be allowed to use their professional judgment regarding student seating if the need arises. Any changes made during testing regarding student seating will be made on the seating chart.

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?

Students are allowed to read books not related to the subject area content after they finish testing. The books will be in a basket in the testing room. Once the student has finished testing, and the TA or proctor has collected the testing materials, he/she may read. If the teacher does not want students to read, the students may quietly sit until all students are finished. All other possessions are placed at the front, back of the room, or another room and will be returned upon exit.

Tylertown High School Test Security Plan 2023-2024



**Mississippi Statewide Assessment System
Office of Student Assessment
Mississippi Department of Education**

Tylertown High School School Security Plan 2023-2024

Section III SCHOOL PLAN

We assure that Tylertown High School will be in full

(Name of School)

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 37164. The following signatures must be included in the Security Plan

Walthall County School District Tylertown High School/Salem*
Name of the District Name of the School

Jeremy Harrell [Signature] 8/15/23
Name of the School Principal Signature Date

Dr. Michael Evans [Signature] 8/15/2023
Name of the School Test Coordinator Signature Date

Dawn Seal
Name of the District Test Coordinator Signature Date

*Students who are alternately assessed are serviced at THS. They were assessed at the school they are serviced at.

Name of Test(s) MAAP-A, MAAP, ACT, and LAS Links

Training

The School Test Coordinator will conduct a training session at each school for all test administrators, proctors, hall monitors and school personnel prior to the administration of each statewide assessment. Proper procedures for administering the test and test security regulations and consequences for violations will be discussed. A dated agenda and participant signature roll will be kept. The District and School Test Security Plan will also be discussed. A copy of all training materials will be given to each participant. A copy of the dated agenda, handouts, documentation of consequences of testing violations and any Power Points will be provided to the District Test Coordinator and kept on file in the School Test Coordinator's office. A copy of the materials should be uploaded into the district's SharePoint folder.

Handling Materials

1. Describe the procedure for distributing materials to each test administrator.

Test materials will be taken from a locked storage cabinet and distributed to each Test Administrator on the day of testing by the School Test Coordinator. The STC with an assistant will deliver the test materials to each testing room. In the event the STC is unavailable, his designee along with an assistant will retrieve and distribute the materials to the TA and P. Two trained people will be with the tests at all times.

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.

The TA and proctor will distribute all materials as laid out by the TAM, including an authorization ticket, to each student. The TA or proctor will collect all materials as required by the TAM, including the authorization ticket from each student, as he/she finishes the test. The TA will count the materials before the students are dismissed from the testing area. When testing is completed, the Test Administrator will gather test materials and deliver them to the School Test Coordinator or his designee. Test protocols will be followed during transfer from Test Administrator to School Test Coordinator.

3. Describe the procedure for returning materials to the school test coordinator.

Two trained people (at least 1 certified) will collect all testing materials from the TA and proctor in each testing room. The Test Administrator will return the test booklets to the STC or his designee at the completion of the scheduled test for that day. Two trained people (at least 1 certified) will deliver the materials to the testing storage room. The School Test Coordinator will place the test booklets (if applicable) in the lockable storage cabinet where they will remain secure until the next day of the testing window. Test protocols will be followed daily.

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.**

Scribing will be done under secure conditions with two people present for paper/pencil testing. A "reader meeting" will be conducted for all human readers. Readers will sign a Staff Statement of Assurance at this meeting that they understand the guidelines for reading a test to students.

In the event that a student has a dictation accommodation for an online assessment, the following procedures will be in place:

- a. *This scribe will sign a Staff Statement of Assurance Security Agreement before this process.*
- b. *The student will not test with any other students.*
- c. *A scribe will be the third person in the room. (TA, Proctor, Scribe)*
- d. *The scribe will input the answers exactly as the student dictates directly into the system in the presence of the TA and Proctor.*
- e. *All other security measures will be maintained.*

5. **List all individuals who have access to the secure storage area.**

Dr. Michael Evans, STC; LaToyia Dowell, MAAP-A; Angela Bullock, MAAP-A; Jeremy Harrell, THS principal; Dawn Seal, DTC; Dr. Geneva Holmes, THS assistant principal; Rickey Payne, THS Interventionist; Elizabeth B. Graves; Dr. Pamela Johnson, THS assistant principal. Any other certified staff member must be in the company of one of the individuals listed above.

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.)**

See Attached list.

Section III SCHOOL PLAN (cont.)

Additional Procedures

1. **Describe your policy on secure storage access – (Review Appendix F).**
Test Materials will be kept in a locked storage room. A sign stating: "Authorized Personnel Only" with the names listed will be posted on the door.
2. **Describe the plan for student emergencies (bathroom, sudden illness).**
If a student emergency occurs, the TA or proctor will signal the hall monitor with the appropriate sign. The student will be exited from the system. Once the student returns, the student will be resumed. The student can then login to continue the test.

- 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.**
In accordance with Section 37-11-5 of the Mississippi School Safety manual, Walthall County School District adheres to a comprehensive list of Emergency/Crisis Management Procedures. The response procedures are thorough, and employees are trained annually on the effective implementation of these procedures. In the event of a unique threat which requires the use of evacuation procedures during a state assessment, we will adhere to the Emergency/Crisis Response Procedures set forth by the District to ensure the health and safety of our students and staff. The STC or his designee will work with the TAs to maintain the integrity of all secure test materials. In the event of a unique threat, the TA and Proctor will make every effort to account for all secure materials and log students out before allowing anyone to exit the classroom. Once materials have been secured, students will be dismissed and will receive further instructions from hall monitors. TAs and proctors will secure and exit the classroom after all students have vacated the secured environment. After the threat of injury has subsided, the TA and proctor shall be the first to enter the secured classroom. Upon re-entry, the TA and Proctor will account for all the test materials. Any inconsistencies that could jeopardize the security and integrity of the assessment will be documented and reported to the STC or his designee. If students were able to be logged out, they will be resumed.
- 4. Describe the plan that prohibits the possession and/or use of any electronic communication device, including but not limited to, cell phones and personal digital assistance devices, during the administration of scheduled statewide assessments.**
*Each student, Test Administrator, and Proctor will sign a statement ensuring that he/she understands that possession or use of electronic devices during active testing sessions are not allowed. Prior to the distribution of secure test materials, the STC will collect electronic devices from each TA and/or Proctor. Prior to the beginning of each test, the TA will remind the students that these devices are not allowed and will collect the electronic devices from the students. The electronic devices will be placed outside the testing room door. Once all test materials have been collected and returned to the STC or his designee, the proctor may return the devices to the students. If a student violates this policy, his/her testing materials will be retrieved by the TA, and the student will be escorted by a hall monitor to the principal's office for disciplinary action. The STC or designee will document the incident and notify the DTC.
If a student has a medical monitoring device as noted in a 504 or IEP plan and allowed for by MDE, the device will be in the room but away from all students. The proctor will be responsible for alerting the student if it should provide a medical alert.*
- 5. Describe the procedure used for ensuring that students are using only allowable calculators.**
Students in High School can receive a graphing calculator. If physical graphing calculators are used for MAAP, they must be cleared before students are allowed to use them. In the event any student has a handheld calculator, the following will be in place:

- a. *Each high school and middle school principal will appoint a math teacher to make sure that every calculator used in a state assessment is completely cleared. This teacher will turn over the calculators to the STC prior to the test beginning for distribution.*
- b. *Each math teacher that serves in this role will be properly trained by district personnel on the proper way to clear a calculator. A back up person will also be trained in case of an emergency where the appointed person is not available.*
- c. *Each calculator that is used in any state assessment will be cleared prior to use on the state assessment.*
- d. *Each calculator will be locked up in the secure testing room immediately after being cleared and will only be used or leave the secure room for state assessments until that assessment is complete.*
- e. *TAs and Proctors will make sure students do not load programs, applications, or formulas back on the calculators (which require a second calculator and connector).*
- f. *Calculators will be cleared again before next use.*
- g. *The staff member who was responsible for actually clearing the calculators will sign a statement of assurance declaring that every calculator to be used in the state assessment was properly cleared and checked to be sure it was cleared.*
- h. *Each STC will keep the signed statement of assurance regarding calculators in their Audit Folder. This folder is available for review by District or State personnel.*

Students are NOT allowed to bring a personal calculator to use for any state assessment. Every student will be provided a school calculator to use.

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

Teachers are notified before testing that content related materials should be removed or covered. Testing areas will be checked prior to testing to ensure that rooms are free from content related materials.

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

Trained staff will walk the testing area halls, going from room to room to guarantee that the TAs and proctors are actively monitoring the students. The DTC and/or SPED Director may also visit the buildings where testing is occurring at various intervals, to monitor the testing climate.

8. Describe the plan for multiple test administration (i.e. morning/afternoon) if applicable. Multiple test sessions (morning/afternoon) would be dependent upon the required time limits, if such are applicable. All efforts will be made to begin in the morning. Later sessions would only be scheduled if necessary.

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

Students will be verified according to procedures determined by MDE. A computer tech is assigned to our school during online testing to assist with technical issues. The computer tech will sign the security agreement that he/she has been trained. All test security guidelines will be followed. If testing is unable to take place due to the issues that cannot be rectified in a timely manner, the session will be rescheduled.

- 1. 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.)**
Most students will be seated in alphabetical order. However, all IEP, 504, and/or ELL accommodations will be considered first in regard to student seating. Also, TA's, the STC, and/or his designee may also be allowed to use their professional judgment regarding student seating if the need arises. Any changes made during testing regarding student seating will be made on the seating chart.
- 2. 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?**
Students are allowed to bring one book not related to the subject area content to read after they finish testing. This book will be placed at the front of the room with a post-it note with the student's name. Once the student has finished testing, and the TA or proctor has collected the testing materials, he/she may read. All other possessions are placed away from student work stations and will be returned upon exit.

Dexter Test Security Plan

2023-2024



Mississippi Statewide Assessment System
Office of Student Assessment
Mississippi Department of Education

**Dexter Attendance Center
Test Security Plan
2023-2024**

We assure that Dexter Attendance Center 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 37164. The following signatures must be included in the Security Plan

| | | |
|--|---------------------------------|---------------|
| <u>Walthall County School District</u> | <u>Dexter Attendance Center</u> | |
| Name of the District | Name of the School | |
| <u>Jacqueline Boone</u> | <u>Jacqueline R. Boone</u> | <u>9/5/23</u> |
| School Principal | Signature | Date |
| <u>Lisa Sumrall</u> | <u>Lisa Sumrall</u> | <u>9/5/23</u> |
| School Test Coordinator | Signature | Date |
| <u>Dawn Seals</u> | <u>Dawn Seals</u> | <u>9/5/23</u> |
| District Test Coordinator | Signature | Date |

Name of Test(s)

English Language Proficiency Test (ELPT) – LAS Links (ELL Students only)

Mississippi Academic Assessment Program (MAAP) Grades 3 - 8 –Online Administration

Mississippi Science Test (MST2) Grade 5 & 8

Mississippi K-3 Assessment System (MKAS) Online Administration

Training

Training will be at least one week prior to each testing window. Make-up training sessions will be scheduled as needed. The school test coordinator conducts staff training on proper administration procedures for all personnel involved in a particular administration. Each training session will be specifically tailored for the test window as it involves administrator(s), proctor(s) and hall monitor(s). The school test coordinator will maintain records of all training on file at the school, as well as submit a copy to the District Test Coordinator. Staff training emphasizes test security violations and consequences of any confirmed violations, etc., during the particular testing window. Handouts for staff training include, but are not limited to: agenda, handouts, sign-sheet, Appendix F, affidavits which will validate the training session(s). The original or a copy of each document affirming training will be given to the District Test Coordinator the day she visits the campus during the testing window. The following documentation (paper or digital) for each training session held:

- *A dated, detailed agenda of the training done in preparation for this test*
- *A copy of handouts, and/or other materials used in training*
- *Documentation that participants were informed of consequences of testing violations*
- *Signatures of all who attended the training*

Handling Materials

Describe the procedure for distributing materials to each test administrator.

Testing materials will be taken from the secure area by the school test coordinator and one other school employee. Materials will then be delivered to the test administrator and proctor at the door of the designated classroom(s) by school employees who have been trained to handle secure test materials. They will be returned in a similar manner as delivered, using two employees to transport materials.

Describe the procedure that test administrators will use to distribute materials to students and to account for materials before students leave the testing area.

For Paper Based Testing: The test administrator and/or proctor will distribute test booklets and answer documents to the students according the directions given by the school test coordinator during the training session, (alphabetical order or seating chart). Upon completion of tests each day, the administrator and proctor will collect all test materials as soon as each student has completed testing. The administrator and proctor will account for all testing materials prior to the students leaving the classroom/testing area.

For Computer Based Testing: *Upon completion of testing, the test administrator will collect the student's ticket and scratch paper for return to the STC. The STC will return to the DTC for shredding.*

Describe the procedure for returning materials to the school test coordinator.

For Paper and Computer Based Testing: *The administrator and proctor will collect test materials at the completion of testing each day. All testing materials are returned by the administrator and proctor to the STC may be picked up by the STC and a designee at the door of each classroom involved in testing. The administrator, proctor, school test coordinator, and/or designee will account for all testing materials. The materials will be counted and the test administrator and/or designee will initial the check-out sheet. All secured testing materials will be locked in the secure cabinet located in the library storage room.*

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.

For Paper Based Testing: *If a student requires large print or Braille test materials, two certified staff members will be assigned to administer the test. In addition to these staff members, the school test coordinator or designee will be present for the transferring of answers to the score able document. Students with read aloud accommodations are tested in a separate classroom with a test administrator and proctor who are aware and have been trained for this accommodation.*

For Paper and Computer Based Testing: *Students with read aloud accommodations will have headphones with the audible components read to them. If the audible components are not available, those students will be tested in a separate classroom with the same guidelines as those outlined for paper based (read aloud) testing.*

1. transfer from a damage answer document to a new document,
2. transfer answers from a paper answer sheet/test booklet to an on-line answer form,

If it becomes necessary to transfer recorded answers form a damaged answer document to a new answer document, or from a paper document to the online system, the test administrator will do so in the presence of the school test coordinator or designee. The DTC will also be notified of the transfer.

List all individuals who have access to the secure storage area.

The following individuals have key(s) to the secure storage area and cabinet:

School Test Coordinator Lisa Sumrall

The following individuals have access, but not key(s), to either secure storage area or cabinet:

Only the Principal (J Boone) and the STC have access to the secured closet in the bookroom in which the cabinet that holds the test materials is located, but the STC is the only one who has a key to the secured cabinet within.

- 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.)**

A list of test administrators, proctors, hall monitors, and relief personnel will be available and submitted to the DTC at least one week prior to testing.

Additional Procedures

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

If a student emergency occurs, the TA or proctor will signal the hall monitor with the appropriate sign. The student will be exited from the system. Once the student returns, the student will be resumed. The student can then login to continue the test. Students will go to the restroom one at a time (one male, one female).

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

For Paper Based Testing: *If disruptions due to severe weather and/or other emergencies take place that do not require evacuation, testing will cease. Answer documents will be placed inside test booklets, and the booklets will be closed. Booklets with answer documents will be collected and placed in a lockable storage cabinet in the test area by test administrators. Test administrators and proctors will monitor the students for not talking to ensure validity and integrity of the test. The interruption will be handled by the hall monitor and/or school administration. Testing will resume when the emergency has been cleared up.*

For Computer Based Testing: *Students will be instructed to exit the test and choose the option to finish later. Tickets and scratch paper will be returned to the school test coordinator or secured in a lockable area. Test administrators and proctors will monitor the students for not talking to ensure validity and integrity of the test. The interruption will be handled by the hall monitor and/or school administration. Testing will resume when the emergency has been cleared up.*

Describe the plan that prohibits the possession and/or use of any electronic communication device, including but not limited to, cell phones and personal digital assistance devices, during the administration of scheduled statewide assessments.

No students will be allowed to have purses, book-bags, or electronic devices in the testing room during testing (they will be placed in a secure area outside the classroom). Students will not be permitted to visit that area until testing is complete, or the student is dismissed from the testing room. The STC and test administrators will ensure that students involved in statewide testing programs will be informed that testing procedures and policies

specified by the Mississippi Public School Accountability Standards, Appendix F. will be strictly followed. Each student will be required to sign a security document before testing begins. This signature must be witnessed by the test administrator and/or proctor. The student's signature will signify his/her understanding of the policy and the consequences of violating the policy.

Describe the procedure used for ensuring that students are using only allowable calculators.

High school and middle school students can receive a graphing calculator. These calculators are purchased by the school and must be cleared before students are allowed to use them. In the event a student has a handheld calculator, the following will be in place:

- a. The STC is responsible for gathering the school purchased calculators. A designated math teacher is responsible for disabling the calculators capable of programming and verifying that the calculators are in compliance with all testing requirements in the Mississippi Academic Assessment Program.*
- b. The designated math teacher will be trained on how to properly clear the calculators capable of programming and verifying that the calculators are in compliance with all testing requirements in the Mississippi Academic Assessment Program.*
- c. Each calculator that is used in any state assessment will be cleared prior to use on the state assessment.*
- d. Each calculator will be locked in the secure testing room immediately after being cleared and will remain secure until they are distributed for testing.*
- e. TA and proctors will make sure testing students do not load any programs, applications, or formulas back on the calculator.*
- f. Students will NOT be allowed to share calculators.*
- g. Calculators will be cleared again after each use.*
- h. The designated math teacher will check calculators again between sessions and verify their compliance. The designated math teacher will sign a form indicating that he/she has checked and cleared all calculators.*
- i. The STC will keep the signed statement of assurance regarding calculators in the testing binder with all other materials.*

Students are NOT allowed to bring a personal calculator to use for any state assessment.

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

Several days before testing, teachers are reminded to begin covering anything that may influence state tests. The day before testing, the STC or principal will visit each classroom to ensure compliance.

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

On test days the STC will visit testing rooms on several occasions to make sure that everything is being done according to regulations. The principal will visit the buildings where testing is occurring at various intervals, to monitor the testing climate. The district test coordinator will visit the campus during the testing window to support the school test coordinators.

Describe the plan for multiple test administration (i.e. morning/afternoon) if applicable.

Should testing extend into lunch break, the class(s) will eat lunch after all other students have cleared the cafeteria. Test materials will be collected by the test administrator and proctor. After testing materials are accounted for and stored in a locked area, the hall monitor, proctor and administrator will accompany students to the cafeteria. "No Talking" will be enforced. Students will be staggered at the lunch table for compliance. Upon completion of lunch, students all will return to the testing room. Students will be allowed to go to the restroom one boy/girl at a time. The hall monitor will monitor students during restroom breaks. Testing will resume and be completed.

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

In the event of problems related to computers, the STC will be notified and will attempt to correct the problem. The students will remain seated under the supervision of appropriate personnel until the problem is corrected. If it is impossible to correct the problem, the DTC will be contacted and asked for further instructions. Documentation of the instructions given by the DTC will be kept on file with the testing seating charts and other required documents.

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.)

developing the seating charts: *The STC will develop the seating charts. In most cases, students will be seated alphabetically. The STC will also review seating arrangements to ensure IEP accommodation(s) and or special circumstances are provided.*

authorize changes to the seating charts: *Any changes to the seating chart will be authorized by the STC or the Assistant STC. Any changes approved will be documented on the original seating chart, as well as a reason why the change was made.*

when seating charts will be given to test administrators: *Seating charts will be given to the test administrators the morning of the test, before any materials are distributed. Seating charts will be made available for review by the school administrator and /or teachers the week before testing so that any possible changes can be recommended to the STC.*

approving seating charts: *The STC will review any recommendation for a seating chart change and decide if it is a validated concern. If the change is necessary, the original seat, and writing the name on the new seat will be written on the original. All changes to the original chart will be documented on the seating chart with a reason to or why the change was made.*

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?

Students will remain in the testing room until at least 75% of the students have finished testing. When students have completed their test, the students may read a library book or other material not related to the content of the test. Students and Faculty are not allowed to use the computers for any other computer use other than testing during the testing time. Students who are working will continue to work on his/her test. In the event that testing prolongs an excessive time period, the STC may choose to either dismiss students that have completed testing or to regroup the students still testing into one classroom or computer lab and allow all other students to be dismissed. If students are regrouped, a new seating chart will be created with the time of transfer documented on the seating chart.




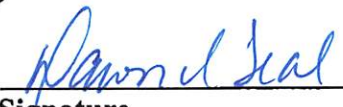
Salem Attendance Center Test Security Plan 2023-2024



**Mississippi Statewide Assessment System
Office of Student Assessment
Mississippi Department of Education**

Section III SCHOOL PLAN

We assure that Salem Attendance Center 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. The following signatures must be included in the Security Plan.

| <u>Walthall County</u> District | <u>Salem Attendance Center</u> School | |
|--|--|----------------------------------|
| <u>Mr. Jason Frazier</u> School Principal |  Signature | <u>08/24/2023</u> Date |
| <u>Mrs. Jennifer McCallum</u> School Test Coordinator (STC) |  Signature | <u>08/24/2023</u> Date |
| <u>Mrs. Jessica Johnson</u> Co - School Test Coordinator (STC) ACT Coordinator |  Signature | <u>08/24/2023</u> Date |
| <u>Ms. Dawn Seal</u> District Test Coordinator (DTC) |  Signature | <u>08/24/2023</u> Date |

Name of Test(s)

- ACT College Readiness Assessment
- Mississippi Science Test (MST2)
- Mississippi Academic Assessment Program (MAAP)
- DRC (SATP2) – Biology and US History
- English Language Proficiency Test (ELPT)
- MKAS² K and 3rd Grade Assessment System

Training

The School Test Coordinator (STC) and/or Co-STC will conduct a training session at each school for all test administrators (TA), proctors, hall monitors and school personnel prior to the administration of each statewide assessment. Proper procedures for administering the test and test security regulations and consequences for violations will be discussed. A dated agenda and participant signature roll will be kept. The District and School Test Security Plan will also be discussed. A copy of all training materials will be given to each participant. A copy of the dated agenda, handouts, documentation of consequences of testing violations and any PowerPoints will be provided to the District Test Coordinator and kept on file in the School Test Coordinator's office. A copy of the materials should be uploaded into the district's SharePoint folder.

C. Handling Materials.

1. Describe the procedure for distributing materials to each test administrator.

The testing materials will be taken from the secure area by the school test coordinator or co-school test coordinator and one other school employee. These materials will then be delivered to the test administrator and proctor at the door of the designated testing area by the school test coordinator and the other school employee.

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.

Appropriate testing materials will be disseminated by the TA and proctor as laid out in the Testing Administrators Manual (TAM). The TA and proctor will collect test materials and place them in alphabetical order. The TA will ensure that all materials are collected before each student leaves the testing area.

3. Describe the procedure for returning materials to the school test coordinator.

At the end of testing on each day, the test TA will collect all materials and account for all secure documents. The TA and proctor are responsible for all materials until the STC has verified and accounted for all materials. The STC/Co-STC and another employee will pick up the testing materials from the TA and proctor at the designated testing area. An alternate method of return, is for the TA and proctor to return all materials to the STC in the secure storage area and remain until the STC has verified the accuracy of materials and placed materials in the lockable storage cabinet.

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.

Scribing will be done under secure conditions with two people present for paper/pencil testing. A "reader meeting" will be conducted for all human readers. Readers will sign

Staff Statement of Assurance at this meeting that they understand the guidelines for reading a test to students.

In the event that a student has a dictation accommodation for an online assessment, the following procedures will be in place:

- a. This scribe will sign a Staff Statement of Assurance Security Agreement before this process.
- b. The student will not test with any other students.
- c. A scribe will be the third person in the room. (TA, Proctor, Scribe)
- d. The scribe will input the answers exactly as the student dictates directly into the system in the presence of the TA and Proctor.
- e. All other security measures will be maintained.

5. List all individuals who have access to the secure storage area.

Mrs. Jennifer McCallum – School Test Coordinator and Librarian
Mrs. Jessica Johnson – Co-School Test Coordinator
Ms. Dawn Seal – District Test Coordinator (NO KEY)
Mrs. Lakisha Cowart-Assistant Principal
Mr. Jason Frazier – Principal

6. 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.).

See attached list.

S

D. Additional Procedures

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

Secure test materials are kept in a locked storage area, except when tests are being administered, which is located within the school library. Any person entering the storage area, when secure tests are stored, must be accompanied by Mrs. Jennifer McCallum or Mrs. Jessica Johnson. The secure test materials are handled by two trained school employees, at least one is a certified employee, when arranging test materials for administration, inventorying, and preparing materials for return to the DTC. There is a sign stating “Authorized Personnel Only” located on the door.

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

In the case of an emergency that allows a return to the testing area, the TA will instruct the student to turn in all testing materials for verification after exiting the test and choosing to resume the test later. While the TA is securing the test materials, the proctor will signal the hall monitor for assistance. The hall monitor will walk the student to the area to care for the emergency, remain outside the entrance, then walk the student back to the testing room, or secure appropriate help to care for the emergency. When the student returns, the TA will provide the student with his/her testing materials and instructions to resume the test. If the emergency prohibits the student's return to testing, the situation will be addressed by appropriate school personnel. The student will be allowed to finish the test when he/she returns to school, if it is within the parameters of the particular assessment. The TA and proctor will work to maintain a positive test environment.

3. Describe the plan for fire, bomb threat, or any other form of emergencies that would require an immediate evacuation of the facility.

In accordance with Section 37-11-5 of the Mississippi School Safety manual, **Walthall County School District (Salem Attendance Center)** adheres to a comprehensive list of Emergency/Crisis Management Procedures. The response procedures are thorough, and employees are trained annually on the effective implementation of these procedures. In the event of a unique threat which requires the use of evacuation procedures during a state assessment, we will adhere to the Emergency/Crisis Response Procedures set forth by the District to ensure the health and safety of our students and staff. The STC will work with the TAs to maintain the integrity of all secure test materials. In the event of a unique threat, the TA and Proctor will make every effort to account for all secure materials and log students out before allowing anyone to exit the classroom. Once materials have been secured, students will be dismissed and will receive further instructions from hall monitors. TAs and proctors will secure and exit the classroom after all students have vacated the secured environment. After the threat of injury has subsided, the TA and proctor shall be the first to enter the secured classroom. Upon re-entry, the TA and Proctor will account for all the test materials. Any inconsistencies that could jeopardize the security and integrity of the assessment will be documented and reported to the STC. If students were able to be logged out, they will be resumed.

4. Describe the plan that prohibits the possession and/or use of any electronic communication device, including but not limited to, cell phones and personal digital assistance devices, during the administration of scheduled statewide assessments.

Each student, Test Administrator, and Proctor will sign a statement ensuring that he/she understands that possession or use of electronic devices during active testing sessions are not allowed. Prior to the beginning of each test, the TA will remind the students that these devices are not allowed and will collect the electronic devices from the students. The

electronic devices will be given to the STC and placed in a designated area outside the testing room. Once all test materials have been collected and returned to the STC, the proctor may return the devices to the students. If a student violates this policy, his/her testing materials will be retrieved by the TA, and the student will be escorted by a hall monitor to the principal's office for disciplinary action. If a TA or Proctor violates this policy, the STC will collect the device and disciplinary actions will be handled by administration. This will also result in the invalidation of the entire class's test. The STC will then document the incident, notify the DTC, and complete an irregularity form that will be sent to the state department.

5. Describe the procedure for ensuring that students are using only allowable calculators. High school and middle school students can receive a graphing calculator. These calculators are purchased by the school and must be cleared before students are allowed to use them. In the event a student has a handheld calculator, the following will be in place:

- a. The STC is responsible for gathering the school purchased calculators. A designated math teacher is responsible for disabling the calculators capable of programming and verifying that the calculators are in compliance with all testing requirements in the Mississippi Academic Assessment Program.
- b. The designated math teacher will be trained on how to properly clear the calculators capable of programming and verifying that the calculators are in compliance with all testing requirements in the Mississippi Academic Assessment Program.
- c. Each calculator that is used in any state assessment will be cleared prior to use on the state assessment.
- d. Each calculator will be locked in the secure testing room immediately after being cleared and will remain secure until they are distributed for testing.
- e. TA and proctors will make sure testing students do not load any programs, applications, or formulas back on the calculator.
- f. Students will NOT be allowed to share calculators.
- g. Calculators will be cleared again after each use.
- h. The designated math teacher will check calculators again between sessions and verify their compliance. The designated math teacher will sign a form indicating that he/she has checked and cleared all calculators
- i. The STC will keep the signed statement of assurance regarding calculators in the testing binder with all other materials.

Students are NOT allowed to bring a personal calculator to use for any state assessment.

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

It is the responsibility of teachers to cover all content relevant materials within the classroom at least one day prior to testing. The STC or designee will spot check rooms to ensure that content

relevant materials are not visible.

7. Describe district monitoring of test administrators, proctors, students, and others involved in the testing process.

Trained staff will walk the testing area halls, going from room to room to guarantee that the TAs and proctors are actively monitoring the students.

8. Describe the plan for multiple test administrations (i.e. morning/afternoon)

When two classes are scheduled for morning/afternoon test administrations, the two groups will be kept separate until testing is complete. The two groups will not be allowed to interact and will not attend lunch at the same time.

9. Procedures for online testing and procedures that address disruptions (i.e., power outages, network problems, etc.)

In case of any disruption, the STC will contact the DTC, who will contact technology personnel with details of the disruption. If the disruption is not correctable, the DTC will contact MDE. The disruption may result in student(s) being transported to another school within the district or the test may be postponed and administered on the testing make-up day per the instructions of MDE personnel. While the situation is being handled, the TA will ensure that students are maintained within the classroom and monitored for the duration until further instructions from the STC.

10. 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.)

Most students will be seated in alphabetical order. However, all IEP, 504, and/or ELL accommodations will be considered first in regard to student seating. Also, TA's and/or the STC may also be allowed to use their professional judgment regarding student seating if the need arises. Any changes made during testing regarding student seating will be made on the seating chart.

11. 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?

Students are allowed to bring one book not related to the subject area content to read after they finish testing.

CTE Test Security Plan

2023-2024



**Mississippi Statewide Assessment System
Office of Student Assessment
Mississippi Department of Education**

Section III - SCHOOL PLAN

School plans should be completed no later than two weeks prior to the arrival of testing materials addressed in the plan. It is permissible to have one comprehensive description under Sections C, D, E, and F if procedures are the same for multiple tests. The following signatures must be included in the Security Plan.

| | | |
|---|---|-----------------------|
| <u>Walthall County</u> District | <u>Walthall County Career and Technology Center</u> School | |
| <u>Beth Cowart</u> School Principal | <u>Beth Cowart</u> Signature | <u>9/7/23</u> Date |
| <u>Andrea Bridgman</u> School Test Coordinator (STC) | <u>Andrea Bridgman</u> Signature | <u>9-7-23</u> Date |
| <u>Dawn Seal</u> District Test Coordinator (DTC) | <u>Dawn Seal</u> Signature | <u>9-7-23</u> Date |

Name of Test(s)

National Certifications: ASE(Automotive Service Excellence), NCCER(National Center for Construction Education and Research) , and ESB(Entrepreneurship & Small Business)

Training.

- A dated, detailed agenda of the training done in preparation for this test will be given to District Test Coordinator by October 6, 2023.
- A copy of hand-outs and/or other materials used in training will be attached to this plan and a copy given to the District Test Coordinator by October 6, 2023.
- Documentation that participants were informed of consequences of testing violations. Each participant will sign a statement of assurances which will reflect their acknowledgement of receiving a copy of Appendix F, which includes the consequences of testing violations. This will be given to District Testing Coordinator on October 6, 2023. A copy will remain at school site.
- Signatures of all who attended the training will be turned in October 6, 2023.
- Signed affidavit sheet
- Appendix F

Training will be held at the Walthall County Career & Technology Center where all testing personnel will receive a training packet and instructions.

Studying Test Administrator Manuals (On-line, and paper/pencil when applicable)

The test manuals will be available for viewing as soon as they are posted on RCU website. Test administrators may get these from the test coordinator or print a copy from the RCU website.

Materials Handling

The following items are needed to complete the National Certification assessments and will be placed in the testing room prior to testing by test coordinator or delegate: calculators, scratch paper and pencils. In addition, the following materials will be delivered by Andrea Bridgman or delegate on or prior to the day of testing:

- Student MSIS numbers (Testing Tickets)
- Test Administrator Username/Password
- Test-Specific Handouts

Security

Describe the security measures, if applicable, for allowing teachers to:

1. review Braille test materials,
2. transfer answers from large print/Braille to on-line answer document,
3. transfer from a damaged answer document to a new document,
4. transfer answers from a paper answer sheet/test booklet to an on-line answer form,
5. read tests that are allowed under the Accommodation Manual to students with IEPs, etc.

Test Coordinator will follow all allowable accommodations on each IEP. Braille test materials be counted and checked by test coordinator and delegate to make sure everything has arrived as ordered and accounted for. Students who read Braille will test in a separate room with a test administrator who will transfer the Braille responses onto the scorable documents after each question has been completed. The proctor will oversee the process and make sure that the student is on the correct question.

List all individuals who have key(s) to the secure storage area and cabinet.

Andrea Bridgman or designee.

List all individuals who have access, but not key(s), to either secure storage area or cabinet

Director, Secretary, or designee.

Specify timeframe that a list of test administrators, proctors, hall monitors and relief personnel who will be involved in each test administration will be submitted to the DTC . Please note that the test administrator must be licensed in compliance with Appendix F (See Section IV, 5a)

Testing administrators, proctors, hall monitors and relief personnel will be assigned at least two weeks prior to testing and applicable persons will receive a copy of the personnel assignment.

Additional Procedures

Describe your policy on staff access to the secure storage area for test materials.

Due to the online nature of the test, there will be no secure materials stored on site.

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

A student needing to go to the bathroom will be escorted to the bathroom by the hall monitor. A student who becomes ill will exit the testing program and be dismissed to go home. The test will be void.

Describe the plan for TA and Proctor emergencies (bathroom, sudden illness, etc.)

The hall monitor will be contacted to locate trained personnel for replacement.

Describe the plan for removing unruly students from the testing area.

The test coordinator will be notified and escort the student to the director. If necessary the director will contact local authorities to remove student from school grounds. The incident will be recorded in the Irregularities Report and RCU will be notified.

Describe the plan for severe weather that would cause a disruption in testing.

Teachers will follow the district's school safety and crisis management guide for emergency evacuation. Each testing center will be locked. RCU will be notified of disruption.

Describe the plan for fire, bomb threat, or any other form of emergency that would call for an immediate evacuation of the facility.

Teachers will follow the district's school safety and crisis management guide for emergency evacuation. Each testing center will be locked. RCU will be notified of disruption.

Describe the plan that prohibits the possession of any electronic communication device, including cell phone and other personal digital assistive devices, during the administration of scheduled statewide assessments.

Each student will sign a form stating that he/she does not have possession of any communication devices. Students are informed that if they are found in possession of any electronic communication device, the test will be voided.

Describe the plan to ensure test validity if any electronic communication device, including cell phone and other personal digital assistance devices, become activated in the test area during the administration of scheduled statewide assessments.

Any electronic communication devices that students have will be kept in the desk drawer of the testing/computer lab and will be returned when the student completes the test. All bookbags will be kept in a designated area.

Describe the plan that outline the possession of any electronic communication device, including cell phone and other personal digital assistance devices, after the administration of scheduled statewide assessments.

Procedures outlined in the student handbook will be followed.

Describe the procedure to ensure that students are using only allowable calculators, when applicable.

Calculators will be given to students by school personnel.

Describe the procedure used to ensure that all content-relevant materials in testing areas have been covered or removed. (Specify removed or covered)
All content relevant materials will be covered in the testing rooms prior to testing.

Describe monitoring procedures of Test Administrators, Proctors, Hall Monitor, Students, and any others involved in the testing process.
The district coordinator, Dawn Seal, will conduct on site visits during testing. School test coordinator will monitor test progress and security.

Describe the plan for multiple test administration (i.e. morning/afternoon) if applicable.
No break will be permitted.

Describe the procedure for online test to address disruptions such as power outages, network problems, etc.
In case of power outage, Magnolia Electric will be contacted to give report of situation. Site technology coordinator will help evaluate network problems and district technology staff will be notified for assistance if necessary. If disruptions are not correctable at the local level, RCU will be notified and the necessary steps will be taken per their instruction.

On an untimed test, when the majority, at least 75%, of the students have finished, those student may be dismissed, when applicable. Describe the plan for dismissing those students while allowing additional time for students who are still working.
After students successfully submit their tests, the test administrator or proctor will allow the students to quietly exit the testing room and the hall monitor will supervise students as they go back to their designated areas.

On an untimed test, describe what early completers are permitted to do, and yet maintain an optimal testing environment.
After students successfully submit their tests, the test administrator or proctor will allow the students to quietly exit the testing room and the hall monitor will supervise students as they go back to their designated areas.

Describe the procedures used to prepare, verify, and maintain seating charts for students during statewide assessments. Specify who will:

- develop the seating charts
- authorize changes to the seating charts
- when seating charts will be given to test administrators
- approve seating charts

Mrs. Bridgman or designee will develop seating charts by seating the test takers alphabetically by classes in the computer lab.

Include in the school test security plan procedures addressing multiple test sessions or multiple test days for students with the accommodation(s) listed on the IEP.

If Applicable

Describe the plan for breaks between tests.

No breaks are planned.

Describe the plan for providing, distributing, and collecting scratch paper for each online test..

Scratch paper will be provided by the TA and proctor, collected at the end of test and then shredded.

Describe the procedure(s) to be followed when notifying the groups listed below of test results:

Teachers

Parents

Students

Test coordinator will provide the teachers with the scores when available. Teachers will give the information to the students and/or parents.

Describe the procedure for notifying parents and students of test results received during the summer months.

All reports are received before the last day of school.

Identify the person responsible for contacting students for retest administrations, as well as the method(s) of contact.

N/A

Testing Dates:

ESB National Certification Window March 18, 2024 – May 17, 2024

ASE/NCCER National Certification Window August 1, 2023 – May 17, 2024

ASE Testing for assigned Career & Technical Programs:

Walthall County Career & Technology Center:

Automotive Service Technician Year 2

Testing Dates: 30 days in between 1st and 2nd attempts

August 1-April 5, 2024: Primary Test 1st Attempt

Last day May 17, 2024: Retest 30 days after Primary Test for 2nd Attempt

NCCER Testing for assigned Career & Technical Programs:

Walthall County Career & Technology Center:

Construction Core, Carpentry II, Welding I, & Welding II

Testing Dates:

Ongoing throughout the year

Last day May 17, 2024

Entrepreneurship & Small Business Testing for assigned Career & Technical Programs: Students have 2 attempts to pass

Walthall County Career & Technology Center:

Business, Marketing, and Finance Year 2

Testing Dates:

April 23, 2024: Primary Test

April 26, 2024: 2nd Attempt Test

Make-Up Date: Anytime during the testing windows