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

2025-2026

District Test Security Plan

Table of Contents

School Plans Included

Tylertown Primary School
Tylertown Elementary School
Tylertown High School
Dexter Attendance Center
Salem Attendance Center
Career and Technology Center

2025-2026
Walthall County School District
Test Security Plan

Section I - ASSURANCES

We assure that <u>**Walthall County School District**</u> 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.

<u>Walthall County School District</u>
School District

J. Bradley Brumfield
Superintendent
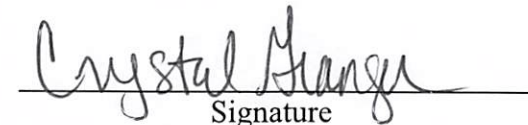_____ Signature   11/13/25 Date

Michelle Stinson
Assistant Superintendent
_____ Signature   11/13/25 Date

Crystal Granger
Technology Coordinator
_____ Signature   11/13/25 Date

Katie Zehentner
Director of Special Services
_____ Signature   11/13/25 Date

Dawn D. Seal
District Test Coordinator
_____ Signature   11/13/25 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, ACT WorkKeys, ELPT, all field test(s), and/or pilot test(s).

American College Test (ACT)/ACT WorkKeys
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
Science 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

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

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

Test	Administration Method
MAAP-A	Online – DRC Insight
ELPT	Screening - Cambium/ELPA21
	Spring assessment online – Cambium/ELPA21
ACT	Paper/pencil/online
MKAS2	Online – for MKAS2 Renaissance for Grade K
MAAP – 3-8 ELA / Math, EngII, AlgI	Online - DRC Insight
MAAP – 5th & 8th Sci, BIO	Online - DRC Insight

_____   11/13/25
District Test Coordinator   Signature   Date

Walthall County School District   Test Security Plan

MISSISSIPPI DEPARTMENT OF EDUCATION

2025-2026 Statewide Testing Calendar

Office of Student Assessment
C. Alan Burrow, Associate State Superintendent

Test Name	Details	Testing Window			Testing Population		Vendor
		Start Date	Finish Date	Maximum Duration in Minutes	Grade Levels	Include Retesters	
Kindergarten Readiness Assessment (KRA)	Beginning of Year (BOY)	7/21/2025	9/19/2025	Varies	PK-K	No	Renaissance Learning
	Middle of Year (MOY)	11/17/2025	12/19/2025	Varies	PK-K	Yes	
	End of Year (EOY)	4/20/2026	5/15/2026	Varies	PK-K	Yes	
3rd Grade MS Academic Assessment Program ELA	Initial	4/6/2026	4/17/2026†	180	3	Yes	
3rd Grade Reading Alternative Assessment	1st Retest	5/11/2026	5/15/2026	180	3	Yes	
3rd Grade Reading Alternative Assessment	2nd Retest	6/22/2026	6/26/2026	180	3	Yes	
MS Academic Assessment Program (MAAP) for Algebra I, Biology, English II & Algebra 1	Fall	12/1/2025	12/19/2025	180-270*	Algebra I, Biology, English II	Yes	DRC
MS Academic Assessment Program (MAAP) for Graduating Seniors/Early Graduates		4/6/2026	4/17/2026**	180-270*	Algebra I, Biology, English II	Yes	
MS Academic Assessment Program (MAAP) for Algebra I, Biology, English II; Grades 3-8 ELA, Math; & Grades 5 & 8 Science	Spring***	4/27/2026	5/15/2026	180-270*	Algebra I, Biology, English II; Grades 3-8 ELA & Math, Grades 5 & 8 Science	EOC	

Special Populations

Test Name	Details	Start Date	Finish Date	Maximum Duration in Minutes	Grade Levels	Include Retesters	Vendor
MS Academic Assessment Program - Alternate (MAAP-A)	Fall Retest/4x4 block	12/1/2025	12/12/2025	Untimed	SCD HS EOC	Yes	DRC
	ELA & Math	3/9/2026	5/1/2026	Untimed	SCD 3-8, HS EOC	EOC	
	Science	3/9/2026	5/1/2026	Untimed	SCD 5, 8, HS EOC	EOC	
English Language Proficiency Test (ELPT)	English Learners	3/2/2026	4/15/2026	Untimed	K - 12	No	CAI

Test Name	Details	Testing Window			Testing Population		Vendor
		Start Date	Finish Date	Maximum Duration in Minutes	Grade Levels	Include Retesters	
National Assessment of Educational Progress (NAEP) *Selected Schools by U.S. Dept of Education*	Test Window-Reading, Mathematics, Civics, & US History	1/26/2026	3/20/2026	120	4, 8, 12	No	NAEP
ACT[‡] -11th grade students **ONLY**- one (1) administration per student. *MS Students will take all four tests (English, mathematics, reading, and science).*	Test Window 1 - Paper	2/24/2026	2/24/2026	165	11	No	ACT
	Test Window 1 - Accommodations	2/24/2026	3/6/2026	Varies	11	No	
	Test 1 - Online	2/24/2026	3/6/2026	165	11	No	
	Test Window 2 - Paper	3/24/2026	3/24/2026	165	11	No	
	Test Window 2 - Accommodations	3/24/2026	4/3/2026	Varies	11	No	
	Test Window 2 - Online	3/24/2026	4/3/2026	165	11	No	
	Test Window 3 - Paper	4/21/2026	4/21/2026	165	11	No	
	Test Window 3 - Accommodations	4/21/2026	5/1/2026	Varies	11	No	
	Test Window 3 - Online	4/21/2026	5/1/2026	165	11	No	
ACT WorkKeys	Fall - Online	10/20/2025	12/5/2025	165	10 - 12	No	ACT WorkKeys
	Fall - Paper	10/27/2025	11/21/2025	165	10 - 12	No	
	Spring - Online	3/2/2026	4/17/2026	165	10 - 12	No	
	Spring - Paper	3/2/2026	3/27/2026	165	10 - 12	No	

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.

Ms. 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.

Ms. Aisha Washington, Administrative Assistant
Mrs. Lori Hawn , 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 her 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.

The district/schools will adhere to the following guidelines regarding the use/possession of an electronic communication device within the testing environment of mandatory uniform tests required by the State Department of Education.

    Student:
    The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test and the student receiving a two-day suspension (Equivalent to Level B, 4th Offense)

    Faculty Member:
    The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test. Test Administration Staff Member can be reported to educator misconduct for a device violation. The Test Administration Staff Member will meet with District/School Administrator to receive a Form 400 to be placed in their Professional Personnel File and required to complete a Plan of Action to prevent future negligence.

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.
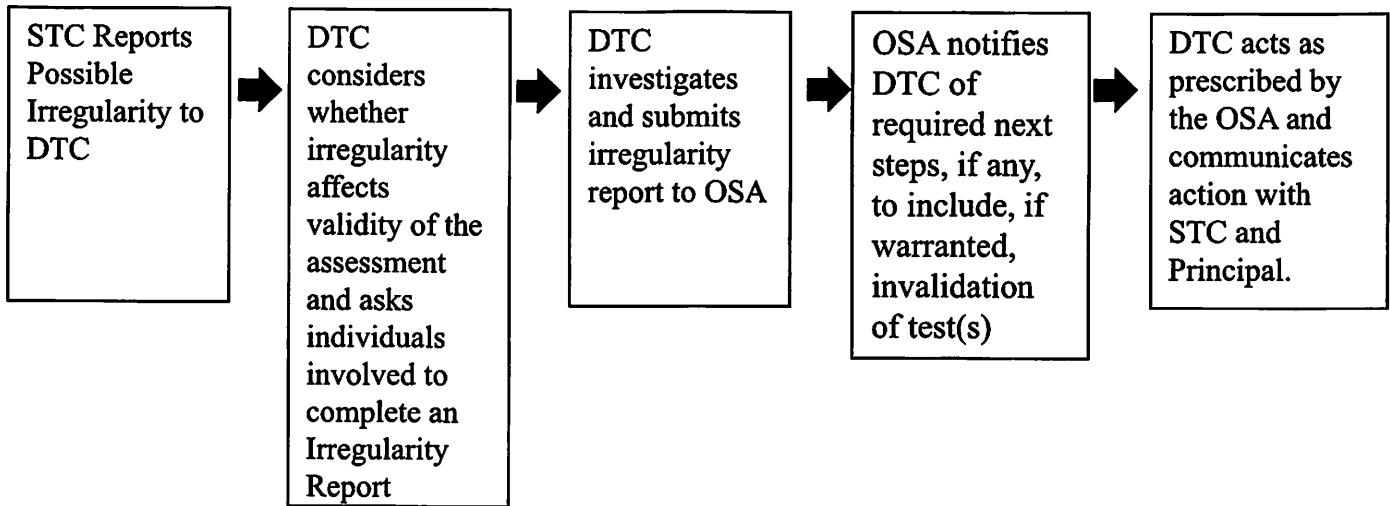
Untimed Tests

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.
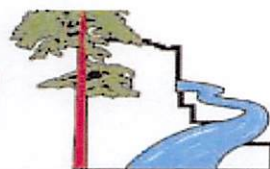
| STC Reports Possible Irregularity to DTC | → | DTC considers whether irregularity affects validity of the assessment and asks individuals involved to complete an Irregularity Report | → | DTC investigates and submits irregularity report to OSA | → | OSA notifies DTC of required next steps, if any, to include, if warranted, invalidation of test(s) | → | DTC acts as prescribed by the OSA and communicates action with STC and Principal. |

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

Assessment/Testing Calendar
2025-2026

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

Test Information		Test Window			Test Population
Test ID	**Test Name**	**Start Date**	**Finish Date**	**Duration**	**Grade Levels**
Semester 1					
Term 1					
K-Readiness	Kindergarten Readiness Assessment (Pre-Test)	7/21/25	9/19/2025	41 min	PK-K
IREADY	I-Ready Reading & Math Univ. Scr. #1 K-6 BOY	7/21/2025	9/5/2025	Untimed	K-6th
ELS	ELS Pre-Test (SCI 5&8, Eng II, Alg I, USH, BIO)	8/6/2025	9/5/2025	180 min	Eng II/Alg I/USH/BIO/SCI5&8
BRIGANCE	Brigance (Pre-K & SPED)	8/6/2025	9/5/2025	Untimed	PK & SCD
DYSLEXIA	Dyslexia Screening	9/15/2025	9/19/2025	n/a	1st
IREADY	I-Ready Reading/Math Prog. Mon. #1	10/3/2025	10/14/2025	Untimed	K-3rd
BEHAVIOR	Behavior Screening (SRSS/SIBS)	9/9/2025	9/9/2025	n/a	PK-12
ASSESSMENT/I	1st 9-weeks Benchmark/District Assessment	10/8/2025	10/10/2025	Varies	2-HS
Term 2					
ACT	WorkKeys	10/20-2025	12/5/2025	165 min	10-12th
ACT	American College Test (District Administration:Online)	10/28/2025	10/31/2025	165 min	12th
IREADY	I-Ready Reading/Math Prog. Mon. #2	11/3/2025	11/11/2025	Untimed	K-3rd
MAAP-EOC	MS Academic Assessment Program (EngII, AlgI, Bio)	12/1/2025	12/19/2025	180 min	EngII/AlgI/BIO Retesters Only
K-Readiness	Kindergarten Readiness Assessment (MOY)	11/17/25	12/19/2025	41 min	PK-K
BRIGANCE	Brigance (SPED)	12/1/2025	12/19/2025	Untimed	SCD
BEHAVIOR	Behavior Screening (SRSS/SIBS)	12/9/2025	12/9/2025	n/a	K-12
I-READY	I-Ready Reading/Math Univ. Scr #2 K-6 MOY	11/17/202	12/19/2025	untimed	K-6th
ASSESSMENT	2nd 9-Weeks Benchmark/District Assessment	12/17/2025	12/19/2025	Varies	2-HS
Semester 2					
Term 3					
IREADY	I-Ready Reading/Math Prog. Mon. #3	1/26/2026	1/30/2026	Untimed	K-3rd
ACT	American College Test (State Administration: Online)	2/24/2026	3/6/2026	165 min	11th
IREADY	I-Ready Reading/Math Prog. Mon. #4	3/2/2026	3/6/2026	Untimed	K-3rd
ELPT	ELPA21: English Language Proficiency Test	3/2/2026	4/15/2026	Untimed	K - 12 EL
ACT	WorkKeys	3/2/2026	4/17/2026	165 min	10-12th
ASSESSMENT	3rd 9-Weeks Benchmark/District Assessment	3/4/2026	3/6/2026	Varies	2nd-HS
MAAP-A	MS Academic Assessment Program - ALT (ELA/Math/Sci)	3/9/2026	5/1/2026	Untimed	ELA/Math 3-HS Sci 5,8,11
BEHAVIOR	Behavior Screening (SRSS/SIBS)	3/17/2026	3/17/2026	n/a	K-12
Term 4					
DYSLEXIA	Dyslexia Screening	3/23/2026	3/27/2026	n/a	K
CPAS3	National Certifications Testing	TBD	TBD	TBD	Secondary
ACT	American College Test (Make-up)	4/21/2026	5/1/2026	165 min	11th
CPAS3	MS Career Planning Assessment System, 3rd Ed.	TBD	TBD	TBD	Secondary
CURSIVE	Cursive Writing Assessment	4/6/2026	5/1/2026	Untimed	4th
IREADY	I-Ready Reading & Math Univ. Scr. #3 for K-6 EOY	4/20/2026	5/15/2026	Untimed	K-6th
MAAP	Graduating Seniors/Early Graduates	4/6/2026	4/17/2026	180 min	12th
K-Readiness	K-Readiness Assessment (Post Test)	4/20/26	5/15/2026	41 min	PK-K
BRIGANCE	Brigance (Pre-K & SPED)	3/16/2026	4/10/2026	Untimed	PK& SCD
MAAP LBPA	3rd Grade MAAP ELA for LBPA Reporting	4/6/2026	4/17/2026	180 min	3rd
MAAP 3-8	MS Academic Assessment Program Grades 3-8	4/27/2026	5/15/2026	180 min	Eng/Math 3-8, Sci 5 & 8 (3-8 should test first)
MAAP-EOC	MS Academic Assessment Program High School	4/27/2026	5/15/2026	180 min	EngII/AlgI/BIO
CPAS3	MS Career Planning Assessment Sys., 3rd Ed. (Make-up)	TBD	TBD	TBD	Secondary
MAAP	3rd Grade Reading Alternative Assessment Retest #1	5/11/2026	5/15/2026	180 min	3rd
ASSESSMENT	4th 9-Weeks Benchmark/District Assessment	5/19/2026	5/21/2026	Varies	2nd-HS
Summer					
MAAP	3rd Grade Reading Alternative Assessment Retest #2	6/22/2026	6/26/2026	180 min	3rd

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 <u>before</u> 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 <u>after</u> 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 <u>before</u> testing at the district level.
   b. All secure test materials are accounted for <u>before</u> 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 <u>after</u> testing at the school level.
   e. All secure test materials are accounted for <u>after</u> 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. <u>Traditional Schedule</u> - Students enrolled in a course at the end of January (5th month) must be tested.

    ii. <u>Fall Block</u> - Students enrolled in a course at the end of October (2nd month) must be tested.

    iii. <u>Spring Block</u> - 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.
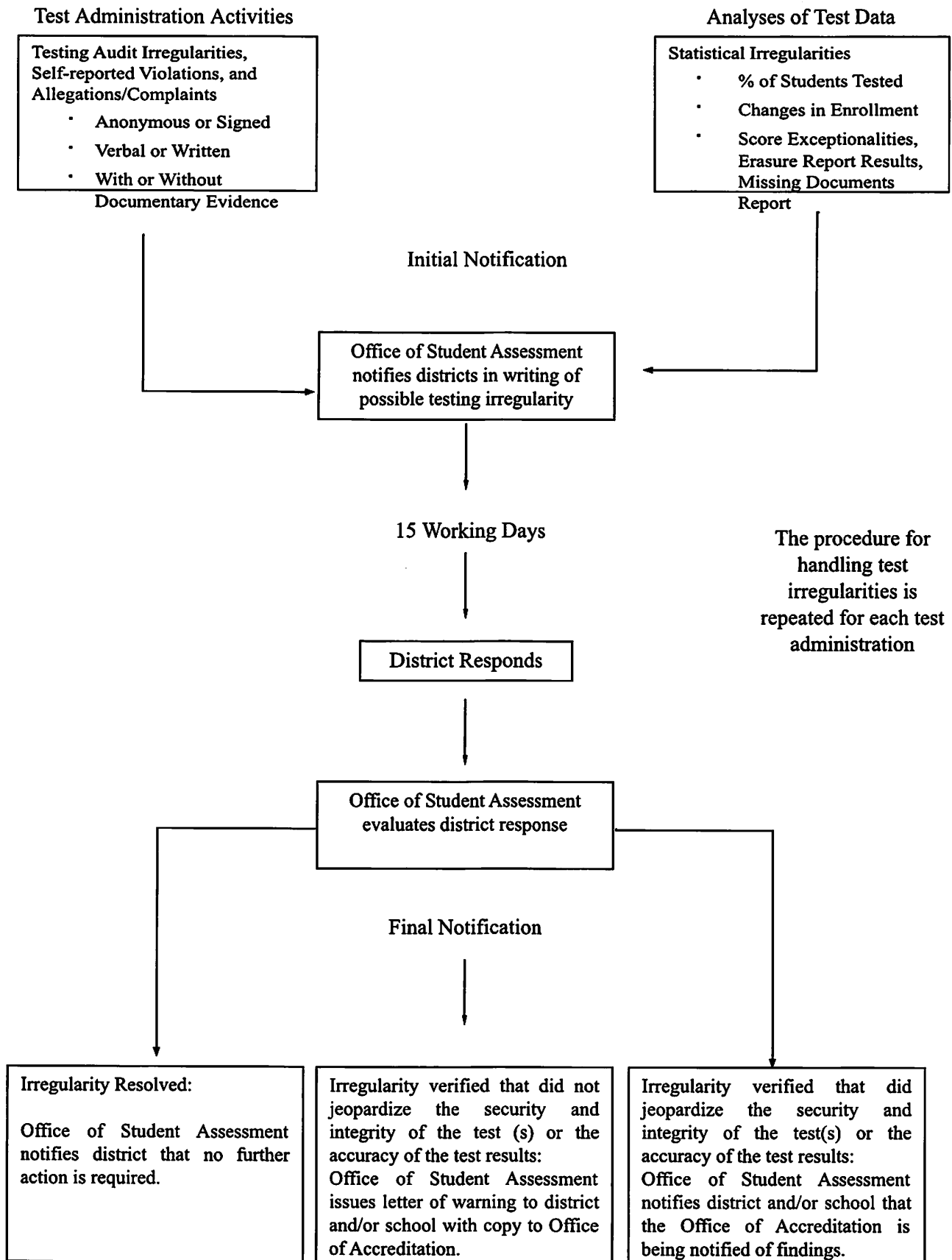
A school will not receive a school performance classification if the test data have been invalidated, and the school performance classification will be noted as Test

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

Test Administration Activities

Analyses of Test Data

Testing Audit Irregularities, Self-reported Violations, and Allegations/Complaints • Anonymous or Signed • Verbal or Written • With or Without Documentary Evidence

Statistical Irregularities • % of Students Tested • Changes in Enrollment • Score Exceptionalities, Erasure Report Results, Missing Documents Report

Initial Notification

Office of Student Assessment notifies districts in writing of possible testing irregularity

15 Working Days

The procedure for handling test irregularities is repeated for each test administration

District Responds

Office of Student Assessment evaluates district response

Final Notification

Irregularity Resolved: Office of Student Assessment notifies district that no further action is required.	Irregularity verified that did not jeopardize the security and integrity of the test (s) or the accuracy of the test results: Office of Student Assessment issues letter of warning to district and/or school with copy to Office of Accreditation.	Irregularity verified that did jeopardize the security and integrity of the test(s) or the accuracy of the test results: Office of Student Assessment notifies district and/or school that the Office of Accreditation is being notified of findings.

School Test
Security Plan Guidance

2025-26

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.

Walthall County
District

Joel Lofton
School Principal

Andrea Bridgman
School Test Coordinator (STC)

Dawn Seal
District Test Coordinator (DTC)

Walthall County Career and Technology Center
School

_____ 11/12/25
Signature   Date

Andrea Bridgman 11-12-25
Signature   Date

Dawn Seal 11/13/25
Signature   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 September 30, 2025.
- 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 September 30, 2025.
- 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 or Appendix F, which includes the consequences of testing violations. This will be given to District Testing Coordinator on September 30, 2025. A copy will remain at school site.
- Signatures of all who attended the training will be turned in September 30, 2025.
- 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 damage 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 and/or classroom.

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.
IEP accommodations will be followed.

<u>If Applicable</u>

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.
Andrea Bridgman or designee will contact the retesters in person.

Testing Dates:
ESB National Certification Window March 16, 2026 – May 22, 2026
ASE/NCCER National Certification Window August 1, 2025 – May 22, 2026/or last day of school

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, 2025-April 5, 2026: Primary Test 1st Attempt
Last day May 22, 2026/or last day of school: 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 22, 2026/or last day of school

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:
TBD Primary Test
TBD 2nd Attempt Test

Make-Up Date: Anytime during the testing windows

School Test
Security Plan Guidance

2025-26

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

Section B: School Training/Test Administration Personnel
- The STC shall attend applicable training sessions sponsored by the vendors and DTC for any upcoming assessment.
- The STC will use the district/state level material to formulate training for the Test Administrators, proctors, hall monitors, and other test administration personnel. Training will include:
  - Secure material handling/distribution
  - Test security violations and consequences
  - Accommodations
  - Test Administrator Manuals
  - Testing Irregularities
  - Emergency Procedures
  - Student Monitoring
  - Classroom set-up/Seating charts
- The STC shall collaborate with special education support staff to prepare and deliver State Testing accommodations.
- All personnel involved in the administration of an assessment shall have a signed confidentiality agreement and an electronic device agreement on file prior to testing. These documents will be kept on file at the district/school level for 5 years.
- A dated and detailed agenda of the training presented to each school in preparation for the assessment will be maintained by the STC.
- Training shall include information on proper procedures for test administration, test security procedures, violations of test security, and the consequences of those violations.
- STC will develop a roster of all staff performing a role in statewide assessments and the role they were trained to perform.

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

Section C: Handling Materials
Except during actual student testing or preparation, all secure materials will be stored in the designated secure storage area in a locked cabinet at DAC.
- The secure material location for DAC will be in the school's Book Room. The Book Room is in the front hallway. Access is limited by a locked door and a locked cabinet to

only STC and DTC. An access sheet must be signed by STC and another trained person when accessing the storage cabinet.

- Test ticket printing will occur 3 days prior to the first scheduled assessment. Tickets will be accessed by the STC and another trained person using the STC's laptop provided by WSCD. The tickets will be printed using the printer in the office. STC and another trained person will be present for all test ticket printing. Once printed, STC and a second trained person will prepare tickets for testing in the book room. Once prepared the tickets will be placed in an envelope along with access codes for each testing room and will be stored in the secure storage closet/cabinet in the book room. If the second person is not available, the DTC will fill in.
- Seating Charts will be prepared by the STC at least 3 days in advance of test administration. Seating charts will be legible and reflect the room's layout. Each chart will include: subject area tested, any accommodations provided, the date of test administration, each student's name and MSIS number, name of Proctor and TA, TA license number. The Seating Chart must be signed by the STC and TA verifying the accuracy of the chart.
- Testing bins will be prepared for each testing room prior to testing. These bins will contain materials that are secure upon entrance into the testing environment(the TA manual, seating charts, scratch paper, testing tickets/access codes, and/or calculator when applicable). These bins will be prepared by the STC and stored in the secure test closet.
- On test day:
  - STC and a second trained person will deliver testing bins to each testing room. TA will sign necessary documents and TA will count and sign for tickets.
  - After testing STC will collect, count and sign for all secure materials before any student or staff exit the testing room.
- TA will seat students according to the seating charts. TA will distribute tickets by saying each student's name before handing him/her a ticket.
- After signing into the test, TA and proctor will pick each testing ticket up and store them in the testing bin.
- TA will give each student a piece of plain paper to use as scratch paper and instruct them to write their first and last name at the top of it. Students must request additional scratch paper from the TA or Proctor. A tally sheet will be provided to keep track of all additional scratch paper handed out.
- All secure materials that must be shredded will be shredded by the STC and another trained person using the office shredding machine. The STC will complete a shredding form and submit it to DTC.
- **List all individuals who have access to the secure storage area.**
  Hope Singletary - School Test Coordinator and teacher (key holder)
  Dawn Seal- District Test Coordinator (no key)
  **Designees chosen by STC or DTC
- **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.)**
  <u>Certified Personnel</u>: Renee Stevens, Brittany Dillon, Carol Jenkins, Sarah Martin, Lisa Sumrall, Lanee McGinnis, Zachary Singletary, Shamerica Jackson, Martha Pigott

Section D: Additional Procedures

- If a student emergency occurs, the TA or proctor will signal the hall monitor. The student pauses the test. Once the student returns, testing will be resumed. Students will go to the restroom one at a time (one male, one female). The Hall Monitor will be responsible for making sure the students do not talk to each other or anyone else during bathroom breaks.
- If a student can not continue testing due to illness, the TA will note the time the student exited the testing platform. STC will notify the DTC and fill out a testing irregularity form. The student will finish testing on a make up day. The STC and TA will make sure that the student only receives the required amount of time to complete the test.
- If a student has an accommodation that allows for stretch breaks during or between tests, these breaks will be conducted in the testing room so as not to disrupt other students testing on the hallway.
- If extended time students must pause for lunch breaks during testing, the TA and Proctor will remain in the room with the testing materials. The student will walk with the principal to the cafeteria to retrieve lunch and return to the testing room to eat and resume testing. This will ensure that students are not allowed to discuss testing items with others.
- Students who finish early must remain in the room until all students are finished. Unless in an extended time session. In an extended time session, when a student finishes, the TA and Proctor must collect and account for all tickets and scratch paper from the student. The student will then be allowed to return to his/her classroom.

1. **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 immediately notify the DTC of any such emergency. 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. Before entering the testing room, 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.

With regard to the administration of MAAP, MAAP-A, ACT, ACT WorkKeys, and the ELPT, the district/schools will adhere to the following guidelines regarding the use/possession of an electronic communication device within the testing environment of mandatory uniform tests required by the State Department of Education.

Student:
The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test and the student receiving a two-day suspension (Equivalent to Level B, 4th Offense)

Faculty Member:
The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test. Test Administration Staff Member can be reported to educator misconduct for a device violation. The Test Administration Staff Member will meet with District/School Administrator to receive a Form 400 to be placed in their Professional Personnel File and required to complete a Plan of Action to prevent future negligence.

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 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 3-5 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 and HM will be monitoring TA and Proctors to ensure they are actively monitoring testing rooms.

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 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. 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.

Salem Attendance Center Test Security Plan

2025-2026

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

SCHOOL TEST SECURITY PLAN COVER PAGE

The District Test Security Plan is signed by the district superintendent, the district test coordinator (DTC), and the chairman of the school board. The school(s) 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.

- The School Principal and the STC are responsible for creating and completing the School Test Security Plan, reviewing, revising, and verifying all information is correct each calendar year. Once approved by the DTC, the School Test Security Plan, which is a part of the District Test Security Plan is signed by the School Principal, STC, and DTC (Appendix F, Section IV, 3c).

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. We understand that there is one Security Plan governing the school district and a Security Plan for each school. The District Test Security Plan and the School Test Security Plan shall be revised and signed by the appropriate personnel each year.

Walthall County School District	Salem Attendance Center	
District	School	
Mr. Jason Frazier	*[signature] D. S____*	11/17/25
School Principal	Signature	Date
Mrs. Jennifer McCallum	*[signature] J McCallum*	11/17/25
School Test Coordinator (STC)	Signature	Date
Ms. Dawn Seal	*[signature] Dawn A Seal*	11/17/25
District Test Coordinator (DTC)	Signature	Date
Dr. J. Bradley Brumfield	*[signature] Bradley*	1/5/26
Superintendent	Signature	Date
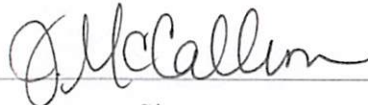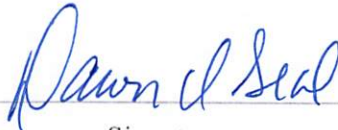
Name of Test(s)

- ACT College Readiness Assessment
- Mississippi Science Test (MST2)
- Algebra, English II, Biology (MAAP)
- English Language Proficiency Test (ELPT)
- Kindergarten Readiness Assessments (KRA)

A. Testing Schedule:

1. Attach the school's approved testing schedule to the plan.

see attached district testing schedule and school testing schedule

B. School Training/Test Administration Personnel

- *The School Test Coordinator (STC) and/or Co-STC will attend all required applicable training and use the materials to formulate training sessions at the school. They will conduct a training session at each school for all test administrators (TA), proctors (P), hall monitors (HM) and school personnel prior to the administration of each statewide assessment during the fall and spring.*
- *The STC will collaborate with the special education support staff to prepare for any upcoming accommodations that will be required for students during testing so that they receive those appropriate accommodations.*
- *STCs will ensure that proper procedures for administering the test and test security regulations and consequences for violations will be discussed during the training. A dated agenda and participant signatures will be kept for all staff performing rolls throughout testing. 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, Appendix F copy, documentation of consequences of testing violations, a signed confidentiality and electronic device agreement along with any PowerPoints will be provided to the DTC and kept on file in the locked testing room.*
- *The training will also include the handling/distribution of all secure materials and how to use the transfer logs for testing; accommodations and how to administer the respective assessment(s); review of the Test Administration Manual (TAM); various types of irregularities; emergency procedure protocol; student monitoring; classroom set-up and ensuring testing areas do not contain information on the walls that could aid the student during testing in regards to the content being tested on in that room.*
- *ACT/ACT Workkeys testing will follow all ACT guidelines and utilize ACT training materials/ videos*

2. Attach the school's test security and assessment training materials, include any handouts, or power point presentations utilized during training.

see attached-(These are scanned and provided to the DTC upon completion of training.)

3. Attach a roster of all staff performing a role in statewide assessments, listing the role(s) they were trained to perform. Training sign-in sheets shall be provided for this purpose.

   see attached-(Staff list attached; employees are trained for all roles of testing. The STC will ensure that certified testing roles will only be performed by certified employees.)

C. Handling Materials.
Storage and Access to Secure Test Materials for School:

- Mrs. Jennifer McCallum – School Test Coordinator and Librarian (Maintains KEY)
- Mrs. Jessica Johnson – Co-School Test Coordinator
- Mrs. Stephanie Allen-ACT Coordinator
- Mrs. Sarah Jenkins- Co-ACT Coordinator
- Ms. Dawn Seal – District Test Coordinator
- Mrs. Lakisha Cowart-Assistant Principal
- Mr. Jason Frazier – Principal

4. Detail the secure materials location at the school site:

The secure materials location for Salem Attendance Center will be in the school's library closet, also known as the testing room, inside a locked filing cabinet. The nonsecure materials will also be located inside the school's testing room. The library is located in Building T, room 1. Access is limited via a locked door and the testing room also contains a locked filing cabinet; only the STC-Jennifer McCallum has the key to the closet and also the cabinet inside the closet. In the event the STC is out, the Co-STC-Jessica Johnson will have access to the key.

5. Describe the ticket printing process:

The STC-Jennifer McCallum and one other school employee (Chris McCallum) will print testing tickets in the library via the desktop computer and printer located on the desk in the library at least one week prior to administering the test. Both the STC and one other trained employee will be present for all test ticket printing. Once printed, the tickets will be brought and stored in the locked cabinet inside the testing room by Jennifer McCallum and one other employee until preparation for that particular test's non secure materials are completed. In the event of the STC being absent, the Co-STC (Jessica Johnson) will fill this role.

6. Describe the preparation and organization of secure materials (pages from manuals, testing/log-in tickets, scratch paper, read aloud scripts, seating chart, etc.) prior to test day.

The STC and one other employee will then prepare/complete seating charts, student rosters, print names on cell phone policy sheets, and all appropriate forms that will be needed for testing in the testing room or library. This will include the counting of non-secure materials: scratch paper, reference sheets, graph paper, calculators, TAM, headphones, printed accommodations, electronic device forms, inventory logs, etc. with the appropriate amount needed for each testing session being administered. Once finished, each session room's non secure materials will be placed in a basket inside the testing room and all secure materials will be placed and locked inside the testing room. This process will be completed weekly for the upcoming week of testing if not all completed the Friday before the opening of the testing window.

7. Describe the distribution of secure material procedure observed by the STC when providing TAs testing materials on test day and how these materials are collected after testing, ensuring chain of custody for the duration (See Supplemental Guidance for additional information).

All secure materials are taken from the secure area by the STC or Co-STC and one other school employee. These materials will then be delivered to the test administrator and proctor in the designated testing room. At this time, the TA will once sign off on the materials log verifying he/she has received the correct number of secure materials.

At the end of the testing session each day, the TA will collect all materials and account for all secure documents. The TA and P are responsible for all materials until the STC has verified and accounted for all materials on the materials log. The STC/Co-STC and another employee will pick up the testing materials from the TA and P at the designated testing area. An alternate method of return is for the TA and P or HM 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. There is also a chain of custody sheet located on the door of the testing room and testing cabinet. The STC and other employees will sign at the conclusion of each test day.

8. Describe how scratch paper will be tracked within the testing room.

The student's testing ticket will be the original form of scratch paper. If during testing any additional scratch paper is requested, the TA or P will mark that amount on the materials' log for any additional paper given out beside the student's name using tally marks or total number issued.

9. Briefly 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 non secure testing materials (electronic device forms, rubrics, reference sheet, calculators, etc.) will be disseminated by the TA and P. Once it is time for the TA or P to pass out the secure testing ticket, they will have the student state their name to ensure that the student is receiving the correct testing ticket. The TA and P will collect test materials as each student completes their test. All secure material including scratch paper will be collected and accounted for on the materials log form. The TA will ensure that all materials are collected before each student leaves the testing area. The STC will make sure all tests have been submitted before students leave the testing room.

10. For materials not designated for return to the vendor, describe the shredding of secure materials procedure observed by the school.

The plan is for the STC and HM to keep materials in the secure storage cabinet and shred the materials at the conclusion of each testing day or testing week in the testing room. An alternate plan is to keep materials in a box in the locked testing cabinet to take to the district office to shred the materials upon completion of the testing window by the STC and HM. If completed on site, the STC will complete the Test Security Certification Form and submit it to the DTC.

District Test Security Plan Guidance (December 2024)

Section D: Additional Procedures during Test Administration

11. Describe the protocols for school monitoring of test administrators, proctors, students, and others involved in the testing process (role of STC, principal, hall monitor, etc., outside testing rooms, inside testing rooms.

- *STC- maintains a laptop in the testing hallway to monitor student progress/submission status; when needed, the STC enters the testing areas to address any potential problems that may arise.*
- *Hall monitor- walks throughout the halls actively monitoring students and teachers in the testing room. The HM is also responsible for getting students to the restroom and back to their testing room during test sessions. Since the HM is certified, they will also step in if the TA or P needs a restroom break. The HM also maintains control of the noise in the halls for students not testing and directs them to the appropriate location.*
- *Principal-is responsible for any disciplinary actions that may arise during testing and handle situations appropriately.*
-

12. Describe the procedures for conducting restroom breaks and, if needed, stretch breaks during or between tests. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

In the case of a non-emergency that allows a student to return to the testing area, the TA will instruct the student to pause the current testing session in order to resume the test upon returning if they are not finished. While the TA is securing the test materials, the proctor will signal the hall monitor for assistance. The HM will walk the student to the area needed (restroom, water fountain), remain outside the entrance, then walk the student back to the testing room. When the student returns, the TA will provide the student with their testing materials and instructions to resume the test- additional time will not be provided unless they are in an extended time group. Students are encouraged to go to the restroom prior to the beginning of testing to cut down on any possible distractions during testing.

13. Describe the procedures for conducting lunch during testing. Procedures shall include how secure test materials and devices used for testing will be handled and secured during breaks.

This usually does not pertain to our school; however, in the case of a test interfering with lunch times, the cafeteria will be notified by the principal and lunch times will be rearranged so that other classes go first. Once testing is complete for each group, students will be dismissed by finished groups to go to lunch. If the group has at least 75% of the students finished, we will allow an assistant to take those 75% to lunch while the remaining students stay to complete testing if necessary. Once the remaining 25% are complete, the TA or P will take those students to lunch. The STC will make this decision along with the principal.

14. Schools may choose to dismiss students who finish early or allow them to read library books or other material not related to the content of the test. Address the procedure for implementing this process while being sensitive to avoid excessive disruptions to those students who are still testing.

Students will remain in the testing room until all students have finished unless it is getting close to lunch and more than 75% of the students are finished. If this is the case, a designated assistant will remove students from the testing area without excessive distractions to remaining testing students. The only exception would be if there was a very distracting issue

with a student in the room and they needed to be removed to be sent to the office due to distracting behaviors. Lastly, library books are not allowed to be in the room during testing at our school.

High and Medium Priority Irregularities

- *The TA and P will maintain a written record of any testing irregularities which may occur within the testing room during testing.*

Emergency Procedures

15. Describe the procedures addressing individual student emergencies (bathroom, sudden illness). Include how test time will be recorded so accurate time is provided upon the student's return.

If the emergency prohibits the student from returning to testing, the STC will be notified immediately of the issue and will share the information with the DTC. 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 P will work to maintain a positive test environment. The TA and P will maintain a written record of the time the student had to stop the test and how much time is remaining if the student is allowed to resume testing upon returning. The STC will submit all documentation to the DTC.

16. Describe the procedures for online testing that address disruptions at the school (i.e., power outages, network problems).

In the event of an online disruption during testing, 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. Our campus has a computer tech person on campus during testing to try and alleviate any issues that arise with technology.

Electronic devices and Suspected Cheating

17. Describe the policy and procedure developed by the school principal that ensures unauthorized electronic devices are not allowed in the testing area, including procedure for staff electronic devices.

- *Each student, test administrator, proctor, and hall monitor 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 HM or other employee will use a metal detector to verify each student is not in possession of a cellular device for grades 7-12.*

District Test Security Plan Guidance (December 2024)

- *If a student violates this policy, his/her testing materials will be retrieved by the TA, and the student will be escorted by a HM to the principal's office for disciplinary action. If a TA or P violates this policy, the STC will collect the device and disciplinary actions will be handled by administration. The STC will then document the incident, notify the DTC, and complete an irregularity form that will be sent to the MDE.*

**With regard to the administration of MAAP, MAAP-A, ACT, ACT WorkKeys, and the ELPT, the district/schools will adhere to the following guidelines regarding the use/possession of an electronic communication device within the testing environment of mandatory uniform tests required by the State Department of Education.

> <u>Student:</u>
> The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test and the student receiving a two-day suspension (Equivalent to Level B, 4th Offense)
> <u>Faculty Member:</u>
> The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test. Test Administration Staff Member can be reported to educator misconduct for a device violation. The Test Administration Staff Member will meet with District/School Administrator to receive a Form 400 to be placed in their Professional Personnel File and required to complete a Plan of Action to prevent future negligence.

- *The school principal is responsible for the development of procedures and implementation of the policy prohibiting the possession of electronic devices for students and staff within testing areas at their school site (Appendix F, Section IV, 19).*

18. Describe how TAs are to handle, and report suspected cheating to the STC and school principal. Include the STC reporting process to the DTC.

> *The TA will notify the STC of any suspected cheating. All the details including time, explanation of suspected cheating, chromebook number, student's name, etc will be recorded and documented on the testing irregularity form. The STC will notify the DTC and principal of the suspected cheating incident. A detailed copy of the incident will be scanned and sent to the DTC so that a prompt investigation can occur by the district. The DTC will then email OSA of the incident. If the student proves to be cheating, the test will be invalid.*

19. When testing using desktops, laptops, and tablets, students will submit their test and log off the device. Detail how the TA will verify this requirement prior to the student leaving the testing area/room.

> *The TA will have all students leave their chromebooks open and raise their hands upon completion. Both the TA and P will verify they have submitted the test; however, the STC actively monitors this process in the hallway and does not let a room leave until all tests have been completed and submitted through the vendor platform.*

Calculators

20. Describe the process to ensure appropriate calculators are used on state assessments. Students are not allowed to have multiple handheld calculators on their desk during testing (See Supplemental Guidance for additional information).

Algebra 1- Students may use the embedded calculator (Desmos-Graphing) within the online testing platform or they may 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:

- ○ *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.*
- ○ *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.*
- ○ *The STC will keep the signed statement of assurance regarding calculators in the testing binder with all other materials.*

Grade 8- Students may use the embedded calculator (Desmos-Scientific) within the online testing platform or they may receive a handheld scientific calculator.

Grade 6-7- Students may use the embedded calculator (Desmos-Four Function) within the online testing platform or they may receive a handheld four function calculator.

21. Describe the process to clear the calculator's entry history after testing.

- *Each calculator that is used in any state assessment will be cleared prior to use on the state assessment.*
- *Each calculator will be locked in the secure testing room immediately after being cleared and will remain secure until they are distributed for testing.*
- *TA and proctors will make sure testing students do not load any programs, applications, or formulas back on the calculator.*
- *Students will NOT be allowed to share calculators.*
- *Calculators will be cleared again after each use.*
- *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*

Seating Charts

22. Outline a procedure the STC uses to prepare and maintain seating charts for students during statewide assessments (See Supplemental Guidance for additional information).

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. All seating charts will be completed by the STC prior to testing when creating the materials baskets.

Section E. Accommodations

Federal law, state law, and State Board of Education policy requires all students, including English learners (EL) and students with disabilities (SWD), shall be administered assessments. Under section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA), all students with disabilities, including students with significant cognitive disabilities (SCD), shall be included in all assessments with appropriate accommodations. The determination of which accommodations are appropriate for a student shall be made individually by the student's Individualized Education Program (IEP) team, 504 Plan team, Language Service Plan (LSP) team, or other LEA team designated to make these decisions.

Setting up Accommodations

23. Detail the procedure observed by the STC to verify appropriate accommodations are entered into the vendor platform prior to test day.

At least 4 weeks prior to testing, the STC will collaborate with the special education staff to get copies of the accommodations required for testing each student. The STC then assigns those accommodations through the vendor platform. Once complete, the STC will verify along with one other employee that all accommodations have been assigned to the student by printing the testing roster from the platform. An accommodations page will be attached to the appropriate room testing for each student in that room with accommodations. There will be a special education teacher as the TA of that group to ensure all appropriate accommodations are being given and used. In the event a special education teacher is not available, a familiar teacher will be TA for that session.

24. Describe the procedure observed by the STC to ensure testing staff are aware of the accommodations they are to provide and how to provide them properly.

There will be a special education teacher as the TA of that group to ensure all appropriate accommodations are being given and used.

However in the case that it is not a special education teacher, all accommodations will be outlined clearly for the TA. All appropriate materials will be included in the basket received prior to testing begins as well.

25. When testing an accommodated student over multiple days (accommodation #25), describe how the materials will be distributed and collected each day, as well as, the process to ensure test questions from the previous day(s) are not accessed in subsequent testing day(s).

NA-(We currently do not have any students with accommodation #25.)

26. Describe the process to transcribe responses into the appropriate vendor platform.

NA- 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:*
- *This scribe will attend training and sign appropriate documentation.*
- *The student will not test with any other students.*
- *A scribe will be the third person in the room. (TA, Proctor, Scribe)*
- *The scribe will input the answers exactly as the student dictates directly into the system in the presence of the TA and Proctor.*
- *All other security measures will be maintained.*

Medical Monitoring:

27. If needed, describe the type of medical monitoring needed for your school and how it will be conducted:

When a medical monitoring device is needed, the STC will verify that the student has an IEP/ 504 plan with documentation listed about the medical monitoring device. In the cases where the device is connected to an electronic cellular device, the following will apply: The student will not have possession of the medical monitoring device during testing for security reasons. The student will be tested in a regular testing session with a test administrator, proctor, and an individual to monitor the device unless they have ext. time. This individual will be trained and have all signed documentation on file with the STC.
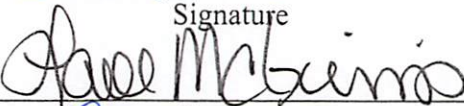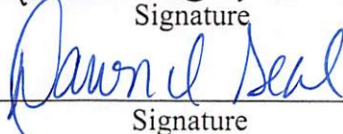
School Test Security Plan Guidance

2025-26

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

<div align="center">

Tylertown Elementary School
Test Security Plan
2025-2026

</div>

We assure that <u>Tylertown Elementary School</u> 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 Elementary School	
District	**School**	
Felecia Prince	*Felecia Prince*	12/12/25
Principal	Signature	Date
Alana McGinnis	*Alana McGinnis*	12/12/25
School Test Coordinator	Signature	Date
Dawn Seal	*Dawn d Seal*	12/12/25
District Test Coordinator	Signature	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

Section A: Testing Schedule
- A specific testing schedule will be submitted 30 days prior to the start of any state test. Tylertown Elementary School will test according to the schedule provided, unless administering a make-up session or change is a result of inclement weather or technology issues occurring on the day originally scheduled.
- Tylertown Elementary School's testing schedule will be developed by the STC and the school principal.

Section B: School Training/Test Administration Personnel
- The STC shall attend applicable training sessions sponsored by the vendors and DTC for any upcoming assessment.
- The STC will use the district/state level material to formulate training for the Test Administrators, proctors, hall monitors, and other test administration personnel. Training will include:
  - Secure material handling/distribution
  - Test security violations and consequences
  - Accommodations
  - Test Administrator Manuals
  - Testing Irregularities
  - Emergency Procedures
  - Student Monitoring
  - Classroom set-up/Seating charts
- The STC shall collaborate with special education support staff to prepare and deliver State Testing accommodations.
- All personnel involved in the administration of an assessment shall have a signed confidentiality agreement and an electronic device agreement on file prior to testing. These documents will be kept on file at the district/school level for 5 years.
- A dated detailed agenda of the training presented to each school in preparation for the assessment will be maintained by the STC.
- Training shall include information on proper procedures for test administration, test security procedures, violations of test security, and the consequences of those violations.
- STC will develop a roster of all staff performing a role in statewide assessments and the role they were trained to perform.

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

Section C: Handling Materials

Except during actual student testing or preparation, all secure materials will be stored in the designated secure storage area in a locked cabinet at TES.

- The secure material location for TES will be in the school's library back closet. The library is in the front hallway. Access is limited by a locked door and a locked cabinet to only STC, MAAP-A Coordinator, and DTC. An access sheet must be signed by STC and another trained person when accessing the storage cabinet.
- Test ticket printing will occur 3 days prior to the first scheduled assessment. Tickets will be accessed by the STC and another trained person using the Library computer. The tickets will be printed using the printer in the Library. The office printer will be used if this printer is offline. STC and another trained person will be present for all test ticket printing. Once printed, STC and second trained person will prepare tickets for testing in the Library. Once prepared the tickets will be placed in an envelope along with access codes for each testing room and will be stored in the secure storage closet/cabinet in the Library. If the second person is not available, the DTC will fill in.
- Seating Charts will be prepared by the STC at least 3 days in advance of test administration. Seating charts will be legible and reflect the room's layout. Each chart will include: subject area tested, any accommodations provided, the date of test administration, each student's name and MSIS number, name of Proctor and TA, TA license number. Seating Chart must be signed by the STC and TA verifying the accuracy of the chart.
- Testing bins will be prepared for each testing room. These bins will contain materials that are secure upon entrance into the testing environment(the TA manual, seating charts, scratch paper, and/or calculator when applicable). These bins will be prepared by the STC and stored in the secure test closet.
- On test day:
  - TA will pick up the testing bin prior to entering the testing room.
  - STC and a second trained person will deliver testing tickets and access codes to the testing rooms. TA will count and sign for tickets.
  - After testing STC will collect, count and sign for all secure materials before any student or staff exit the testing room.
- TA will seat students according to the seating charts. TA will distribute tickets by saying each student's name before handing him/her a ticket.
- Each testing ticket will be the first sheet of scratch paper. Students must request additional scratch paper from the TA or Proctor. A tally sheet will be provided to keep track of all additional scratch paper handed out.
- All secure materials that must be shredded will be shredded by the DTC and STC at the DTC office.
- **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)
  Latoya Dowell-Alternative Assessment Test Administrator (no key)
  **Designees chosen by STC or DTC
- **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.

Section D: Additional Procedures

- If a student emergency occurs, the TA or proctor will signal the hall monitor. The student pauses the test. Once the student returns, testing will be resumed. Students will go to the restroom one at a time (one male, one female). The Hall Monitor will be responsible for making sure the students do not talk to each other or anyone else during bathroom breaks.
- If a student can not continue testing due to illness, the TA will note the time the student exited the testing platform. STC will notify the DTC and fill out a testing irregularity form. The student will finish testing on a make up day. The STC and TA will make sure that the student only receives the required amount of time to complete the test.
- If a student has an accommodation that allows for stretch breaks during or between tests, these breaks will be conducted in the testing room so as not to disrupt other students testing on the hallway.
- If extended time students must pause for lunch breaks during testing, the TA and Proctor will remain in the room with the testing materials. The student will walk with the principal to the cafeteria to retrieve lunch and return to the testing room to eat and resume testing. This will ensure that students are not allowed to discuss testing items with others.
- Students who finish early must remain in the room until all students are finished. Unless in an extended time session. In an extended time session, when a student finishes, the TA and Proctor must collect and account for all tickets and scratch paper from the student. The student will then be allowed to return to his/her classroom.

1. **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 immediately notify the DTC of any such emergency. 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. Before entering the testing room, 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.

With regard to the administration of MAAP, MAAP-A, ACT, ACT WorkKeys, and the ELPT, the district/schools will adhere to the following guidelines regarding the use/possession of an electronic communication device within the testing environment of mandatory uniform tests required by the State Department of Education.

Student:
The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test and the student receiving a two-day suspension (Equivalent to Level B, 4th Offense)

Faculty Member:
The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test. Test Administration Staff Member can be reported to educator misconduct for a device violation. The Test Administration Staff Member will meet with District/School Administrator to receive a Form 400 to be placed in their Professional Personnel File and required to complete a Plan of Action to prevent future negligence.

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 and HM will be monitoring TA and Proctors to ensure they are actively monitoring testing rooms.

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.

Tylertown Elementary School
Tentative Testing Schedule

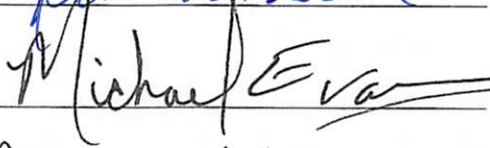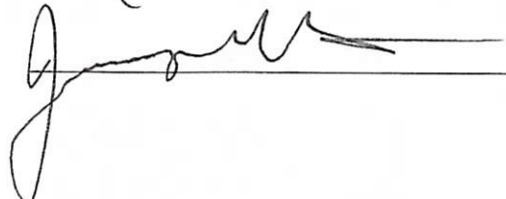| Assessment	Grade Level	Date
ELPT	4-6	3/4-3/6
MAAP ELA	4-6	4/28-4/30
MAAP Math	4-6	5/1-5/5
MAAP Science	4-6	5/7
Makeups	4-6	5/8-5/15

School Test
Security Plan Guidance

2025-26

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

2026

Tylertown High School School Security Plan

Required Signatures:

District Test Coordinator ___Dawn d Seal___ Dawn Seal

School Test Coordinator ___Michael Eva___ Dr. Michael Evans

School Principal _____ Jeremy Harrell

(Section F)

A. School Testing Windows/Calendar (Tylertown High School schedules testing to comply with the window/calendar posted by the district on the district webpage.)
   a. ACT (February 24-March 6)
   b. ELPA21: English Language Proficiency Test (March 2-April 15)
   c. WorkKeys (March 2-April 17)
   d. MAAP-A (March 9-May 1)
   e. ACT Makeups (April 21-May 1)
   f. MAAP for Seniors/Retesters (April 6-April 17)
   g. MAAP 3-8 and EOC (April 27-May 15)
   - The DTC, STC, and principal will all be involved in the development of the school calendar.
   - Specific dates for each test will be submitted to the DTC when calendars are requested. The school will test in accordance to the schedule provided to the DTC, unless it involves makeup testing or a change due to weather issues, emergency situations, or technology issues that prevent/prevented testing from occurring on the originally scheduled date.

B. Training Protocols
   a. The STC will attend any and all training sessions provided by the DTC prior to delivering training at the school level.
   b. All certified personnel will be trained prior to a test administration. A copy of the dated agenda, school security plan, Appendix F, and other training materials will be provided to school personnel. A copy of all materials that personnel receive will be available for auditor review.
   c. School personnel will sign the School Training Sign-In, Confidentiality Agreement, and Staff Notification of the Prohibition of Electronic Devices at training. These sign-ins will be provided to the DTC prior to testing.
   d. STC will collaborate with special education, 504, and EL staff to receive and review accommodation documentation at least one month prior to the beginning of a testing window.
   e. Test Administrators will be licensed school personnel, hold a valid MS Educator license, and be employed by the district.
   f. Training will include, but is not limited to, test security procedures, test security violations, and consequences for those violations (state and district). All certified personnel will be trained to serve as either a Test Administrator and/or Proctor.
   g. Training shall include the following topics:
      - Secure material handling/distribution (secure materials log)
      - Test security violations and consequences (staff and students)

- Accommodations (groups will have accommodations listed for each applicable student in the testing folder). Discuss new/unusual accommodations for further guidance.
- TAMs will be available for review
- Irregularities: identifying, reporting, and addressing
- Emergency procedures (weather, fire, etc.)
- Actively monitor students
- Room Set-Up (No materials that could provide aid on the content of the test being given in that room)
- ACT/WorkKeys—Follow ACT/WorkKeys guidelines

C. 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. Two trained people will be with the tests 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. For subsequent testing days, testing tickets should be reprinted on different colored paper for each day. 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. When testing is completed, the Test Administrator will gather test materials and deliver them to the School Test Coordinator. Test protocols will be counted daily 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. Two trained people (at least 1 certified) will deliver the materials to the testing storage room or shred the authorization tickets immediately. Two trained people will be with the testing materials at all times. Authorization tickets will be shredded. The Test Administrator will return the test booklets to the locked file cabinet at the completion of the scheduled subtest for that day. The School Test Coordinator will place the test booklets in the lockable storage cabinet where they will remain secure until the next day of the testing window. Test protocols will be counted daily during the transfer.

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, Elizabeth B. Graves, ASTC, and LaToyia Dowell are the only people with keys to the Testing Storage Room. The following people have access but no key: Jeremy Harrell, Dr. Bradley Brumfield, Dawn Seal, and Rickey Payne.*

D. 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 and ASTC will have the only two keys to the 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. 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. 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 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.

   Students in High School can receive a graphing calculator. Graphing calculators used for MAAP 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.*
   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 the end of testing within the window.*
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 after each time of use before next use.*
g. *The principal, staff member who was responsible for actually clearing the calculators and the STC 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.

   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.

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. 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 at the front, back of the room, or another room and will be returned upon exit.*

E. Section E. Accommodations

Federal law, state law, and State Board of Education policy requires all students, including English learners (EL) and students with disabilities (SWD), shall be administered assessments. Under section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA), all students with disabilities, including students with significant cognitive disabilities (SCD), shall be included in all assessments with appropriate accommodations.
The determination of which accommodations are appropriate for a student shall be made individually by the student's Individualized Education Program (IEP) team, 504 Plan team, Language Service Plan (LSP) team, or other LEA team designated to make these decisions.
Setting up Accommodations
School Plans shall describe the process to ensure that each student requiring an accommodation receives that accommodation(s) for the assessment(s) specified as requiring it in the student's IEP, 504 Plan, or LSP. Training for staff administering shall detail how accommodated test sessions are provided accurately. Special education staff shall be involved in these activities and utilize the current edition of the Mississippi Testing Accommodations Manual (MTAM) to ensure appropriate codes and procedures are explicit and being observed during the administration.

If a human reader or American Sign Language (ASL) interpreter will be used with accommodation #55, the TA may review the test materials prior to the test administration. This preparation is completed on school site, should be brief, and witnessed by another trained individual who has signed the test security/confidentiality agreement.

1. Detail the procedure observed by the STC to verify appropriate accommodations are entered into the vendor platform prior to test day.

> *The STC and the ASTC will enter accommodations from student IEP into the testing platform prior to test day.*

2. Describe the procedure observed by the STC to ensure testing staff are aware of the accommodations they are to provide and how to provide them properly.

> *The STC will notify staff of students that require accommodations. STC will train staff on accommodations prior to test day. A copy of the IEP will be provided in the testing folder.*

3. When testing an accommodated student over multiple days (accommodation #25), describe how the materials will be distributed and collected each day, as well as the process to ensure test questions from the previous day(s) are not accessed in subsequent testing day(s).

> *Testing materials will be collected and separated at the end of each test day. 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. Test protocols will be counted daily during transfer from Test Administrator to School Test Coordinator.*

4. Describe the process to transcribe responses into the appropriate vendor platform.

> *Transcribing will be done under secure conditions with two people present for paper/pencil and computer 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.*
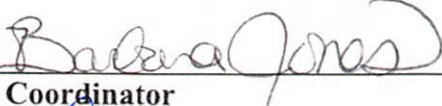
School Test Security Plan Guidance

2025-26

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

11950

We assure that <u>Tylertown Primary School</u> 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**	
Eddie Ratliff	Signature	11-12-25
Principal		Date
Barbara Jones	Signature	11-12-25
School Test Coordinator		Date
Dawn Seal	Signature	11-13-25
District Test Coordinator		Date

Name of Tests:

- Mississippi Academic Assessment Program (MAAP & MAAP-A)
- English Language Proficiency Test (ELPT)
- Star 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 the consequences of testing violations is described in Appendix F
- Sign-ins with signatures of all who attend the training, including make-up sessions.

The STC will provide at least two training sessions per school year. The KReadiness testing protocol for the beginning of the year will follow the previous year's 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 right after morning duty. Two trained people will be with the test materials at all times. Testing tickets for online tests will be printed up to 24 hours before the start of the testing session, then locked in the testing cabinet. STC and assistant will count all materials for each designated area before testing to ensure all materials are present. Initials will be done on the supply form. Each test administrator will count and sign for the testing tickets.

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 count and confirm that all testing material listed on the envelope/box is accounted for and distribute all of the needed materials to each student, including an authorization ticket, as laid out by the TAM 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. The STC will confirm this, and all parties will sign the supply forms.

3. **Describe the procedure for returning materials to the school test coordinator.**
   Two trained people (at least one certified) will collect all testing materials from the TA and proctor in each testing room. TS and STC will count and account for all materials before they leave the testing room. Two trained people (at least one 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 with the shred form completed.

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. Before this process, this scribe will sign a Staff Statement of Assurance Security Agreement.

    b. The student will not test with any other students. Will test one-on-one only.

    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 as normal.

5. **List all individuals who have access to the secure storage area.**
   Barbara Jones-School Test Coordinator and Librarian(key holder)
   Dawn Seal- District Test Coordinator (no key)
   Eddie Ratliff- Principal (no key)
   Lisa Bennett- Counselor (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, and no staff will be allowed access to it without the STC's presence.
   There is a sign-in/out sheet for all persons who access the testing storage with date and times.

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 need to pause the test, then be exited from the room and monitored or escorted to the bathroom by the hall monitor. Once the student returns, the testing will resume. Students will go to the restroom one at a time (one male, one female). Students can not exit more than 2 times during a testing session.

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 effectively implementing these procedures. In the event of a unique threat requiring evacuation procedures during a state assessment, we will adhere to the TPS Safety Plan Procedures set forth by the District to ensure our students' and staff's health and safety.

- 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 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 are 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 is 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. Students will sign security form if able.
   The electronic devices will be placed outside the testing area. Each device is turned off, bagged, labeled, and signed in-out.
   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, the TA will retrieve his/her testing materials, and a hall monitor will escort the student to the principal's office for disciplinary action. The STC will document the incident and notify the DTC.

Consequences for Cellular Devices:

With regard to the administration of MAAP, MAAP-A, ACT, ACT WorkKeys, and the ELPT, the district/schools will adhere to the following guidelines regarding the use/possession of an electronic communication device within the testing environment of mandatory uniform tests required by the State Department of Education.

Student:
The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test and the student receiving a two-day suspension (Equivalent to Level B, 4th Offense)

Faculty Member:
The use/possession of an electronic communication device within the testing environment will be a High Priority Irregularity jeopardizing the validity of the assessment results. This requires a prompt investigation by the district resulting in the invalidation of the test. Test Administration Staff Member can be reported for educator misconduct for a device violation. The Test Administration Staff Member will meet with District/School Administrator to receive a Form 400 to be placed in their Professional Personnel File and required to complete a Plan of Action to prevent future negligence.

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 actively monitor 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 the 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.
   The issue is investigated and the proper personnel is contacted for action to correct the disruption.

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 be allowed to use their professional judgment regarding student seating if needed. Any changes made during testing regarding student seating will be made on the seating chart.
>
> Seating charts are created prior to testing in pencil.

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?

> After they finish testing, students can close their laptops and put their heads down quietly. The TA or proctor must then collect the testing materials.

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

Star:
TA/ relief personnel-Ramona Thomas, Brittney Godbold-Davis, Neshunta Jones, Shirlene Magee, Shannia Dozier, Kala Kennedy, Rebekka Stafford, Kim Alford, Ryan Graves, Joetta Thomas, Leah Foxworth, Katelynn Blackwell, Melissa Baughtman.
Proctors/hall monitors- Lisa Magee, Penny Wood, LaShunda Dillon , Tarisa Bridges
Caroline Crawford , Savanna Deans, Linda Bullock, Laquatore Dillon, Lisa Polk, Alice Dillon, Kaylen Simpson, Melisa Brown, Brianna Tew, Leah Mallette, Nissa Dorsey,

ELPT:
TA/relief personnel- Barbara Jones, Lisa Bennet
Proctors/hall monitors- Lisa Magee, Penny Wood, LaShunda Dillon , Tarisa Bridges
Caroline Crawford , Savanna Deans, Linda Bullock, Laquatore Dillon, Lisa Polk, Alice Dillon, Kaylen Simpson, Melisa Brown, Brianna Tew, Leah Mallette, Nissa Dorsey,

MAAP:
TA/relief personnel- Zellie Craft, Ryan Graves, Brandi Fayard, Lakin Brown, Jenice Dowell, Katina Lambert, Kala Kennedy,, Shirlene Magee, Britni Davis, Neshunta Jones, Michelle Sones, Leslie Terrell, Sydney Thomas, Tanna Brumfield, Ariel Jackson, Sharon Humbarger, Cheri Thomas, Joetta Thomas, Rebekka Stafford, Leah Foxworth, Shannia Dozier, Ramona Thomas, Katelynn Blackwell, Schennera Walker, Callie Seal, Christina Boyd, Alyssa McNail.
Proctors/hall monitors-Lisa Magee, Penny Wood, LaShunda Dillon , Tarisa Bridges
Caroline Crawford , Savanna Deans, Linda Bullock, Laquatore Dillon, Lisa Polk, Alice Dillon, Kaylen Simpson, Melisa Brown, Brianna Tew, Leah Mallette, Nissa Dorsey,

MAAP-A:
TA- Becky Whitmore, Denise Smith
Proctor- Tirisa Bridges, Nissa Dorsey