2025−2026 School Test Security Plan

School Test Security Plans document site-specific information and must be consistent with procedures outlined in the District and state test security plans.

School: **Sig Rogich Middle School**

Principal: Susan Harrison-Rollins

Individuals responsible for carrying out the procedures of the School Test Security Plan:

Name:	Title:
Susan Harrison-Rollins	Principal
Laura Alford	Assistant Principal

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students and non-licensed individuals required to be present in the testing environment are trained in the following manner:

All personnel involved in testing and the testing environment (teacher, custodian, etc.) must complete the annual NDE and CCSD Online Test Security module in ELMS. The test coordinator will monitor the completion of the ELMS module. Site-based professional learning for test administration and security will be provided to all personnel approximately one week before the opening of the testing window for each assessment. Personnel will be provided a digital copy of the CCSD Plan for Test Administration and Security, the school test security plan, and the test administration manual.

STORAGE AND DISTRIBUTION OF HARD-COPY TESTING MATERIALS

Test materials are stored in the following secured and locked location(s):

A locked file cabinet inside a locked room, 833.

The following individuals have access to the secured test materials and/or computers:

Name:	Title:
Susan Harrison-Rollins	Principal
Laura Alford	Assistant Principal

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Online testing rooms and test administrator computers are secured as follows:

> Upon entry to the testing environment, test administrators (TAs) will supervise as students place their personal cellular devices into a non-locking, signal-blocking pouch. TAs will remind students that all devices must be turned off or in airplane mode and must be silenced. All pouches will be collected and placed in a pouch organizer before beginning the testing session; the pouch organizer will be located in full view of the TA and students so that students have immediate access should an emergency occur. TAs will check that students are not wearing earbuds or have wearable devices on them (e.g., smartwatches).
>
> All TA computers are secured and monitored throughout the session during the test administration, and all student devices are in kiosk/testing mode, restricting student access.
> Each testing room will be equipped with sign-in/sign-out sheets to document all individuals (e.g., students, test administrators, proctors, and other school personnel) present in the testing room.

ELIGIBILITY
The following procedures are used to verify student eligibility:

> The Test Coordinator (TC) will determine student eligibility:
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> - WIDA—use the LEP Assessment Report from Infinite Campus
> - CRT—use Infinite Campus to verify grade-level enrollment
> - NAA, WAA—use the Infinite Campus AdHoc, *Students Marked with Alternative Assessment*
>   - Consult with the Special Education Instructional Facilitator (SEIF) to:
>   - confirm all students in the report have the NAA and WAA marked in their IEP.
>   - identify students missing from the report who have NAA and WAA marked in their IEP, select the Alternate Assessment checkbox in Infinite Campus.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS
The following procedures are used to distribute, collect, and return paper/pencil test materials or online test tickets:

> Secure testing materials will be stored in the locked wardrobe located in room 833, distributed by the TC to TAs using a sign-out sheet, collected by the TC at the conclusion of testing sessions, and inventoried by the TC using class rosters.
> TAs will be responsible for keeping testing materials secure during test administration. They will verify student identity by comparing the test ticket to student ID badges. Students will sign out test tickets, and the TA will collect them immediately after they log in. TAs will secure and account for all testing materials, including counting them, before returning them to the TC.

EMERGENCY SITUATIONS
The following plan is in place to address test security issues during an emergency situation:

During an emergency situation requiring evacuation of the school or testing room, students will pause the test (if safe) and exit the room. The TA will lock the testing room after the last student has exited to keep materials secure. Re-entry to the testing area is accessible by the principal, TC, or designee and will be documented on the sign-in/sign-out log. During an evacuation, students will be heavily monitored to ensure they do not access cellular devices and communication about test content does not occur. Students will resume testing if possible. The TC will complete a testing irregularity report if an emergency occurs.

ADDITIONAL TIME
The following procedures are used for students who require additional time for testing:

At the end of the scheduled testing time, the TC and/or designee will identify and locate students who need additional time, collect their test materials from the TA, and then securely transport students and materials to a designated make-up testing room, ensuring students do not interact.

ACCOMMODATIONS
The following procedures are used to ensure compliance with student testing accommodation plans:

The TC will meet with the SEIF before each testing window to review all documented permissible accommodations for students in Special Education Programs and with 504 Plans. TC and SEIF will access the Test Accommodations report in Infinite Campus to review documented test accommodations [Infinite Campus > Main Menu > Student Information > Reports > Test Accommodations (default)]. The TC and counselor, or designee, will review documented test accommodations written in student 504 Plans. The TC will develop a spreadsheet of all students requiring designated supports and accommodations, organized by assessment. The SEIF and TC will ensure that accommodations listed in IEPs match the NDE IEP/504 Testing Accommodations Form. Before printing tickets, the TC will assign embedded accommodations/supports within the appropriate testing platform. The TC will cross-reference the supports spreadsheet with printed test tickets to ensure system-embedded supports are included on student test tickets. Confidentiality Agreement Forms will be collected as needed.

OTHER PROCEDURES
Listed below are additional procedures followed to ensure test security:

The TC will meet with teacher teams to identify students needing designated support aligned with the WIDA Accessibility and Accommodations Manual and/or the NDE Usability, Accessibility, and Accommodations Guide. The TC will add this information to the spreadsheet listing accommodations.