

STATE TESTING

PARCC

Partnership for Assessment of
Readiness for College and Careers

YOUR DISTRICT's NAME
YOUR SCHOOL's NAME
2015-2016

SECURITY PLAN

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Thank you for taking on this important responsibility. Your cooperation, vigilance and good sense are important in achieving success in this task. You should be alert, aware and attentive at all times.

To ensure a testing environment for all students to be successful, staff must maintain a professional demeanor and decorum. Staff should remain focused on test security and protocol; personal conversations should not take place during testing and while students are present.

School Test Coordinators, Test Administrators, and Proctors should read and know the procedures for testing outlined in the District Security Plan and the Test Coordinator Manual for Computer Based Testing. Please refer to these documents for all security and test procedures for a comprehensive guide and explanation.

TURNKEY TRAINING

- District and School Test Coordinators (DTC / STC) will attend NJDOE training session / webinar.
- STC will hold training sessions for Test Administrators and Proctors. ALL attendees will be required to sign an attendance form. Those who not in attendance will be required to receive one-on-one training prior to testing or they will not be allowed to administer the test. They will sign and note date of training. Topics to be covered include but are not limited to:
 - Testing dates/times
 - Description of test materials
 - All secure materials: test tickets, seal codes, (test booklets if applicable)
 - Test security
 - Things to ALWAYS do during testing and NEVER do during testing
 - Rules for accommodations
 - Responsibilities of Test Administrators vs. Proctors
 - Test Administrators and Proctors must be circulating through the room at all times
 - How to know that a child is in the right section of the test
 - Use of Irregularity Report
 - Procedures for starting, stopping, and resuming a test session
 - Security Affidavit Form
- District Technology Coordinator will attend NJDOE training session/ webinar.
- District Technology Coordinator will hold trainings for the STC and school level technology personnel.

CHAIN OF COMMAND

- The STC and school level technology personnel will be on-site during all testing [regular and make-up].
- The DTC and District Technology Coordinator will visit testing sites and will be available via phone at all times during the testing period.
- Each school will designate a back-up STC in the event of an absence on a testing day. This back-up will be fully trained in all aspects of testing.

- District Curriculum staff will serve as the back-up DTC in case of an absence on a testing day.
- Back-up Test Administrators will be trained in the event that an assigned Test Administrator is absent. Substitute teachers will NOT be used as Test Administrators or Proctors.

STORAGE OF SECURE MATERIALS

- All testing materials will be stored in a locked area in the Guidance Office or the Main Office.
- STC will distribute test materials to and from the Test Administrator each test administration day.
- STC will document the distribution and return of test materials to the Test Administrator each test administration day.
- STC will maintain the Tracking Form of Secure Materials, which includes:
 - Student authorization tickets,
 - Test Administrator authorization tickets (read aloud accommodation),
 - Scratch paper, to include hard copies of math reference sheets once they are written on by students.
 - Chain of Custody Form for Paper Test Booklets (if applicable)
 - No. 2 pencils (if applicable)
- STC will distribute test materials to the Test Administrator approximately 15 minutes prior to testing.
- Test materials from Test Administrator to the STC shall be returned within 15 minutes after testing ends.
- The STC must shred the following test materials immediately after test sessions are complete:
 - Printed Student Authorization Tickets
 - Printed Test Administrator Authorization Tickets
 - Mathematics Reference Sheets written on by students
 - Scratch paper written on by students
 - Any other school-generated reports or documents, which contain personally identifiable student information
 - Student rosters containing TestNavNext usernames and passwords

- All accommodated materials (excludes vendor-supplied auxiliary materials for Large Print and Read Aloud administration)
- Once shredding is complete, the STC must document the action on the Tracking Form of Secure Materials.

MISSING TEST MATERIALS

- All test materials will be stored in a locked area in the Guidance Office or the Main Office.
- If at any time it is discovered that test materials are missing, the following procedures MUST be followed:
 1. Examiner:
 - a. Halt testing,
 - b. Notify STC immediately,
 - c. Do not allow students to leave the testing area.
 2. STC:
 - a. Halt testing,
 - b. Notify DTC immediately,
 - c. Do not allow students to leave the testing area,
 - d. Notify school principal.
 3. DTC
 - a. Halt testing,
 - b. Notify NJDOE and County Test Coordinator immediately,
 - c. Notify district personnel.

LOSS OF INTERNET / ERROR MESSAGES

- Certain circumstances, such as the loss of an internet connection, trigger the Early Warning System (EWS) on the TestNavNext screen that the students see during testing. The EWS alerts students to problems with the transmission of their test data and allows a Test Administrator to take action so that students don't lose responses.

SICK CHILD

- In the event a student becomes ill during testing, the Test Administrator will take all testing materials from the student.
- The student will be sent to the nurse with a proctor or hall monitor.
- The Test Administrator will note the time remaining in the session and at which test question number the child became ill.
- The Test Administrator will complete an Irregularity Report.
- Test Administrators must note the exact place in the unit where the student stopped and the amount of time remaining. Students are not allowed to alter any previously entered or written responses. The students are required to pick up where they left off.

DISRUPTIVE STUDENTS

- In the event a student becomes disruptive or is caught cheating during testing, the Test Administrator will take all testing materials from the student. A proctor or hall monitor will take the student to the Main Office. The student will not return to the testing room during that day's testing. The Test Administrator will fill out an Irregularity Report documenting the situation and turn this into the STC at the time test materials are returned.
- The STC and principal will determine if the student will complete the remainder of the test session in the same room or in a different test setting. Test invalidation may also occur.

DRILLS / EMERGENCY PROCEDURES

- There will be NO drills scheduled during the testing window.
- In the event of a fire alarm, all occupants will need to leave the school building. Test Administrators will note the time remaining and direct students to exit the test session. Test Administrators will collect student authorization tickets, scratch paper, and paper Test Booklets, if applicable, individually from each student. Students will be directed not to talk.

- STC will notify the DTC and NJDOE contact person of the situation. Testing will not resume until an announcement is made by the STC. The STC is responsible for filing an Irregularity Report documenting the situation. If it is determined by the STC, DTC and NJDOE contact that testing may resume upon re-entry to the school, Test Administrators will redistribute test materials and resume students' tests in PearsonAccess, paying close attention that each student has his/her assigned student authorization ticket, seal code, and scratch paper. Students will be given the amount of time that was remaining at the time of the fire alarm to complete the affected test session.
- In the event that students are not permitted re-entry, the DTC will contact the NJDOE to make alternate testing arrangements.

INCLEMENT WEATHER

- If there is a school closing or delayed opening on a testing day, testing will not occur on that day.
- In the event that a testing day needs to be postponed, the missed session will be rescheduled. Test Administrators will need to be very cautious to ensure the correct test session is administered.
- The DTC will fax an Irregularity Report to the NJDOE at 609-984-6032. The report must include the date and session of the delayed or cancelled testing, the reason for the delay or cancellation, and the revised testing schedule.

TEST ADMINISTRATORS

- **The Test Administrator must be in the room at all times.**
- The only person permitted to handle secure test materials is the trained Test Administrator.
- The Test Administrator verifies, counts, and signs in/out the student authorization tickets and paper Test Booklets, if applicable.
- The Test Administrator is the only person in the room allowed to start/stop, resume or exit a test session.
- Test Administrators must sign the security affidavit form prior to testing.

PROCTORS

- Proctors may handle non-secure materials ONLY.
- Proctors monitor the students and assists the Test Administrator.
- Proctors must sign the security affidavit form prior to testing.

Test Administrators & Proctors must remain vigilant at all times and continually walk around the room.

To ensure a testing environment for all students to be successful, staff must maintain a professional demeanor and decorum. Staff should remain focused on test security and protocol; personal conversations should not take place during testing and while students are present.

In addition, the use of unauthorized electronics by Test Administrators and Proctors is strictly forbidden at all times in a test administration room.

Test Administrators & Proctors:

- Place a “Do Not Disturb - TESTING” sign on the door.
- Do NOT cover any windows on the door. A clear visual into the classroom is necessary.
- Direct students to leave coats, backpacks, pocketbooks and books somewhere away from the test seating, perhaps along the side of the room or other appropriate, secure place.
- Peruse the room and make sure that NO instructional displays are visible. These may include bulletin boards, posters, etc.
- **NO cell phones or any unauthorized electronics.** If these are accidentally brought in, the electronic device must be collected. If a student is caught with electronics at any time after the test begins, the student will be escorted to the office.
- No food or beverages (except for with a documented medical condition, if permitted by an IEP/504 plan). This means no water bottles.
- Students will have assigned seating. Make sure students are well spaced with ample surface area.
- A clock and chart/board should display time remaining.
- NEVER leave students unattended.
- Monitors should be in the hallways to keep them quiet and be available for emergencies.

TECHNOLOGY PERSONNEL

- Technology Personnel will be on hand to assist the schools during the test administration.
 - Level 1: District Technology Coordinator
 - Level 2: District Technology Personnel
 - Level 3: School Level Technology Personnel

TESTING SECURITY

- The administration of the PARCC Field Test is a secure testing event. All staff members involved in the administration of the test are expected to maintain a high level of security before, during, and after the test in order to obtain valid and reliable score results.
- All staff involved with the testing process will complete and sign the Security Affidavit Form.
- Security breaches may have:
 - Financial consequences for district & staff;
 - Professional consequences for staff; and
 - Disciplinary consequences for students.

CONTACT INFORMATION

District Testing Coordinator:	111-222-3333 x 123
Technology Coordinator:	111-222-3333 x 456
County Test Coordinator:	888-777-6666
NJDOE:	609-984-6032 (fax)

County Code : 77
District Code: 8888

<u>School Name:</u>	<u>School Code:</u>
New Elementary	991
Old Elementary	992
Big Intermediate	993
Small Intermediate South	994
High School	995