

*School Test Security Plan*

**School Test Security Plans are for the purpose of documenting site-specific information, and must be consistent with the procedures outlined in the district and state test security plans.**

**School Site-Specific Information**

**School Year:**

School:

Principal:

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

Name:

Title:

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**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:

**STORAGE AND DISTRIBUTION OF HARD COPY TESTING MATERIALS**

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

*School Test Security Plan*

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

Name:

Title:

_____	_____
_____	_____
_____	_____

Online testing rooms and the test administrator's computer are secured as follows:

**ELIGIBILITY**

The following procedures are used to verify student eligibility:

**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:

## *School Test Security Plan*

### EMERGENCY SITUATIONS

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

### ADDITIONAL TIME

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

### ACCOMMODATIONS

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

### OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

#### **Reporting & Investigating Testing Irregularities**

*Upon receipt of a Report of Testing Irregularity, the NDE test security coordinator will review the report and determine how to proceed. Action that may be taken not limited to but may include.*

- o Invalidation of student scores*
- o Licensure sanctions administered by the State Board of Education (NRS 391.330)*