

2026–2027 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: **Ernest J May Elementary School**

Principal: **Bridget Leatherman**

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

Name:

Title:

Bridget Leatherman

Principal

Melissa Mingo

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. Staff will sign the acknowledgement of training completion forms, which will be kept on-site with other testing documentation. 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):

Test materials are stored in a locked cabinet in the Assistant Principal's office (room 53).

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

Name:

Title:

Bridget Leatherman

Principal

Melissa Mingo

Assistant Principal

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

Computer carts containing student devices are locked when not used for testing during the summative window. 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 only to the secure DRC software.

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. All individuals present in the testing room will be documented on sign-in and sign-out sheets.

Test administrators (TAs) will check for and collect all student personal devices prior to beginning the testing session, upon entry to the testing environment (e.g., phones, smartwatches). Any personal devices will be turned off and kept on a table located next to the exit door should an emergency occur.

ELIGIBILITY

The following procedures are used to verify student eligibility:

The Test Coordinator (TC) will determine student eligibility:

- 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.

The TC will create test tickets for students according to their eligibility, as applicable. TAs will verify student identity before distributing test tickets. Testing progress will be closely monitored throughout the testing window to ensure that every eligible student is tested.

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 cabinet located in room 53, distributed by the TC to TAs using a sign-out sheet, collected by the TC at the conclusion of testing sessions, and inventoried by TCs using class rosters. These will be individually signed out on the day of testing and then signed back in by the TC ensuring accuracy. For WIDA testing, the TC will download the testing spreadsheet that includes student names along with student's test tickets. For all other state summative assessments, the TC will print class rosters and distribute them to TAs with student test tickets.

TAs will be responsible for keeping testing materials secure during test administration. Students will sign out their test tickets, and the TA will collect test tickets immediately after students log in. TAs must account for all testing materials, including counting all materials, before returning them to the TC.

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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.

SUPERVISED BREAKS

The following protocols are used by test administrators/proctors to provide students with a supervised break during testing.

In accordance with the CCSD Plan for Test Administration and Security, group breaks will not be provided until students have completed the performance task or test part (Math, ELA, Science) scheduled for the test session. Should a personal issue arise (e.g., restroom), the student will sign out of the testing room and be supervised by personnel trained in test security. The student will sign in upon returning to the testing room. Group lunch breaks will not be provided during an incomplete test session.

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. Students who need additional time, will pause and exit their test, and eat in a supervised secured location. Students will have no interaction with anyone. Once finished eating, students will be escorted back to the designated testing room to resume testing.

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.

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COMMUNICATION PROTOCOLS

The following protocols are used by test administrators/proctors to communicate with personnel outside the testing environment:

The test coordinator will create a Google space that includes all test administrators and proctors. Test administrators and proctors will keep their Google email application open only for communication. The Google space will be monitored by assigned personnel and the test coordinator. Test administrators/proctors will not communicate secure information (e.g., usernames, passwords, or test content). Test administrators/proctors may use their cell phones when no other means of communication is available (e.g., during an internet outage).

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.

TA and proctors will complete a Confidentiality Agreement Form for certain designated supports as indicated in the UAAG. The list of students receiving any of the designated supports will be recorded and stored in the Testing Binder for at least three years.

The TC will check on testing rooms periodically each day to verify active proctoring by TAs as well as check with every TA at the close of each testing session to assist as needed, including helping with an emergency or providing guidance in the event of a test irregularity.

All TAs will engage in active proctoring, including circulating throughout the testing room to make certain students are working productively and independently, throughout a testing session.