

School Test Security Plan

School Site-Specific Information

School Year: **2025-2026**

School: The Honors Academy of Literature

Principal: Andrea Morency

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

Name:

Title:

Andrea Morency
Trish Gertsma
Joann Brittain
Andrea Morency

Executive Director
Testing Lead
Office Manager
District Test Coordinator

STORAGE OF TESTING MATERIALS

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

All hard copies will be stored on the school site in a locked filing cabinet in the student file room at 195 N. Arlington St. Reno NV 89501. Digital copies and access to digital materials we will maintained on a password protected computer.

Data Privacy
Our school collects and uses student data solely for educational purposes related to test administration and security. We limit data collection to essential information required for identity verification, test delivery, and results reporting. This may include:

- Student name, ID number, and grade level
- Test scores and performance data
- Device and browser information used during online testing

Student test data is shared only with:

- Authorized school and district officials for educational purposes
- Test vendors and test administering services as necessary for test administration
- State education agencies as required by law

Data Retention
We retain student test data only for the period necessary to fulfill the purposes of test administration and reporting, after which it is securely destroyed.

Test Security Breach Response Plan
Upon discovery of a test security breach, the school will:

1. Immediately secure and isolate any compromised materials or systems
2. Notify the school's District Test Director and administration
3. Document all known details of the breach, including time, location, and individuals involved

Assessment Materials and/or Content Breach
In the event of a breach involving test materials or content, the school will:

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- Suspend all related testing activities immediately
- Conduct a thorough inventory of all test materials
- Interview all personnel with access to the compromised materials
- Determine the extent of the breach and potential impact on test validity
- Notify the test vendor and state education agency of the incident

FERPA-Protected Student Data Breach

If FERPA-protected student data is compromised, the school will:

- Identify the specific data involved and the extent of unauthorized access
- Assess the risk of harm to affected students
- Notify affected students and their parents/guardians within a reasonable timeframe
- Provide guidance on steps students and parents can take to protect themselves

Following the breach, the school will:

- Conduct more frequent security audits
- Monitor for any delayed effects of the breach
- Regularly review and update the security breach response plan

The following individuals have access to the secured testing materials:

Name:

Title:

Andrea Morency

Executive Director

Joann Brittain

Administrative Assistant

Trish Gertsma

Testing Lead

Andrea Morency

District Test Coordinator

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students are trained in the following manner (when/where/how):

School Test Administration Training to be held at the school site and led by Andrea Morency. A make-up training session will be scheduled as needed. Training will cover preparation for testing, handling test materials, and security for the tests. Information will be presented using the NDE Test Security Training, NDE testing protocol document, and Honors Academy of Literature Test Security Plan. All individuals who are involved with the administration of the tests will acknowledge in writing that he/she understand the information presented in the training and understand the potential consequences of failure to comply. This will be overseen by the District Test Director.

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VERIFICATION OF STUDENT IDENTITY

The following procedures are used to verify the identity of secondary students participating in testing:

N/A as a school grades k-8.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to collect test materials from students after each test administration:

Digital testing material will be checked and secured by the test administrator when the student completes the test, or the testing time for the day is complete. For any paper testing materials, the test administrator will collect applicable testing materials, including #2 pencil, test booklets, answer document, writing prompt, and any scratch paper used by the student during the test no later than the end of the school day. The test administrator will record the serial number of each test booklet in a testing log and initial that the testing materials were collected. The test administrators will account for all test materials, including test booklets, writing prompts, student responses, and other test materials, including scratch paper before a student is allowed to leave the testing area. The test administrators will place all testing materials in a designated receptacle stored in the testing location.

The following procedures are used to collect test materials from school personnel administering tests after each testing session: (test administer to test coordinator)

For any paper testing materials, the test coordinator will hand collect the designated storage receptacle containing all testing materials from the test administer in the room where testing took place. The test coordinator will sign, date, and time-stamp the testing log upon collection. The test coordinator will immediately return materials to the secured and locked storage location. Upon return to the secure and locked location, the test administrator will sign the test storage log including the date and time the testing materials are secured.

The following procedures are used for ordering and returning all testing materials to vendor following each test administration:

For any paper testing material, before the Tuesday after the testing window the test coordinator will account that all test materials, including test booklets, writing prompts, student responses, and other test materials, including scratch paper match the testing logs along with any unused materials, and are picked up via UPS. The principal will complete the "Principal Certification Form".

EMERGENCY SITUATIONS

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

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In an emergency test administrators will collect all testing materials in a designated receptacle stored in the testing location. In the case of evacuation, the test administrator will forego the serial number check on the collection log. The test administrator will keep all testing materials in their personal possession until collected from the test coordinator following the above described collection procedures when it is safe to do so.

ADDITIONAL TIME

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

Additional time will be given to students working productively in an appropriate testing environment. Students needing extra time will be supervised by the test administrator and appropriate ratio of test administrators. During and upon completion of the test, all security procedures described above will apply.

ACCOMMODATIONS

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

Students receiving special education, 504, or ELL services may be afforded appropriate accommodations for the test. Accommodations must be documented in the student's accommodation plan, testing accommodation form, and on the answer document. All accommodation information will be provided to the test administrator prior testing.

ON-LINE TESTING

Verification that computers are prepared for online testing

An outside provider has verified that the devices and infrastructure we have in place will meet the requirements for the SBAC.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

- Students will check-in and sign a sign-in sheet upon entering the testing location.
- Test administrator will circulate during testing
- Students will be attended by licensed personnel at all times during testing
- If a student has a concern with a test question, the administrator will note the question number and concern without looking at the question to be submitted to the department
- Administrators will be trained on reporting irregularities

Irregularity Investigation

In the event of a testing irregularity or cheating, the Test Administrator reports will be carefully reviewed for any noted suspicious behavior. Physical evidence, such as seating charts and scratch paper, will be examined for clues. When irregularities are suspected, administrators will conduct thorough interviews with students, teachers, and test administrators involved. Throughout the process, confidentiality is maintained to protect all parties involved. If cheating is confirmed, appropriate disciplinary actions are taken in accordance with school policies, ensuring the integrity of the testing process.

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