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: **Roger Bryan Elementary School**

Principal: Mr. Laurence Derasmo

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

Name:	Title:
Mrs. Kelley Viskovich	
Mrs. Angie Weigel	Assistant Principals
Mrs. Jennifer Gonzalez	
Ms. Angela Schoonover	Learning Strategists
Ms. Grazyna Pitucha	SHA

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:

Staff will be required to complete 2025-2026 NDE and CCSD digital modules through the ELMS learning management system. Completion will be monitored by the test coordinator (TC) as staff members submit screenshots of their completed records in ELMS.

Site-based training for test security and administration will be provided on 1/7/2026 with a refresher prior to each assessment (CRT Math, ELA, and Science; WIDA; NAA). Teachers will be provided a digital copy of the CCSD Plan for Test Administration and Security. Teachers must sign in and complete acknowledgment of training completion forms. These will be verified and compiled by the TC and eventually stored along with other testing documentation. Training records/acknowledgments containing dates and signatures will be retained for 3 consecutive school years.

STORAGE AND DISTRIBUTION OF HARD-COPY TESTING MATERIALS

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

Locked cabinet in the conference room, between the principal and assistant principal's offices.

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

Name:	Title:
Mr. Laurence Derasmo	Principal
Mrs. Kelley Viskovish	Assistant Principal
Mrs. Angie Weigel	Assistant Principal
Ms. Angela Schoonover	Learning Strategist

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

> During test administration, all test administrators' (TAs) computers are secured and monitored throughout the session and all student devices are on kiosk/testing mode to restrict student access only to the secure DRC software. All individuals present in the testing room will be documented on sign-in and sign-out sheets.

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.

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 the conference room, 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.
>
> 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 immediately after the conclusion of a test session.

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, students will pause tests (if safe) and calmly file out of the room. All testing rooms will be locked after the last student has exited to keep materials secure. Reentry of the testing area is accessible by the principal, TC, or designee and will be documented. Students will resume testing, if possible, for fixed form assessments. A Report of Test Irregularity will be completed if an emergency occurs.

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

At the end of the scheduled testing time, the principal, TC, and/or designee will locate students in need of additional time, collect their testing materials from the TA, and securely transport students and materials to a designated make-up testing room.

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

The TC will meet with the SEIF prior to each testing window to review all NDE Testing Accommodations for Students in Special Education and 504 Programs forms. Special accommodations identified will be submitted to the Assessment Department for NDE approval prior to the deadline provided. The TC will develop both a list of students organized by embedded accommodation and a list of students by non-embedded accommodation. The TC will assign embedded accommodations in eDIRECT for each assessment and ensure that all accommodations are provided. TA and proctors must complete a Confidentiality Agreement Form for certain accommodations as indicated in the Usability, Accessibility, and Accommodations Guide (UAAG) provided by DRC.

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

Teachers will identify designated supports offered in their classrooms to specific students that align to embedded and non-embedded designated supports outlined in the UAAG. The TC will develop both a list of students organized by embedded designated supports and a list of students by non-embedded designated supports. The embedded designated supports will be assigned in eDIRECT, and the TC will ensure that students receive their assigned supports. 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 on an encrypted thumb drive 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.

TAs will collect all student personal phones prior to beginning the testing session upon entry to the testing environment. TAs will also check that students are not wearing earbuds or have wearable devices on them (e.g., smartwatches).