



## School Test Security Plan

<b>School Site-Specific Information</b>	<b>School Year:</b>	<b>2024-2025</b>
---	---------------------	------------------

School	ThrivePoint Academy of Nevada
Principal	Vince Medina

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

Name	Title
Vince Medina	Principal
Kimberly Scott	Counselor
Diana Ballek	Lead Teacher

### STORAGE OF TESTING MATERIALS

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

Test materials (test booklets, if applicable, writing prompts and student responses including scratch paper, calculators) are stored in a secured locked closet in a secured locked storage room. The doors remain locked at all times with the exception of test distribution and collection times. Only those individuals listed below have access to the closet.

**The following individuals have access to the secured testing materials:**

Name	Title
Vince Medina	Principal
Kimberly Scott	Counselor
Diana Ballek	Lead Teacher

### TEST ADMINISTRATION AND SECURITY

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

The school principal, Vince Medina and school counselor, Kimberly Scott, and Learning Matters support staff member, Dr. Amy Schlessman will be attending training provided by the Nevada Department of Education as soon as it is announced. Following that training we will provide complete training in test security and test administration to all instructional staff members (teachers and student success coaches) the two Fridays prior to the first test administration. Those guidelines will be reviewed at the weekly staff meeting the Friday prior to all additional tests. Each staff member will sign the signature sheet indicating participation in test security training.

**VERIFICATION OF STUDENT IDENTITY**

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

Student eligibility will be verified by the testing staff with information documented in Infinite Campus. The testing room will have a hard copy roster. All students will be required to present their student ID card or other government issued ID card to verify their identifying information. In the event a student does not have an ID card, and the school does not have a student photo on file, a member of the school staff will have the opportunity to confirm identification and provide their signature on the printed roster.

**DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS**

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

Any materials containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than testing coordinators (principal, counselor, lead teacher). Under no circumstances may student-identifying information printed on the tickets be distributed via email or any other non-secure method. The secure storage may not be used for other materials to which unauthorized individuals have access. Secure testing materials, including test tickets, are not to be distributed to test administrators until the prescribed date for test administration. The only exception will be materials for the Nevada Alternate Assessment (NAA). These materials may be distributed and securely stored prior to the test date, provided it is not a violation of the district or school test security plan.

For online testing:

Teachers will be given secure login information for each student for both the SBAC Science, WIDA and ACT tests. The login will be handed to the student when it is time to start the test. That login information will be collected with any scratch paper used as the students finish each test and returned to the school testing coordinators.

For paper/pencil testing:

School test coordinators must follow the directions in the Test Coordinator's Manual regarding

the receipt and return of materials and the reporting of discrepancies. Test administrators must account for all test booklets and other testing materials (including scratch paper) before students are allowed to leave the testing room for any reason, and return all materials to the school test coordinator before the end of the school day.

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

Test administrators will return all testing materials (test booklets, writing prompts, student responses, scratch paper, login information and any other testing materials) at test collection time to the secure storage area every day. The administrator or other testing coordinator noted above will verify and sign that all materials are accounted for and verify serial numbers if applicable.

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

The school principal will follow the procedures and protocols outlined for each vendor by the Nevada Department of Education and the State Public Charter School Authority.

**REPORTING AND INVESTIGATING TESTING IRREGULARITIES**

**The following procedures are used to investigate incidents of testing irregularities and reporting of testing irregularities.**

If a test coordinator has reason to believe a violation of the state or school test security plan has occurred, they must do the following:

- Immediately notify the NDE test security coordinator either orally or in writing.
- Ensure that a Report of Testing Irregularity is submitted within 14 school days after the incident occurred.
- Begin an investigation of the incident.
  - Test coordinator must be responsive to students, staff, and other individuals that report testing irregularities.
  - If a potential breach in test security has occurred and the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three consecutive school years.
  - All other evidence related to test security investigations must be retained for three consecutive school years.
  - The principal must submit all investigative findings to the NDE test security coordinator during the course of the investigation.
  - A school staff member who has reason to believe that a violation of the state or the school test security plan has occurred must immediately notify the school test coordinator and school principal.
- All evidence and documentation related to test security investigations is confidential.

- The majority of the communication regarding the incident will occur between the school principal and the NDE test security coordinator.
- The school principal will notify the school board of any testing irregularity investigation writing addressed to [schoolboard@thrivepointnevada.com](mailto:schoolboard@thrivepointnevada.com). The school board will notify the SPCSA of the testing irregularity
  - Testing irregularities that are considered to be a failure of process including mistakes in administration will be reported to the school board and the principal will be provided with advisement on what actions to take to correct the issue.
  - Testing irregularities that arise due to cheating, accusations of purposeful misconduct by personnel, large increases in scores from one year to the next, or high levels of incorrect to correct answer changes will trigger investigation and report to the SPCSA by the school board chair. Results and action steps will also be reported to the SPCSA.

## **PROTECTION OF CCSD PERSONNEL REGARDING THE DISCLOSURE OF TESTING IRREGULARITIES**

NRS 390.350 through 390.430 provides for specific rights and responsibilities of School personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state mandated examinations. NRS 390.425 also requires NDE to annually submit a written summary of these rights and responsibilities to the governing body of the school.

## **EMERGENCY SITUATIONS**

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

ThrivePoint Academy's primary concern is student safety. In the event of an actual emergency every precaution will be taken to maintain test security and stay in full compliance with the test security document regardless of the situation. Any and all events will be reported to the State Department of Education immediately. ThrivePoint Academy will not conduct any safety drills during testing time to ensure that testing materials remain secure. In the event that the school evacuates, no person will re-enter the building until all documents have been verified by the principal or other testing coordinator noted above, using the test returning procedures log.

## **ADDITIONAL TIME**

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

For timed tests, all accommodations, including that of additional time, must be approved by the testing organization. Test administrators will follow testing procedures for additional time as indicated by the testing organization.

For non-timed tests administered to students requiring additional time, the test administrator will allow the student to continue working so long as the student is productively working on the test being administered until completion.

Students are not allowed to return to a previously administered test on a subsequent day, even if the IEP or 504 plan indicates an accommodation of extended time. For the NAA, students may take as many breaks as is necessary, resuming the test at the point where it was stopped during the previous testing session.

## **ACCOMMODATIONS**

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

Students with accommodations will be identified by the Special Education Coordinator and appropriate accommodations will be organized, documented, and approved through the appropriate channels. Where indicated and as allowed by the IEP or 504, these students will be examined in small group settings allowing for IEP/504 accommodations to be met to include additional time.

## **ONLINE TESTING**

ThrivePoint Academy enrolls all Chromebooks in the school's domain and restricts access to device management. Guest sessions are disabled and students are not able to wipe or un-enroll their devices.

For testing, Chromebooks are set up as a single-app kiosk running the exam app. This mode disables students' access to browse the web during an exam, external storage, screenshots, and the ability to print. All computers will be equipped with the proper hardware and software necessary to administer all online tests. No other programs will be accessible on the laptop during the administration of any student testing.

## **OTHER PROCEDURES**

**Listed below are additional procedures followed to ensure test security:**

ALL backpacks and personal belongings, including cell phones and smart watches are prohibited during testing and will not be accessible to students. This will reduce any instances of testing irregularities. The only materials students will be allowed to have during testing include pencils and scratch paper provided to the student by the testing administrator. All visuals (posters, number lines, charts, etc) in the testing room that may relate to tests will be removed or covered prior to test commencement, in accordance with specified testing protocols. Students who finish early will sit quietly at their assigned seat in the testing room until all testing is complete.