



Strong Start Test Security Plan

All licensed school personnel who administer tests to students at Strong Start Academy Elementary School (SSAES) and non-licensed personnel required to be present in the testing environment are trained before any testing is conducted.

Online testing will be conducted in the classrooms. During testing, rooms are locked and a testing sign will be posted on the door. When students are testing there will always be a licensed trained teacher along with trained testing proctor/s. Students will have access to bathrooms that are located in the testing rooms. Teachers use their school computers to monitor testing sessions. Students needing additional time to complete testing will have a designated room available which will be proctored by a licensed teacher.

Administration and Learning Strategists will be responsible for verifying that all necessary on-line software is downloaded and updated on testing devices. Staff and administration will do practice assessments and test computers prior to administering any test. Administration will be available to troubleshoot anything that may occur during testing windows.

We will secure materials for high stakes testing such as SBAC and WIDA which require physical materials such as test tickets and student response booklets, in the Learning Strategist office in a locked file cabinet. Materials and test tickets will be signed out to licensed test administrators for testing by test coordinator (Tino Mora). Tickets and materials will be checked back in to the test coordinator daily.

In case of an emergency during testing, test administrators will, if at all possible, pause or shutdown the test and lock room before evacuating.

Teachers will be provided a list of students with IEP/504 testing accommodation. The Special Education staff and the Safe School Professional will be responsible for providing a list of accommodations for the students with IEP/504s to the test coordinator. Test coordinator is responsible for entering accommodations on needed assessments on-line. Special Education staff and the Safe School Professional will be administering the test to students in compliance with their accommodations.