

New Jersey Student Learning Assessments (NJSLA)

Sample District (School) Testing Security Plan

Your District's Name

Your School's Name

Date: - - - - -

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Introduction

The administration of the New Jersey Student Learning Assessment (NJSLA) is a secure testing event. Maintaining the security of testing materials before, during, and after the test administration is crucial to obtaining valid and reliable results. District and School Test Coordinators (DTCs and STCs) are responsible for ensuring that all personnel with authorized access to secure test materials are trained and aware of their responsibilities in terms of what they can and cannot do in the testing environment.

Thank you for taking on this important responsibility. Your cooperation, vigilance, and good sense are important in achieving success in this task. You should always be alert, aware, and attentive. Staff must always maintain a professional demeanor and decorum during testing. For example, staff must not engage in personal conversations before, during or after testing and while students are present.

School Test Coordinators (STCs), Test Administrators (TAs), and Proctors should read the relevant sections of the Test Administrator Manual (TAM) and the Test Coordinator Manual (TCM), and know the procedures for testing outlined in the District Security Plan. Please refer to these documents for all security and test procedures for a comprehensive guide and explanation.

Testing Security

- The administration of the NJSLA is a secure testing event. All staff members involved in the administration of the test are expected to maintain a high level of security before, during, and after the test to ensure valid and reliable score results are produced
- All staff involved in the administration of the test will complete and sign the Security Agreement Form.

Security breaches may have professional consequences for staff and disciplinary consequences for students.

Turnkey Training

Each year, before the start of spring testing, the New Jersey Department of Education (NJDOE) provides training to all DTCs and District Technology Coordinators who in turn are required to train all STCs and School Technology Coordinators:

- DTC, STC, and District Technology Coordinators will attend NJDOE training. The DTC must train the STC if the STC did not attend the training provided by the NJDOE. The District Technology Coordinator must train the school level technology personnel.
- DTC or STC must train all TAs and Proctors. ALL attendees will be required to sign an attendance form. Those who are not in attendance will be required to receive one-on-one training prior to testing or they will not be allowed to administer the test. All trained staff will sign and note date of training. Topics to be covered include but are not limited to:
 - Testing dates/times
 - Description of test materials
 - Secure materials: student test tickets, test booklets if applicable, used scratch paper, student rosters, human reader scripts, tactile graphics, etc.
 - Test security
 - Things to always do during testing and things to never do during testing
 - Rules for accommodations
 - Responsibilities of TAs vs. Proctors
 - How to know that a child is in the right section of the test

- Use of the Irregularity Report
- Procedures for starting, stopping, and resuming a test session
- Required forms

Chain of Command

- The STC and school-level technology personnel must be on-site during the regular and make-up testing.
- The DTC and District Technology Coordinator will visit testing sites and must always be available via phone during the testing period.
- Each school will designate a backup STC in the event of an absence on a testing day.
- District curriculum staff must be trained and be prepared to serve as the backup DTC in case of an absence on a testing day.
- Backup TAs must be trained in the event that an assigned TA is absent. Substitute teachers may not serve as TAs.

Storage of Secure Materials

- All testing materials must be stored in a secure locked area.
- STC will distribute test materials to TAs and collect the materials at the end of each test administration day.
- STC will document the distribution and return of test materials to the TA each test administration day.
- STC will keep track of testing materials, which includes:
 - Student testing tickets,
 - TA authorization tickets (read aloud accommodation),
 - Scratch paper, to include hard copies of math reference sheets and/or periodic tables (for science) once they are written on by students.
 - Chain of Custody Form for Computer-Based Testing
 - Chain of Custody Form for Paper Test Booklets (if applicable)
 - No. 2 pencils (if applicable)
- STC will distribute test materials to the TA approximately 15 minutes prior to testing.
- TA must return test materials to the STC within 15 minutes after testing ends.
- The STC must shred the following test materials immediately after all units are complete:
 - Printed Student Testing Tickets
 - Printed TA Authorization Tickets
 - Mathematics Reference Sheets written on by students
 - Periodic Tables written on by students
 - Scratch paper written on by students
 - Any other school-generated reports or documents, which contain personally identifiable student information
 - All accommodated materials (excludes vendor-supplied auxiliary materials for Large Print and Read Aloud administration)
- Once shredding is complete, the STC must document the action on the Tracking Form of Secure Materials.

Missing Test Materials

- If at any time it is discovered that test materials are missing, the following procedures MUST be followed:
 1. TA:
 - a. Halt testing
 - b. Notify STC immediately
 - c. Do not allow students to leave the testing area
 2. STC:
 - a. Notify DTC immediately
 - b. Do not allow students to leave the testing area
 - c. Notify school principal
 3. DTC
 - a. Notify NJDOE and the County Education Specialist immediately
 - b. Notify district personnel (i.e., Chief School Administrator, Assistant Superintendent)

Loss of Internet / Error Messages

Certain circumstances, such as the loss of an internet connection, trigger the Early Warning System (EWS) on the TestNav screen that the students see during testing. The EWS alerts students to problems with the transmission of their test data and allows a TA to act so that students don't lose responses. The district technology coordinator must be notified to check to make sure that student responses have been saved to the secondary save location or to the Pearson server.

Sick Child

- In the event a student becomes ill during testing, the TA will take all testing materials from the student.
- The TA must immediately notify the STC or DTC.
- The student will be sent to the nurse with a proctor or hall monitor.
- TAs must note the exact place in the unit where the student stopped and the amount of time remaining in the test session. Students are not allowed to alter any previously entered or written responses. Students must resume where they left off and may not alter previous responses.
- The STC must complete an Irregularity Report documenting the incident.
- The DTC must upload the irregularity report to PAN and email the support request number to the appropriate state testing coordinator.

Disruptive Students

- In the event a student becomes disruptive or is caught cheating during testing, the TA will take all testing materials from the student. A proctor or hall monitor will take the student to the Main Office. The student may not return to the testing room during that

day's testing. The TA will complete an Irregularity Report documenting the situation and submit the report to the STC at the time test materials are returned.

- The STC and principal will determine if the student will complete the remainder of the test session in the same room or in a different test setting. Test invalidation may also occur.

Drills / Emergency Procedures

- There must be NO drills scheduled during the testing window.
- In the event of a fire alarm, all occupants will need to leave the school building. TAs will note the time remaining and direct students to exit the test session. TAs will collect student testing tickets, scratch paper, mathematics reference sheets and periodic tables, and paper test booklets (if applicable).
- STC will notify the DTC and NJDOE Office of Assessments of the situation. Testing will not resume until an announcement is made by the STC. The STC is responsible for completing an Irregularity Report documenting the situation and forwarding the report to the DTC. If it is determined by the STC, DTC, and the Office of Assessments that testing may resume upon re-entry to the school, TAs will redistribute test materials and resume students' tests in PAN. TAs must pay close attention to ensure that each student has his/her originally assigned student testing ticket and scratch paper. Students will be given the amount of time that was remaining at the time of the fire alarm to complete the affected test session.
- If students are not permitted re-entry to the school, the DTC will contact the NJDOE to reschedule testing.

Inclement Weather

- If there is a school closing or delayed opening on a testing day, testing must be rescheduled.
- If a testing day needs to be postponed, the missed session (unit) will be rescheduled. Reschedule the cancelled unit by either pushing the entire schedule forward or rescheduling the cancelled units for make-up testing.
- The DTC must complete an Irregularity Report and upload to PAN and send the support request number to the appropriate NJSLA State Assessment Coordinator. The report must include the date and session of the delayed or cancelled testing, the reason for the delay or cancellation, and the revised testing schedule.
- If the closure is over several days please contact NJDOE Office of Assessments at assessment@doe.nj.gov.

TAs

- TAs must sign the security agreement after receiving turnkey training from the STC or DTC.
- The TA must always be in the testing room supervising the session.
- The only person permitted to handle secure test materials is the trained TA.
- The TA verifies, counts, and signs in/out all secure test materials.

- The TA is the only person in the room allowed to start, stop, resume or exit a test session.

Proctors

- Proctors must sign the security agreement after receiving turnkey training from the STC or DTC.
- Proctors may only handle non-secure materials such as pencils, headphones, and unused scratch paper.
- Proctors monitor the students and assist the TA.
- TAs and Proctors must always remain vigilant and continually walk around the room.
- The use of unauthorized electronics by TAs and Proctors is strictly forbidden in a test administration room.

Technology Personnel

- All technology personnel must sign the security agreement after receiving turnkey training from the STC or DTC.
- Technology Personnel must be readily available to ensure testing runs smoothly.

Testing Environment Requirements:

- Place a “Do Not Disturb - TESTING” sign on the door.
- Do NOT cover any windows on the door. A clear visual into the classroom is necessary.
- Direct students to leave coats, backpacks and books somewhere away from the test seating, perhaps along the side of the room or other appropriate, secure place.
- Inspect the room and make sure that NO instructional displays are visible. These may include bulletin boards, posters, etc.
- **NO cell phones or any unauthorized electronics** are permitted in the testing environment. If these are accidentally brought in, the electronic device must be collected. If a student is caught with electronics at any time after the test begins, the student will be escorted to the office.
- No food or beverages are permitted in the testing environment except in the case of a documented medical condition, if permitted by an IEP/504 plan. Students must have assigned seating with appropriate spacing and ample surface area.
- A clock and chart/board should display time remaining in the unit.
- **Never** leave students unattended.
- Monitors should be in the hallways to keep them quiet and be available for emergencies.

Contact Information

District Testing Coordinator: 111-222-3333 x 123

Technology Coordinator: 111-222-3333 x 456

County Test Coordinator:

888-777-6666

NJDOE Office of Assessments:

assessment@doe.nj.gov

County Code : 77

District Code: 8888

School Name:

New Elementary

Old Elementary

Big Intermediate

Small Intermediate South

High School

School Code:

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