# State Testing

# ACCESS/Alternate ACCESS for ELLs

# Your District’s Name

# Your School’s Name

# 2023-2024

# Security Plan

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Thank you for taking on this important responsibility. Your cooperation, vigilance and good sense are important in achieving success in this task. You should be alert, aware and attentive at all times.

**To ensure a testing environment for all students to be successful, staff must maintain a professional demeanor and decorum. Staff should remain focused on test security and protocol; personal conversations should not take place during testing and while students are present.**

**School Test Coordinators, Test Administrators, and Proctors should read and know the procedures for testing outlined in the District Security Plan and the Test Coordinator Manual. Please refer to these documents for all security and test procedures for a comprehensive guide and explanation.**

# Turnkey Training

* District and School Test Coordinators (DTC / STC) will review NJDOE ACCESS training document(s).
* STC will hold training sessions for Test Administrators and Proctors. ALL attendees will be required to sign an attendance form. Those who 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. They will sign and note date of training. Topics to be covered include but are not limited to:
  + Testing dates/times
  + Description of test materials
  + All secure materials: test tickets, seal codes, (test booklets if applicable)
  + Test security
  + Things to ALWAYS do during testing and NEVER do during testing
  + Rules for accommodations
  + Responsibilities of Test Administrators
  + Test Administrators and Proctors must be circulating through the room at all times
  + How to know that a child is in the right section of the test
  + Use of Irregularity Report
  + Procedures for starting, stopping, and resuming a test session
* District Technology Coordinator will review NJDOE ACCESS training document(s).
* District Technology Coordinator will hold trainings for the STC and school level technology personnel.

# Chain Of Command

* The STC and school level technology personnel will be on-site during all testing [regular and make-up].
* The DTC and District Technology Coordinator will visit testing sites and will be available via phone at all times during the testing period.
* Each school will designate a back-up STC in the event of an absence on a testing day. This back-up will be fully trained in all aspects of testing.
* District Curriculum staff will serve as the back-up DTC in case of an absence on a testing day.
* Back-up Test Administrators will be trained in the event that an assigned Test Administrator is absent. Substitute teachers will NOT be used as Test Administrators or Proctors.

# Storage Of Secure Materials

* All testing materials will be stored in a locked area in the Guidance Office or the Main Office.
* STC will distribute test materials to and from the Test Administrator each test administration day.
* STC will document the distribution and return of test materials to the Test Administrator each test administration day.
* STC will maintain the Tracking Form of Secure Materials, which includes:
  + Student authorization tickets,
  + Test Administrator authorization tickets (read aloud accommodation),
  + Scratch paper, to include hard copies of math reference sheets once they are written on by students.
  + Chain of Custody Form for Paper Test Booklets (if applicable)
  + No. 2 pencils (if applicable)
* STC will distribute test materials to the Test Administrator approximately 15 minutes prior to testing.
* Test materials from Test Administrator to the STC shall be returned within 15 minutes after testing ends.

# Missing Test Materials

* All test materials will be stored in a locked area in the Guidance Office or the Main Office.
* If at any time it is discovered that test materials are missing, the following procedures MUST be followed:
  1. Examiner:
     1. Halt testing,
     2. Notify STC immediately,
     3. Do not allow students to leave the testing area.
  2. STC:

1. Halt testing,
2. Notify DTC immediately,
3. Do not allow students to leave the testing area,
4. Notify school principal.
   1. DTC
      1. Halt testing,
      2. Notify NJDOE and County Test Coordinator immediately,
      3. Notify district personnel.

# Loss of Internet/Error Messages

* In the event of an internet outage... (**insert internal district plan**)
* For common technology issues, please review the [DRC Network Evaluation and Troubleshooting Document.](https://www.wida-ams.us/Documents/Unsecure/Doc.aspx?id=c5b67dd4-5cff-43f5-a21e-ed1bf5ed7998)
* If there are internet connectivity issues the [Extended Retries](https://www.wida-ams.us/Documents/Unsecure/Doc.aspx?id=8ce44333-928d-4759-b3b2-67f0dda6d2dc) logic should come into play. The software will attempt to reconnect to DRC for upwards of 5 minutes and then if it can, it will take the student back into the test. If it cannot, the student will receive an internet connection error. Usually as quickly as the message appears, it will disappear.
* If a student were to be kicked off the test, the student logs in and will pick up on the screen where they left off.
* As the student is progressing through the test, the answers are saved and sent to DRC databases in real time every time the student clicks next, pause, etc.

# Sick Child

* In the event a student becomes ill during testing, the Test Administrator will take all testing materials from the student.
* The student will be sent to the nurse with a proctor or hall monitor.
* The Test Administrator will note the time remaining in the session and at which test question number the child became ill.
* The Test Administrator will complete an Irregularity Report.
* Test Administrators must note the exact place in the unit where the student stopped and the amount of time remaining. Students are not allowed to alter any previously entered or written responses. The students are required to pick up where they left off.

# Disruptive Students

* In the event a student becomes disruptive or is caught cheating during testing, the Test Administrator will take all testing materials from the student. A proctor or hall monitor will take the student to the Main Office. The student will not return to the testing room during that day’s testing. The Test Administrator will fill out an Irregularity Report documenting the situation and turn this into 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 will be NO drills scheduled during the testing window.
* In the event of a fire alarm, all occupants will need to leave the school building. Test Administrators will note the time remaining and direct students to exit the test session. Test Administrators will collect student tickets, scratch paper, and paper Test Booklets, as applicable, individually from each student. Students will be directed not to talk.
* STC will notify the DTC and NJDOE contact person of the situation. Testing will not resume until an announcement is made by the STC. The STC is responsible for filing an Irregularity Report documenting the situation. If it is determined by the STC, DTC and NJDOE contact that testing may resume upon re-entry to the school, Test Administrators will redistribute test materials and resume students’ tests in WIDA AMS paying close attention that each student has his/her assigned student test ticket, seal code, 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.
* In the event that students are not permitted re-entry, the DTC will contact the NJDOE to make alternate testing arrangements.

# Inclement Weather

* If there is a school closing or delayed opening on a testing day, testing will not occur on that day.
* In the event that a testing day needs to be postponed, the missed session will be rescheduled. Test Administrators will need to be very cautious to ensure the correct test session is administered.
* The DTC will email an Irregularity Report to the NJDOE at [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov). 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.

# Test Administrators

* **The Test Administrator must be in the room at all times.**
* The only person permitted to handle secure test materials is the trained Test Administrator.
* The Test Administrator verifies, counts, and signs in/out the student authorization tickets and paper Test Booklets, if applicable.
* The Test Administrator is the only person in the room allowed to start/stop, resume or exit a test session.
* Test Administrators must sign the security agreement form prior to testing.

# Proctors

* Proctors may handle non-secure materials ONLY.

* Proctors monitor the students and assists the Test Administrator.
* Proctors must sign the security affidavit form prior to testing.

**Test Administrators & Proctors** must remain vigilant at all times and continually walk around the room.

***To ensure a testing environment for all students to be successful, staff must maintain a professional demeanor and decorum. Staff should remain focused on test security and protocol; personal conversations should not take place during testing and while students are present.***

***In addition, the use of unauthorized electronics by Test Administrators and Proctors is strictly forbidden at all times in a test administration room.***

**Test Administrators & Proctors:**

* 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, pocketbooks and books somewhere away from the test seating, perhaps along the side of the room or other appropriate, secure place.
* Peruse 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**. 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 (except for with a documented medical condition, if permitted by an IEP/504 plan). This means no water bottles.
* Students will have assigned seating. Make sure students are well spaced with ample surface area.
* A clock and chart/board should display time remaining.
* NEVER leave students unattended.
* Monitors should be in the hallways to keep them quiet and be available for emergencies.

# Technology Personnel

* Technology Personnel will be on hand to assist the schools during the test administration.
  + Level 1: District Technology Coordinator
  + Level 2: District Technology Personnel
  + Level 3: School Level Technology Personnel

# Testing Security

* All staff involved with the testing process will complete and sign the NJ Security Agreement.
* Security breaches may have:
  + Financial consequences for district & staff;
  + Professional consequences for staff; and
  + Disciplinary consequences for students.

# Contact Information

District Testing Coordinator: 111-222-3333 x 123

Technology Coordinator: 111-222-3333 x 456

County Test Coordinator: 888-777-6666

NJDOE: [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov)

County Code : 77

District Code: 8888

School Name: School Code:

New Elementary 991

Old Elementary 992

Big Intermediate 993

Small Intermediate South 994

High School 995