

## Academy of Dover Charter School DeSSA Test Security Plan

### Purpose

Academy of Dover (AOD) shall enforce the following Test Security Plan setting forth procedures to ensure the security of all state assessments. This plan shall be submitted by October 15<sup>th</sup> of each year to the state test security coordinator at DOE.

### Roles and Responsibilities

#### **District Test Coordinator (DTC)**

- Participates in DTC training
- Ensures that the Test Administrators (TAs) are appropriately trained regarding the DeSSA assessment administration and security policies and procedures
- Reports test security incidents to the state
- Oversees responsibilities of all administration activities in the building

#### **Test Administrator (TA)**

- Completes all assessment related training associated with the assessments they will be administering and submits a signed test security form to the DTC
- Reviews all assessment related policy and administration documents prior to administering any DeSSA assessments
- Views student information prior to testing to ensure that the correct student receives the proper test with the appropriate supports
- Securely administers the state assessments for which they have been certified
- Reports all potential security incidents to their DTC in a manner consistent with state policies

### Identification Process

The DTC will identify the personnel authorized to have access to the tests and testing system. This includes: administrators, classroom teachers in grades 3-5, Special education case managers/teachers, and certified support staff.

### Training

All authorized personnel must complete the online DeSSA test administrator trainings and submit a signed Test Security and Non-disclosure Agreement form to the DTC upon completion. A list of required trainings is provided by the DTC.

## **Monitoring**

### **Students**

- The DTC meets with authorized personnel to go over procedures for monitoring students during test sessions. This information is shared from the Test Administrator Manual (TAM) and the Test Security Manual.
- The Special Education case manager will meet with appropriate staff members to go over the students that receive accommodations and supports. The case manager will also monitor those students being tested by the special education teachers during testing sessions.

### **Materials**

- Materials for the assessments, including the performance task and paper/pencil test, will be kept in a locked cabinet. All scrap paper and extra materials will be shredded upon test completion.



# Delaware System of Student Assessments (DeSSA)

## Assessment Security Form

School District \_\_\_\_\_

School \_\_\_\_\_

### COMPLETE PRIOR TO TEST ADMINISTRATION - SECURITY CERTIFICATION

Initial and sign the below portion of this form before administering tests and/or handling any secure test materials

I do hereby certify that I have received and read the DDOE Test Security Policy governing the Assessment System as supported by Subchapter IV, Chapter 1, Title 14 and do hereby certify the following:

Initial each statement that is related to your role in the administration of the assessments.

\_\_\_\_ As a Test Administrator, I have received training in test security and general testing procedures for DeSSA

\_\_\_\_ As a Test Administrator, I am aware of my obligations concerning the proper administration of each DeSSA test;

\_\_\_\_ I understand my obligations concerning the security and confidentiality of the tests, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

\_\_\_\_ I am aware of my obligation to report any suspected violation of test security.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Date

### SIGN AFTER THE TEST WINDOW - NONDISCLOSURE AGREEMENT

After all testing has been completed and all secure materials have been returned to the administrator/designee, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the Assessment System test administration and that I have reported any suspected violations of test security or confidentiality to the School Test Coordinator or administrator.

Furthermore, I have read and agree to abide by Subchapter IV, Chapter 1, Title 14 of the Delaware Code which enumerates possible violations of test security and provides the sanctions for such violations. Specifically, I agree not to

- (a) Disclose, describe, or discuss specific test/assessment questions verbally, in writing, or by any other means to any other person;
- (b) Copy, reproduce, use, or otherwise disclose any portion of secure test/assessment materials in any manner inconsistent with test security regulations and procedures;
- (c) Give any examinee access to secure test/assessment items or materials except in the regular course of an authorized administration of the assessment(s);
- (d) Give unauthorized individuals or other persons access to secure test items or assessment materials.

By signing my name to this document, I am assuring the Delaware Department of Education and its contractor(s) that I will abide by the above conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Date

**Return this completed form to the School Test Coordinator or school administrator**