DISTRICT TEST SECURITY PROCEDURE TEMPLATE

District Test Security Procedures for New Century Academy for school year 2026-2027

This template may be modified or adjusted as needed, including separating procedures by school, test, and/or adding rows or columns as needed. However, all requirements specified in the District Test Security Procedure Requirements *in the current year's version of the* Procedures Manual *must be included. If other district policies and procedures are referenced, they should be included with this procedure. Roles (e.g., DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.*

The District Test Security Procedure Requirements *includes references to* Procedures Manual *chapters for more information on the procedures included here.*

ASSESSMENT STAFF

The following staff member is the District Assessment Coordinator for the school district for the current testing year:

Bess Bauman

(List all contacts designated as District Assessment Coordinators, if applicable.)

The following staff members are the School Assessment Coordinators for each school for the current testing year:

School Assessment Coordinator	**School(s)**
Bess Bauman *No School Assessment Coordinators are assigned, because our District and School are one in the same.	New Century Academy

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

DISTRICT MONITORING OF TEST ADMINISTRATION

The plan for monitoring testing within in the district by the District Assessment Coordinator (or other designated staff) is as follows:

Bess Bauman – District Assessment Coordinator Elisabeth Mumford – Special Education Assistant Director – MTAS Administration Mike Chapman – Information Technology Jason Becker - Administration

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information following the monitoring:

Bess Bauman, District Assessment Coordinator

TESTING CALENDAR

The following staff members are responsible for determining the annual district testing calendar and updating all required information:

Bess Bauman, District Assessment Coordinator
Jason Becker, Director

The following staff members ensure that the testing calendar is posted to the district website:

Jason Becker, Director

The following staff members are responsible for verifying and updating test administration dates on the website:

Jason Becker, Director

TRAINING AND COMMUNICATION

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

Staff Member	**Method(s) for Verifying Training Completed**
Bess Bauman, District Assessment Coordinator	Test Monitors: ALL attend an in-person training session AND complete the online session independently along with signing the disclosure agreement. If absent, make-up sessions are available as needed. MTAS Test Administrator(s): attend a separate training with District Assessment Coordinator, and completes the online training and signs the disclosure agreement. IT: Off site, therefore, the required training is communicated via phone or google meet. After completing the online training, IT signs the disclosure agreement. Administrative Assistant: Receives the Testing Materials and immediately takes them to DAC for secure storage. That said, the Administrative also participates in the online training and signs the disclosure agreement as well.

(This may include using reports in service provider systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)

The following staff member roles are required to complete the following additional trainings, as required by the district:

Role	Additional Trainings
Test Monitors: MTAS Test Administrator(s): IT: Administration:	-ALL attend an in-person training session AND complete the online session independently along with signing the disclosure agreement. If absent, make-up sessions are available as needed. -attend a separate training with District Assessment Coordinator, and completes the online training and signs the disclosure agreement. - Off site, therefore, the required training is communicated via phone or google meet. After completing the online training, IT signs the disclosure agreement. - Receives the Testing Materials and immediately takes them to DAC for secure storage. That said, the Administrative also participates in the online training and signs the disclosure agreement as well.

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

Method(s) for Providing District Policies and Procedures	Staff Member
Testing Meeting Training Email Communication	Bess Bauman, District Assessment Coordinator Jason Becker - Director

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

Staff Member	Method(s) for Providing Information
Bess Bauman, District Assessment Coordinator	Training Email Communication Testing Meeting

DISTRICT POLICIES AND PROCEDURES FOR TESTING – PREPARATION

The following student resources will be used to prepare students for testing:

Student Resources	Grade
MCA Samplers	6-8 Math, Reading 8 & 10 Science 10 Reading 11 Math

(Expand as needed to address differences by grade, subject, and student.)

The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

Staff Member	Method(s) for Communicating
Bess Bauman, District Assessment Coordinator Test Administrators	Testing Google Meet, email communication Verbally

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district's processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

Process for Documentation	Method(s) for Communicating
Guardians who do not want their student participating in state testing must do so formally in writing.	Seniors do not take the MCA or MTAS. Therefore, any student who does not participate in testing is assigned in the Google Sheets document to the seniors' classroom. The only individual who needs to be aware that a student may not be testing is the adult in charge of supervising the senior group.

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

The district's process for ensuring that students take the correct assessment and receive the general supports, linguistic supports, and/or accommodations required is explained below:

DAC obtains all accommodations from SPED forms for MTAS and MCA for all students on IEPs. When the DAC creates the Google Sheets document for room assignments, student accommodations are factored in.

(Include how information on which test – MCA or MTAS; ACCESS or Alternate ACCESS – and general supports, linguistic supports, and accommodations is communicated with the applicable school staff.)

The district's procedure for preparing testing rooms is explained below:

Students are spaced out to maintain test security and any materials that is not approved via the Testing Procedures Manual is covered or removed. Additionally, when students are assigned by the DAC to a testing room, room capacity is taken into consideration as well.

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

The district's procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

Procedure	Staff Member
Security cameras throughout the school may be controlled remotely, but only by; Jason Becker, Director Elisabeth Mumford, Special Education Coordinator The cameras are not high definition and do not have the zoom capability to see content on any student's screen. Additionally, Jason Becker, the	Jason Becker, Director

Director, is the only individual who is able to export a video from the security cameras system.	

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual *cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).*

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

Materials	**Staff Members**	**Collection and Distribution Plan**
Test booklets, scratch paper, pencils, chromebooks	Bess Bauman, District Assessment Coordinator	Materials will be collected and Distributed by the Test Monitor.

(Note if materials will be supplied by the school or students.)

The district's plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

Plan	**Staff Member**
Students report to their Advisory first thing in the morning to receive their testing room assignments and Chromebooks. Once students are dismissed to their testing rooms, teachers (Test Administrators and Test Monitors) and Paraprofessionals take attendance to ensure students are in the correct testing location.	Bess Bauman – DAC creates spreadsheet with room assignments Teachers and Paraprofessionals assist students in making sure they get to their correct testing room.

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room:

The DAC creates a Google Sheets document containing all students who are testing, room assignments, Test Administrators for each room, and Test Monitors for each room. No other staff should be present in the rooms while testing is in session.

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed:

Prior to beginning testing, students are reminded to remove and put away ALL prohibited devices. If students refuse Jason Becker, Director, will be contacted to take care of the situation.

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST ADMINISTRATION

The following procedure will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

Procedure for Student Breaks	**Plan for Securing Test Content**
If a student needs a break or needs to use the restroom, teachers must text Julie Puder, paraprofessional to escort them from their classroom to their destination and back.	Students will not be allowed out of the testing room in groups to take a break. Individual breaks only.

The district's procedure for breaks for use of the restroom or other interruptions during testing is as follows:

If a student needs a break or needs to use the restroom, teachers must text Julie Puder, paraprofessional to escort them from their classroom to their destination and back.

The following staff members will monitor students if they leave the testing room (e.g., in the hallway):

Julie Puder - Paraprofessional

The staff members listed will answer questions or provide assistance during test administration. Test Monitors and Test Administrators will use the following method to contact others for assistance:

Staff Member to Contact	**Communication Method**
Bess Bauman, District Assessment Coordinator	Telephone Testing Google Meet

The procedure for an unexpected situation arising with students during testing (e.g., illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members listed for assistance or in case of emergency:

Procedure	**Staff Member to Contact**
Text, Call, or Send a Message in the Testing Google Meet	Julie Puder – Paraprofessional Jason Becker - Director

The procedure for an entire group of students unexpectedly leaving during test administration (e.g., emergency situation, fire drill) is detailed below:

If an entire group of students unexpectedly leave during test administration, the classroom doors must be locked and/or screens shut to protect the integrity of the test.

If the Test Monitor or Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

If a Test Monitor or Test Administrator becomes ill or needs to leave during testing, there are substitute Test Administrators and Test Monitors the DAC may assign to take their place. A Test Monitor or Test Administrator may call, email, or text the DAC for their replacement.

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

Procedure	**Allowable Activities (if applicable)**
Students who finish early must remain in the testing room. They are not allowed to be on electronic devices. They must work on missing work or read a book.	Read a book Missing work

If students need extra time to test, the procedure below will be followed:

Students have as much time as they need to take the MTAS and the MCA. If most of the students are finished with their test, the DAC may have the student come to finish the test in their office.

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

Students who have completed testing on a previous day, will be excused to go the gym after lunch and/or attendance has been taken, but prior to their classroom peers beginning or finishing their assessment.

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

Procedure	**Staff Member to Contact**
If a student reports an error or technical issue with a test item, the Test Administrator/Test Monitor calls the DAC to report the issue. The DAC investigates the issue and reports it to Pearson.	Bess Bauman, District Assessment Coordinator

Staff report misadministration and security violations to the staff members listed below, using the process outlined:

Procedure	**Staff Member to Contact**
Any misadministration and security violations are reported to the District Assessment Coordinator immediately and in person.	Bess Bauman, District Assessment Coordinator

(If not reported directly to the District Assessment Coordinator, also include how information will be communicated to him/her.)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – AFTER TESTING

The following is the district's policy for discussing the test administration experience with students after test administration:

New Century Academy does not discuss the test administration experience with students after the test administration of the MCA or MTAS. Any discussion regarding content on the test is strictly prohibited.

(Indicate what may or may not be discussed with students following testing.)

The staff members listed below are responsible for entering student responses from MCA paper test materials:

Bess Bauman, District Assessment Coordinator MCA/MTAS paper test materials are entered within 48 hours of the test being completed.

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering MTAS data from MTAS Data Collection Forms:

Bess Bauman, District Assessment Coordinator

(As needed, include any procedures or timelines for data entry that have been established.)

DISTRICT POLICIES AND PROCEDURES FOR TESTING – SECURE TEST MATERIALS

Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

School	Secure Location(s)
New Century Academy	Locked filing cabinet within a locked room.

Listed below are staff members who have access to these locations where secure test materials are stored:

Only Bess Bauman, District Assessment Coordinator has access to the locked filing cabinet with testing materials and paper administrations. Teachers at New Century Academy have a key to access the locked room.

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

Staff Member	Procedure
N/A	N/A

(This may not be applicable for charter schools or districts where all schools are located in one building.)

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

Bess Bauman, District Assessment Coordinator

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

Staff Member Inventorying Materials	Procedure for Discrepancies
Bess Bauman, District Assessment Coordinator	As MCA and MTAS materials arrive, the DAC opens each box and verifies the serial numbers, quantities, and so forth match the orders placed in Test Wes. If there is a discrepancy, the DAC reports it to Pearson immediately and documents the issue until it is resolved.

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

Staff Member Organizing Materials	Procedure
Bess Bauman, District Assessment Coordinator	All students who must take either the MCA or MTAS are assigned a Test Administrator and/or Test Monitor and a specific classroom. This ensures students accommodations are met. All information is kept in a Google Sheet that is accessible by all NCA staff involved with testing. DAC prepares all materials based on the students who are testing in each room, and Test Administrators and Test Monitors utilize a check in and check out process of the testing materials for security purposes. When materials are not being utilized for testing, they are kept in a locked filing cabinet in a locked room.

Distribution of Materials to Test Monitors or Test Administrators

The procedure for distributing test materials to the Test Monitors and Test Administrators is listed below:

Test Monitors and Test Administrators "check-out" the test materials from the DAC needed for testing.

(Separate information by test, mode, and/or role as needed.)

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

Bess Bauman, District Assessment Coordinator

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

A test administrator/monitor "checks out" their testing materials from the DAC just prior to the start of testing in the morning. Then, when the morning test session has ended or the student(s) they were working with have finished their test, the testing materials are "checked in" with the DAC.

(Separate procedures by test, mode, and/or role as needed.)

Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklist used in the district) to the staff members listed below:

Bess Bauman, District Assessment Coordinator

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the service provider.

Staff Member	**Secured Location**
Bess Bauman, District Assessment Coordinator	Locked filing cabinet within a locked room

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

Bess Bauman, District Assessment Coordinator

The following staff members will securely destroy student testing tickets and any other hard-copy materials provided to student during test at the end of test administration:

Bess Bauman, District Assessment Coordinator

DISTRICT POLICIES AND PROCEDURES FOR TESTING – TEST RESULTS

The district's policy about providing preliminary test results is detailed below:

Jason Becker, Director: DAC calculates the percentage of students at each grade level who are proficient (meet or exceeded) in Mathematics, Science and English/Reading and provides it to the Director Becker for each grade level 6-11. No additional preliminary test results are disseminated.

The following information is communicated if preliminary results are provided:

Jason Becker, Director: DAC calculates the percentage of students at each grade level who are proficient (meet or exceeded) in Mathematics, Science and English/Reading and provides it to the Director Becker for each grade level 6-11. No specific preliminary test results are disseminated.

(Indicate what information is provided about appropriate use of preliminary results.)

Final embargoed results will be provided to the following staff members through the following methods:

Staff Members	**Methods**
Jason Becker, Director	DAC calculates the percentage of students at each grade level who are proficient (meet or exceeded) in Mathematics, Science and English/Reading and provides it to the Director Becker for each grade level 6-11.

(Methods may include student information systems, data warehouses, or service provider systems.)

The following information is communicated to staff about abiding by the embargo:

Staff does not receive specific information regarding MCA/MTAS data until the embargo has been lifted.

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

Individual Student Reports (ISRs) will be provided to families as described below:

Individual Student Reports are given to families during fall conferences (mid-October). If a parent/guardian does not come to fall conferences, the remaining ISRs are mailed to the primary guardian's address on file post fall conferences.

(Hard-copy or electronic versions of the ISRS may be provided. Ensure the method for providing takes student data privacy into account.)