

## 2021–22 Public School Unit (PSU) Testing Plan

PSU Name: Bladen County Schools

PSU Code: 090

PSU Testing Director: Anthony Hinson, Ed.D

Test Coordinators shall ensure a written Annual Testing Plan for the school is developed and disseminated before the beginning of the school year. Plans should also be available in an electronic format and include “Sample” documents that will be used for testing throughout the year. The Annual Testing Plan clarifies local procedures; testing staff are still required to read and follow all NCDPI testing publications related to state assessments. The Superintendent/School Director ensures that the PSU accountability contact and school test coordinators are accurately coded in EDDIE throughout the school year.

### Test Administrators and Proctors

- Proctors will be utilized as follows: **Include a description of local proctor requirements, including the bullets below, if applicable.**
  - For ACT Assessments, room supervisors with less than 30 students are not required to use proctors.
  - For WIDA Access test administrations, testing groups greater than 10 students will require a proctor or a roving proctor.
  - Formative assessments such as the NC Check-Ins and SchoolNet assessments do not require a proctor.
  - For EOG and EOC state summative assessments, (1) a one-on-one, full-time proctor or (2) a roving proctor.
  - The school will use the following procedures for roving proctors, who assist up to three test administrators in three testing rooms:
    - Roving proctors will not be responsible for more than three, centrally located classrooms.
    - Roving proctors will spend fifteen (15) minutes in each room before rotating to the next room to proctor.
    - The door to test rooms using roving proctors must stay open throughout the testing session.
    - Test settings served by a roving proctor cannot have more than 30 students testing in the group.

### Training

- All school staff who handle secure test materials must sign a Test Security Agreement that must be kept on file at the PSU.
- The School Test Coordinator (STC) will provide annual accommodations and security training to all instructional staff on or before September 30<sup>th</sup> of each academic year.
- Training materials and sign-in sheets will be kept in a secure location within the building behind two locks that only the STC and the principal of each school has access.
- The STC trains all proctors at least one week before the first day of testing. Proctors sign a checkout sheet and a *Testing Code of Ethics* sign-off sheet.
- The STC trains all potential test administrators at least one week before the first day of testing. Administrators will sign a sign-in sheet and a Test Security Agreement. The school principal is encouraged to attend test training.
- At least one week before testing, the STC trains all test administrators on the use of any specific accommodation offered in their assigned test setting.

The following chart provides the name of each required test security document, the person(s) required to sign each document, and when each document must be signed.

Test Security Documents						
Person Responsible	District Test Coordinator Confidentiality and Test Security Agreement	Principal or Director Confidentiality and Test Security Agreement	School Test Coordinator's Confidentiality and Test Security Agreement	Public School Unit Annual Testing Plan	Testing Code of Ethics	Test Administrator Test Accountability and Security Form
District TC	Annually					
School TC			Annually	Annually	Annually	
Charter, Lab Regional, Residential, or ISD School TC			Annually*	Annually*	Annually*	
Principal or Director		Annually			Annually	
Test Administrator						Before the administration of each state-mandated test
Proctors (if utilized)					Before the administration of each state-mandated test	

**Test Materials Security**

- The PSU TC stores materials in a locked, secure, limited-access facility until needed for testing. Secure testing materials must be stored and secured behind two locks in each building. Only the school principal and the STC have access to both locks.
- Testing materials must be returned to the district testing office no later than 15 days after all students have testing and the testing/testing outside of the window has closed. Once test materials are designated by the state for destruction, the district testing office will securely destroy them by shredding and securely recycling testing materials.

**Testing Environment**

- Food and drink **is not** permitted in test sites unless an approved medical/health plan is in place for the student and/or staff member.

**Accommodations Documentation**

Accommodation Entry in PowerSchool- Accommodation information in PowerSchool derives from two sources:

1. IEP: EC Case Managers are responsible for entering and updating the plan details and accommodations information into ECATS for each EC student.
- Section 504 Plan and EL: Section 504 and EL Case Managers are responsible to collaborate with school data managers to discuss and enter the special program participation and the accommodation(s) in the appropriate pages in PowerSchool for students with a Section 504 Plan or EL documentation. For each school year, the initial entry of special program assignment and accommodations must be completed by October 1 for returning students. PowerSchool entries for special program participation and accommodations must be made by the first of each month following initial assignment to a special program, annual review of the plan, and/or the addition of accommodations.

**School Testing Plans and Self-Monitoring Procedures**

- The STC securely submits a school test plan to the PSU TC at least 1 week before the first day of testing for each test, such as RTA, BOG3, ACCESS, and end-of-year testing.
- School principals and the STC are responsible to complete “Self-Monitoring” during testing with the goal of preventing any avoidable irregularities and ensuring that there are no errors in the coding. These staff members need to have access to the test plan and use the following self-monitoring procedures:
  - ✓ Make sure test coordinator is accessible.
  - ✓ Before testing starts, ask a couple of students in online test settings if they watched the online tutorial video and had a chance to do the sample test items on the device they will be using.
  - ✓ Check to see if the bells are turned off.
  - ✓ Each testing site should have a DO NOT DISTURB sign on each door.
  - ✓ Check to see if there is a test administrator in each room.
  - ✓ Check to see if there is a proctor serving each room. Roving proctors are permitted with these conditions:
    - The roving proctor may serve no more than three centrally located classrooms.
    - Classroom doors remain open at all times.
    - The proctor rotates every **(local decision)** minutes.
  - ✓ Observe whether each test administrator is providing a positive test-taking climate.
  - ✓ Check to see if there are enough testing materials (e.g., scratch paper, calculators, etc.)

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- ✓ Be sure the test administrator and proctor remain in the room and are moving quietly around the testing site monitoring students.
- ✓ Students should not receive instruction related to the concepts measured by the tests in the morning before or during the test administration session.
- ✓ Classroom displays that provide information regarding the content being measured by the test or test taking strategies should be covered or removed.
- ✓ Do not allow visitors in the testing site while testing. (Monitoring staff are not visitors.)
- ✓ Windows on doors should be uncovered and doors should be unlocked.
- ✓ Report any noise or disruptions.
- ✓ **Randomly select THREE students receiving accommodations during each testing period.** Pull the IEP, EL, Section 504, or transitory impairment plans. Make sure that the accommodation(s) each student is receiving matches those listed on the plan and those listed on the *Review of Accommodations* form. Record the information from the IEP, EL, or Section 504 plan; the accommodations listed on the *Review of Accommodations* form; and the accommodations observed in the testing site on the *Self-Monitoring Report Form*.
- ✓ Complete the *Self-Monitoring Report Form* for each testing period and keep on file at the school.

### Test Irregularities Reporting Procedures

- **The District Accountability Director follows** all state procedures for submission of irregularity reports through the Online Testing Irregularity Submission System (OTISS).
- If a student refuses to use a documented accommodation or if the student is not offered a documented accommodation, **the school must obtain a written statement from the parent/guardian before receiving score results.** The statement indicates whether the parent waives the right to have the student retested or will accept the score results from the initial administration. (The District Test Irregularity Parent Notification Form is posted on the district website, under the Testing and Accountability “Department” site.)

### Include if the PSU has any paper EOG or EOC testing:

#### Precoded student answer documents and student information corrections in PowerSchool

- Before testing, the STC will identify any students who enrolled after the date of the opening of the testing window. The STC ensures that a staff member hand-bubbles the precoded information on the student’s answer document.
- The school will utilize a **Materials Checkout Form** to document any reports of inaccuracies in precoded information that needs to be reviewed in PowerSchool. The STC will share this information with the data manager.

### Online Testing

- Schools ensure every student participating in an online assessment has **completed the Online Assessment Tutorial for the associated grade level at least one time before test day.**
- The test administrator ensures any information from the test saved or cached on any network appliance or computer is purged or deleted immediately following the completion of the test administration. To ensure this step, all devices are shut down after each test administration. Remember to always launch Chromebooks in “**Kiosk**” mode to prevent the saving of cached internet files.





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Gr. 3 ELA EOG	May 26	Paper	14	M. West	C. East	24	No
Gr. 4 ELA EOG	May 26	Paper	15	D. North	T. South	25	No
Gr. 4 ELA EOG	May 26	Paper	16	N. January	R. Smith	1	S.B.- TSO, RAS
Make-Up Testing	May 27	Paper	20	J. Haley	B. Burke	?	No
Make-Up Testing	May 27	Paper	21	C. Southeast	F. Southwest	?	Yes
Gr. 3 ELA Retest	May 28	Paper	20	J. Haley	B. Burke	?	No
Gr. 3 ELA Retest	May 28	Paper	21	C. Southeast	F. Southwest	?	Yes

- **What locked, secure storage area will be used for test materials?** *Materials will be stored in the vault room in the main office. During testing, all keys will be collected, so that only the school test coordinator and the director can access this space.*
- **Where will test administrators pick up and return test materials?** *Test administrators will pick up and return materials in the media center.*
- **What are the procedures (when, where, how) for the editing of test materials to ensure three or more school personnel are present?** *Test administrators will edit test materials in the media center with the test coordinator and back-up test coordinator present when they return materials for check-in.*



# Sample Materials Checkout Sheet

## Complete before Testing Session

I acknowledge that I have attended training for the \_\_\_\_\_ assessment and have received and read a copy of the test *Administrators Guide (AG)*. I further acknowledge that I am responsible for information provided during training and for understanding and adhering to the contents of the *AG(s)*, including the *Testing Code of Ethics*.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note the number of materials received for each item:

Materials	Number at Sign-out (Completed by Test Administrator <i>before test administration</i> )	Number at Sign In (Completed by Checker <i>after test administration</i> )
Header Sheet		
Answer Documents		
Test Books		

Check off any of the following items received.

Blank Paper		Pencils		Testing Sign	
Graph Paper		Reference Tables		Review of Accom. Sheets	

**\* Be sure answer sheet colors match booklet colors before leaving checkout.**

Signature of Test Administrator (Teacher) at Checkout: \_\_\_\_\_

Signature of Person Checking In Materials after the Test (Checker): \_\_\_\_\_

Students Absent from this Session

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Complete after Testing Session

I, \_\_\_\_\_, affirm that I adhered to the following rules and procedures during the administration of student assessments.

- I read and complied with all the procedures in the *Testing Code of Ethics*.
- I maintained test security at all times.
- I administered the tests according to the directions in the administration guide and any subsequent updates developed by the test publisher.
- I administered tests to all eligible students.
- I reported all testing irregularities to the school system test coordinator.
- I provided a positive test-taking climate.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proctor Name (Please Print Clearly): \_\_\_\_\_