



Test Security Policy **2014 - 2015**

Jefferson Parish Public School System (JPPSS) holds test security to be of the utmost importance and deems any violation of the test security policy to be extremely serious. This policy has been developed in accordance with the Test Security Policy of the Board of Elementary and Secondary Education (BESE), The Louisiana Department of Education (LDE), and R. S. 17:18.6 § 81.6 – Investigation of Employees, Section B.

This Test Security Policy includes all Criterion Referenced Tests (CRT), Norm Referenced Tests (NRT), individual student test data in paper and electronic format, and any other test(s) that may be a requisite of BESE, LDE, and/or JPPSS. For the purposes of this policy all local education agencies in Jefferson Parish that utilize tests administered through BESE, LDE, and/or JPPSS shall be included in and bound by this Test Security Policy.

The Jefferson Parish Public School System requires that all district and school personnel involved in any aspect of testing strictly adhere to all security procedures described in this document. Therefore, all district and school personnel involved in any aspect of testing are required to sign the Oath of Security and Confidentiality. (see Appendix I – A and Appendix I – B) Personnel are also required to sign the Oath of Security and Confidentiality Statement included in the *DISTRICT AND SCHOOL TEST COORDINATORS MANUAL* and/or the *TEST ADMINISTRATION MANUAL* for Fall, Spring and Summer test administrations. These documents must be kept on file for a period of three (3) years.

TEST SECURITY

All district and school personnel involved in any aspect of testing are required to strictly adhere to all security procedures described in this document.

- The principal at each school site must designate a School Test Coordinator (STC) and notify the District Test Coordinator (DTC) of designee at the beginning of each school year. (see Appendix VII - B)
- It is mandatory for the School Test Coordinator and an administrator at each school site attend the district professional development on test security procedures and test administration.
- All personnel involved in testing must be provided professional development on test security procedures and test administration. (see Appendix V)
- The school principal must designate a predetermined, secure, locked storage area during testing times. The school principal and STC should have the only keys for the duration of testing. It is recommended that persons work in groups of two or more when in the secure, locked, storage area.
- Test booklets and answer documents are secure test materials that must never be left in open areas or unattended.
- Test administrators should have a period before testing, supervised by the School Test Coordinator, to affix labels and hand-code student information on answer documents.
- Test administrators must not review test items while they are coding and labeling answer documents.
- School administrators, school test coordinator, test administrators, or any others involved in the administration of testing may not examine test booklets or answer documents at any time.
- Examinees must not be given access to test questions prior to testing.
- Examinees may not review any test item before the actual administration of the test.
- No one may copy, reproduce, discuss, or use at any time in a manner inconsistent with test regulations, all or part of any secure test booklet, answer document, or supplementary secure materials.
- Examinees may not be coached in any manner during testing, nor may their responses be interfered with or altered in any way.
- Any person who has a cell phone or other similar devices with imaging or text-messaging capability must have the device in the OFF position and removed from the room while test booklets and answer documents are in the vicinity.
- Answers may not be provided to students during testing, including provision of cues, clues, hints, and/or actual answers in any form – written, printed, verbal, or nonverbal.
- Test administrators must monitor the testing environment to ensure that students are not copying information from the test onto such items as the Mathematics Reference Sheets, ruler, protractors, or checklists. If the student has written on the handouts, the materials should be treated as secure documents and returned to the School Test Coordinator. The STC will collect the marked documents and kept on file.

- It is a violation of test security to administer published parallel, previously administered, or current forms of any statewide assessment as a practice test or study guide unless authorized to do so by BESE/LDE. It is appropriate to use online resources and release test items.
- All parties involved in testing must adhere to security regulations for distribution and return of test materials, answer documents, supplementary secure materials, as well as overages. They must also account for and secure testing materials before, during, and after testing. (see Appendix VI)
- Conducting testing in an environment that differs from the usual classroom setting and size without prior permission from LDE is prohibited.
- Class size according to Bulletin 741 is defined for K-3 classroom enrollment as no more than 26 students, and grades 4 – 12 as no more than 33 students. (see Appendix IV)
- All testing irregularities must be reported to the School Test Coordinator, who in turn must report such incidents to the District Test Coordinator. (see Appendix IX)
- It is a breach of test security for anyone who is involved in testing to participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section. (see Appendix VIII)
- Reporting of Irregularities
 - (R.S. 17:81.6) Allows public school employees to report irregularities or improprieties in the administration of standardized tests directly to LDOE who then investigate the allegations.
 - Misdemeanor offenses:
 - Obstructing reporting
 - Retaliating against an employee who participates in an investigation or reports an irregularity
 - Submitting a false report
- BESE *Bulletin 746* states “A Louisiana teaching or educational leadership certificate shall be suspended and revoked” and requires that an “LEA:
 1. conducts an investigation into the allegations of cheating;
 2. gathers sufficient evidence to confirm the cheating was facilitated by the employee;
 3. dismisses the employee as a result of this offense;
 4. notifies the department that the individual has been dismissed for this reason; and
 5. provides evidence to justify the termination.”
- All authorized users of the LEAPweb Reporting System, LEAPdata System, and the EOC System must sign a statement guaranteeing they will not share the password with unauthorized individuals and maintain the confidentiality of student data. Users who have access to these systems and leave their position at a district or school site must not use or share passwords.
- The District Test Coordinator, Principals, School Test Coordinators, and any other authorized users of the LEAPweb Reporting System, LEAPdata System, and the EOC

System must ensure security of passwords, any disks, CDs, or flash drives with downloaded individual student test data, and student-level test data open on a computer screen.

- The District Test Coordinator is responsible for providing training regarding the security and confidentiality of individual student test data (in paper and electronic form).
- The District Test Coordinator will investigate all test security violations. (see Appendix II)

ACCESS TO TEST MATERIALS

- *Test Administration Manuals* must be distributed **before testing** to allow administrators time to become familiar with directions.
- A supervised period should be allowed to the test administrators to affix pre-identified student bar-code labels, single document labels, and to code student information of the answer documents.
- The School Test Coordinator should disseminate the appropriate test booklets, answer document, and supplemental materials to test administrators each morning of the test.
- The School Test Coordinator must pick up the test booklets, answer documents, and other secure materials immediately after testing is completed each day and return them to the predetermined, locked, secure storage area.
- During any extended break during testing, all secure materials must not be left unattended in the classroom or testing area. Secure materials must be returned to the predetermined, locked, secure storage area.
- Test administrators administering human read aloud on the PARCC assessments may be permitted to view the test materials no more than 2 days prior to the assessment. TAs cannot take notes or take the materials until day of the test. Document the date and time of the viewing. TA sign in.
- No one other than those test administrators administering human read aloud is to have the opportunity to view any test item at any time except the student during the test and test administrators providing the accommodations Tests Read Aloud, Communication Assistance, Answers Recorded, Braille, or Transferred Answers. That includes discussion of test items after testing.
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EMERGENCIES DURING TESTING

Paper-Based Assessment

- For emergencies that require evacuation of the classroom during the administration of the following procedures should be followed:
 - The students are to hand their answer document and test booklet to the test administrator as they file out of the classroom.
 - The test administrator must keep the answer documents and test booklets with him/her to maintain test security.
 - If test security has been maintained, the students may continue testing when they return to the room.
 - If test security has been compromised, testing should not be continued. The answer documents should be sent to the testing company with the responses that were completed prior to the emergency.
 - If test security has been compromised, the STC must notify the DTC as soon as possible. The DTC must notify the LDE, Division of Assessments and Accountability as soon as possible.

Online Testing

- If online testing is interrupted by emergencies, lost internet connections, lost power, or computer crashes, and students are unable to continue testing on the same day, the STC should document what occurred as a testing irregularity and notify the DTC.
- If students are unable to return to testing by the end of the day after the interruption, the DTC must notify the LDE, Division of Assessments and Accountability as soon as possible.

KEY DEFINITIONS

- TESTING IRREGULARITY – any incident in test handling or administration that leads to a question regarding the security of the test and/or the accuracy of the test data. Testing irregularities MUST be reported to the School Test Coordinator and/or District Test Coordinator. (see Appendix II and VIII)
- SECURE TEST MATERIALS – all test booklets, answer documents, and any materials that contain test items or responses, and any supplemental materials such as writing prompts and science tasks.
- SCHOOL TEST COORDINATOR (STC) – the person at each school site designated by the principal to coordinate all aspects of testing at the school site, including professional development for testing procedures and security. The school test coordinator should be the only person at the school site besides the principal that has the key to the secure, locked storage area for test materials. (see Appendix III and VII - A)
- DISTRICT TEST COORDINATOR (DTC) – the person designated by the superintendent in each school district to handle all testing responsibilities for the district. (see Appendix III)
- PROFESSIONAL DEVELOPMENT – presentation of test handling, test security, and all other aspects of testing. Must be completed before anyone can handle or administer any standardized test required by LDE or JPPSS. (see Appendix V)
- ACCESS – the appropriate handling of test materials by school personnel – such as to affix stickers, distribute and collect materials, etc.
- ACCOMMODATION – an environment or special provision afforded to Students with Disabilities, students identified as needing a 504 Plan, and/or Limited English Proficient students.
- ERASURE ANALYSIS – the process whereby all student answer documents for multiple-choice portions of the state criterion-referenced and norm-referenced tests are scanned to determine the number of wrong-to-right answers that exceed the state average by more than four standard deviations.

Ethical Test Preparation and Administration

It is appropriate and ethical to:

- Communicate to students, parents and the public what the test does and does not do, when and how it will be administered, and how the results may be appropriately used.
- Teach to the Content Standards benchmarked to each grade level so that students can accurately show what they know and can do.
- Incorporate all grade level expectations and subject area objectives into the curriculum throughout the year including, but not limited to, tests to be administered.
- Review skills, strategies, and concepts previously taught.
- Teach and review test-taking skills that include an understanding of test characteristics, including vocabulary, making certain this effort is independent of students' knowledge of subject matter being tested.
- Read and discuss with colleagues the test administration manual.
- Schedule and provide the appropriate amount of time for the assessment.
- Take appropriate security precautions before, during and after administration of the test.
- Include all eligible students in the assessment.
- Actively proctor students during tests.
- Create a motivating environment and teach techniques to manage stress.
- Encourage students to get a good night's sleep and a good breakfast before testing each day.

Unethical Test Preparation and Administration

It is inappropriate and unethical to:

- Limit curriculum and instruction only to those skills, strategies, and concepts included on the test. The whole curriculum must be taught.
- Reveal all or any part of secure tests to students or parents in any manner, oral or written.
- Copy or otherwise reproduce all or any part of secure or copyrighted tests.
- Review or provide test questions or answers to students on all or any part of secure or copyrighted tests.
- Read any parts of the test other than to students where indicated in the directions or used as legal accommodations.
- Define or pronounce words used in the test that are not an example or part of the directions.
- Give "special help" of any kind to students taking the test.
- Suggest or "coach" students to mark or change their answers in any way.
- Exclude eligible students from taking the test.
- Erase or change student answers.
- Tell students that tests don't matter.



OATH OF SECURITY AND CONFIDENTIALITY STATEMENT

for School Test Coordinators and School Administrators

THE ORIGINAL OF THIS DOCUMENT MUST BE RETURNED TO THE DISTRICT TEST COORDINATOR. THIS FORM WILL BE MAINTAINED FOR A PERIOD OF THREE YEARS IN THE DISTRICT TEST COORDINATOR'S FILES.

Personal Oath of Security and Confidentiality of Testing Materials

I, _____, do hereby affirm

School Test Coordinator/School Administrator

that I will maintain the security and confidentiality of testing materials in accordance with JPPSS Test Security procedures. I further affirm that I will follow all administration procedures detailed in the test administration manuals and have participated in professional development on test security and administration.

Executed this _____

Date

Name of School

in the JEFFERSON PARISH PUBLIC SCHOOL SYSTEM

Signature of School Test Coordinator/School Administrator

Signature of Principal/District Test Coordinator



OATH OF SECURITY AND CONFIDENTIALITY STATEMENT

for Test Administrators and Proctors

THE ORIGINAL OF THIS DOCUMENT MUST BE RETURNED TO THE SCHOOL TEST COORDINATOR. THIS FORM WILL BE MAINTAINED FOR A PERIOD OF THREE YEARS IN THE SCHOOL TEST COORDINATOR'S FILES.

Personal Oath of Security and Confidentiality of Testing Materials

I, _____, do hereby affirm

Test Administrator or Proctor

that I will maintain the security and confidentiality of testing materials in accordance with JPPSS Test Security procedures. I further affirm that I will follow all administration procedures detailed in the test administration manuals and have participated in professional development on test security and administration.

Executed this _____

Date

Name of School

in the **JEFFERSON PARISH PUBLIC SCHOOL SYSTEM**

Signature of Test Administrator or Proctor

Signature of Principal

Appendix II

TYPES OF TEST SECURITY VIOLATIONS and PROCEDURES FOR INVESTIGATION of VIOLATIONS

TYPES OF SECURITY VIOLATIONS	PERSON(S) RESPONSIBLE FOR INVESTIGATION	PROCEDURES FOR INVESTIGATION	CONSEQUENCE RESULTING FROM CONFIRMED VIOLATION(S)
<p align="center">Erasure Analysis and Plagiarism</p>	<p>District Test Coordinator (DTC)</p>	<ol style="list-style-type: none"> 1. The DTC meets with principal to discuss the nature of the violation. 2. The DTC convenes an investigative team that may consist of the school principal, the STC, and the DTC. Written statements are collected from all involved parties. 3. The DTC reviews all gathered information and then forwards a written report to the Louisiana Department of Education (LDE), JPPSS Superintendent, and the school principal. 4. Parents of students found in violation of test security will be informed of the violation and the consequences for the student by the school principal. 	<p align="center"><u>STUDENTS</u></p> <p>Test scores are voided and converted to a score of zero. The student is eligible to retake the test during the next cycle of the test administration.</p> <p align="center"><u>ADULTS</u></p> <p>School personnel who are determined to be involved in a violation of test security will be subject to the Policies and Procedures of the JPPSS Personnel Department for such matters.</p>
<p align="center">Failure to Account for and/or Failure to Secure Testing Materials</p>	<p>School Test Coordinator (STC) and/or Principal</p>	<ol style="list-style-type: none"> 1. A committee consisting of the principal, STC, and test administrator convene to review the situation and determine where the secure materials are or if the materials were accounted for during the testing process. 2. The principal forwards the written report to DTC. 3. A written report with recommendations is submitted to the JPPSS superintendent and the Louisiana Department of Education by the DTC. 	<p>School personnel who are determined to be involved in a violation of test security will be subject to the Policies and Procedures of the JPPSS Personnel Department for such matters.</p>

Appendix II - continued

TYPES OF SECURITY VIOLATIONS	PERSON(S) RESPONSIBLE FOR INVESTIGATION	PROCEDURES FOR INVESTIGATION	CONSEQUENCE RESULTING FROM CONFIRMED VIOLATION(S)
<p>Copy, Reproduce, or Discuss Questions/Answers in Secure Materials; Coach Examinees; Alter or Interfere with Examinees Responses; and/or Provide Answers to Examinees</p>	<p>District Test Coordinator, School Test Coordinator, and/or Principal</p>	<ol style="list-style-type: none"> 1. The DTC convenes an investigative team or handles the investigation alone. Written statements are collected from all involved parties. 2. The DTC reports findings in writing to the Deputy Superintendent. 3. The Deputy Superintendent and/or DTC submit written report(s) with recommendations to the JPPSS Superintendent. 4. If necessary the JPPSS Superintendent will forward a written report to the LDE with recommendations for remediation of the particular problem. 5. Parents of students involved in a violation of test security will be informed of the violation and the consequences for the student by the school principal. 	<p align="center"><u>STUDENTS</u></p> <p>Students whose test scores are voided because of a violation will receive a score of zero. The student(s) will be allowed to retake the test during the next scheduled administration of the test.</p> <p align="center"><u>ADULTS</u></p> <p>School personnel who are determined to be involved in a violation of test security will be subject to the Policies and Procedures of the JPPSS Personnel Department for such matters.</p>

NOTE: The District Test Coordinator, School Test Coordinator, Principal, and/or any persons involved in investigating testing irregularities may not investigate an anonymous complaint. Jefferson Parish School Board policy states that anonymous complaints will not be reviewed. All reports of testing violations must be in writing, signed by the person making the report, and addressed to the District Test Coordinator (see Appendix VIII). The District Test Coordinator will follow procedures as set forth in this document for investigating the complaint.

Appendix III

TESTING RESPONSIBILITIES

DISTRICT TEST COORDINATOR	SCHOOL TEST COORDINATOR	TEST ADMINISTRATOR
Conducts professional development sessions for STC before all testing cycles.	Conducts a training session for all individuals who will administer tests or have access to testing materials.	Attends training session at the school site. Reads <i>Test Administration Manual</i> before testing begins.
Designates an appropriate locked, secure storage area for district testing materials.	Distributes a <i>Test Administration Manual</i> to each test administrator before the training session.	Conducts all testing according to the schedule prepared by the <u>district</u> .
Receives, verifies, distributes, and collects test materials for each testing cycle.	Maintains the security of testing materials in a predetermined, locked, secure storage area.	Administers all tests in a manner consistent with instructions and guidelines outlined in the <i>Test Administration Manual</i> and JPPSS Test Security Policy.
Schedules testing and makeup dates according to LDE guidelines.	Verifies the accuracy of the count of all materials received from the DTC.	Picks up and returns all testing materials to secured storage site each day.
Investigates any testing irregularities.	Supervises testing procedures and materials control at the school level.	Signs for and verifies the number of test booklets and answer documents at the beginning and end of each daily testing session.
Monitors security at testing sites.	Supervises and verifies the proper labeling and hand coding of all answer documents at the school site.	Does not examine test items, or provide cues, clues, hints or actual answers to examinees.
Reports any testing irregularities to the LDE.	Distributes and collects test materials to test administrators each day of scheduled testing.	Does not give access to the test materials to examinees prior to testing each day.
Returns all testing materials to the appropriate agencies at the conclusion of testing.	Packages all test materials for return to the DTC according to directions given at the professional development session.	Does not copy and/or reproduce any part of test booklet, answer document, or other secure test materials.
	Reports any testing irregularities to the principal and the DTC.	Does not use parallel forms of the tests as practice.

DISTRICT TEST COORDINATOR RESPONSIBILITIES

The District Test Coordinator's (STC) responsibilities include:

- Obtaining from each principal a School Test Coordinator for every school involved in testing
- Scheduling testing and makeup dates and times of the tests, based on LDE information
- Conducting district training sessions for all principals, School Test Coordinators, and Central Office personnel who will be involved in testing
- Designating an appropriate locked, secure storage area at the district for testing materials
- Maintaining the security of test items in the locked, secure storage area
- Verifying that an appropriate locked, secure storage area has been designated at each school
- Receiving and verifying testing materials
- Completing Delivery Verification forms and faxing them to Data Recognition Corporation (DRC) as soon as materials are received
- Reporting to DRC and Louisiana Department of Education (LDE), Division of Assessments and Accountability, any damaged or missing secure materials or receipt of materials not listed on the District and School Security Checklists
- Distributing materials to the School Test Coordinators
- Requesting additional test materials and bar-code labels from DRC, if needed
- Returning any missing secure materials to DRC when they are found
- Being available to answer questions about test security, administration, and return of materials
- Submitting a Permission Form for Testing in Environments Different from the Usual Classroom Setting to the LDE, Division of Assessments and Accountability
- Arranging for testing for LEAP, PARCC and iLEAP for approved home study and nonpublic students
- Reporting to the LED, Division of Assessments and Accountability, any breaches of test security
- Assisting principals in properly completing the Accountability Data field on answer documents
- Affixing labels to answer documents for approved home study and LEAP nonpublic students after testing is completed
- Verifying the packaging of all test materials from all schools and collecting, assembling, and packaging all test materials for approved home study, nonpublic school students, and district overage materials
- Completing the District Security Checklist for all overage test booklets and answer documents, including extra materials requested
- Complete the Return Verification form and faxing it to DRC immediately after each pickup
- Completing, if applicable, the Void Verification form and faxing it to the LDE, Division of Assessments and Accountability
- Investigating any testing irregularities and sending documentation to the LDE, Division of Assessments and Accountability
- Mailing any secure materials used for test accommodations, such as transparencies or computer disks, to the LDE, Division of Assessments and Accountability
- Collecting and properly disposing of all *Test Administration Manuals* after test administration
- Assisting the School Test Coordinators in correcting data on the online Accountability Cleanup Report

Appendix IV

PERMISSION FORM FOR TESTING IN ENVIRONMENTS DIFFERENT FROM THE USUAL CLASSROOM SETTING

As required by the State Board of Elementary and Secondary Education's Test Security Policy, permission for testing in environments that differ from the usual classroom setting must be requested in writing at least 30 days prior to testing. This form must be completed and returned to the Louisiana Department of Education, Division of Assessments and Accountability, P.O. Box 94064, Baton Rouge, LA 70804-9064 OR fax (225) 342-1136. A separate form must be submitted for each test and each change in testing environment.

District: JEFFERSON School: _____

Date of Request: _____ Testing Dates: _____

Why must these students test outside of their usual classroom?

Where will these students test? _____

Which test are these students taking?

ACT		LAA 1		EOC	
WorkKeys		LAA2		PLAN	
LEAP		ELDA		EXPLORE	
iLEAP		PARCC		OTHER	

Describe in detail the testing environment (e.g., layout of room, desk or table configuration, student proximity):

Number of testing groups: _____ Number of students to be tested: _____

Number of test administrators: _____ Number of proctors: _____

(There must be at least one test administrator for each testing group of fewer than 30 students and a proctor for each additional 30 students. All test administrators and proctors must be trained in test security and administration.)

District Test Coordinator's Name
(printed or typed)

School Test Coordinator's Name
(printed or typed)

District Test Coordinator's Signature

School Test Coordinator's Signature

Louisiana Department of Education use only.	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

Appendix V
**Professional Development for School Testing
Sign-in Sheet**

Only personnel receiving professional development for test security and test administration may handle and/or administer standardized tests.

SCHOOL: _____

Date(s) of Inservice: _____

Principal Signature: _____

School Test Coordinator Signature: _____

<u>Print Participant's Name</u>	<u>Participant's Signature</u>	<u>Grade Level</u>

Scan and email this form to the District Test Coordinator before testing begins.

Appendix VI

Assessment _____

**Testing Materials
Daily Sign-Out/Sign-In Log**

SCHOOL: _____

Principal' Signature: _____

School Test Coordinator's Signature: _____

		Date:		Date:		Date:		Date:		Date:	
		OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN
Test Administrator	Grade	# and Initial	# and Initial	# and Initial	# and Initial	# and Initial	# and Initial	# and Initial	# and Initial	# and Initial	# and Initial

Scan and email this form to the District Test Coordinator at the conclusion of testing.

SCHOOL TEST COORDINATOR RESPONSIBILITIES

The School Test Coordinator's (STC) responsibilities include:

- Supervising testing procedures and materials control at the school site
- Scheduling testing dates and times in accordance with the District Test Coordinator (DTC) directions
- Making arrangements for a location for students who require additional time to complete testing
- Scheduling and monitoring makeup testing
- Verifying the count of all materials received and reporting any discrepancies to DTC
- Ensuring the security of testing materials from the time they arrive at the school until the time they are returned to the DTC
- Noting any test booklet or answer document discrepancies on the Security Checklist
- Notifying the DTC of additional test booklets, answer documents, or manuals needed before the deadline for requesting additional materials
- Reviewing in their entirety the STC manuals and Test Administration Manuals
- Distributing a Test Administration Manual and a Test Administrator Comment Sheet to each test administrator before the training session
- Conducting a training session in test security and administration for all test administrators and all other individuals who have access to secure materials before, during, and after testing
- Assigning a Test Administrator (TA) number to each test administrator at the school
- Verifying that the TA number has been coded on the answer documents of all students in each test administrator's testing group
- Submitting the Verification of Section 504 forms to the District Section 504 Coordinator by the date established by the district
- Compiling a list of students approved for accommodations, with the accommodations they are to receive, and providing the list of such students in a testing group to the test administrators
- Notifying test administrators providing accommodations *Tests Read Aloud* or *Communication Assistance*
- Making arrangements for locations for students testing in small groups or individually
- Submitting a Permission Form for Testing Environments Different from the Usual Classroom Setting to the DTC
- Notifying the SIS Coordinator of incorrect student information on preidentified student answer documents
- Supervising and verifying proper hand-coding of student information and the placement of all bar-code labels on answer documents before testing
- Ensuring that test administrators do not affix bar-code labels to answer documents for approved home schooled and non-public school students
- Verifying that classrooms have been prepared for testing: test-related content material removed or covered, sufficient space for students, testing sign on door
- Distributing test materials to test administrators on the appropriate day using the Security Checklists to record student and test administrators names
- Monitoring testing sessions
- Collecting, checking in, and storing test materials in the designated secure storage area each day after testing
- Supervising test administrators who must transfer student answers from large-print, Braille, or other accommodation formats to a scorable answer document

- Collecting and returning any computer disks or other accommodation format testing materials with test items or student responses and making sure any test items or student responses are completely deleted from computer hard drives
- Verifying test administrators have coded accommodations actually used
- Submitting to the principal all answer documents that must be accountability coded
- Reporting any testing irregularity to the DTC
- Packaging test materials according to directions for return to the DTC
- Any other mandates or directives from the Louisiana Department of Education not covered in this list

SCHOOL TEST COORDINATOR APPOINTMENT FORM

SCHOOL: _____

PLEASE PRINT NAME OF SCHOOL TEST COORDINATOR ON THIS LINE

has agreed to handle the duties of School Test Coordinator at our school site for the 20__/20__ school year.

The School Test Coordinator will attend all meetings pertaining to testing throughout the school year. He/she will also be responsible for test security and test administration professional development at our school site using the Power Point presentation and handouts provided to him/her in the district testing workshop(s).

SCHOOL TEST COORDINATOR'S SIGNATURE:

DATE: _____

PRINCIPAL SIGNATURE:

DATE: _____

Please scan and email this document to the District Test Coordinator by

_____.

Date

JPPSS COMPLAINT RECORDING FORM

SCHOOL: _____

Date of Call: _____ **Time of Call:** _____

Name/Title of Person Making the Complaint:

Nature of Complaint:

Signature of Person Receiving the Complaint:

Date of Alleged Infraction: _____

Principal's Signature: _____

Complaints received at the school level shall be reported to the District Test Coordinator by phone immediately. The District Test Coordinator must receive the original of this within 24 hours of the receipt of the complaint form. The District Test Coordinator will then conduct a full investigation into the allegations and file a report with the school principal, JPPSS Superintendent, and Louisiana Department of Education.

Appendix IX
JEFFERSON PARISH PUBLIC SCHOOLS

TESTING IRREGULARITY REPORT

Date: _____

School: _____

State Code: 026

Check Assessment:

ACT		LAA 1		EOC	
WorkKeys		LAA2		PLAN	
LEAP		ELDA		EXPLORE	
iLEAP		PARCC		OTHER	

Test Administrator _____

Student _____ **Grade:** _____

Assessment Section(s) _____

Type of Irregularity: Excessive Erasure Plagiarism Other

Description of Irregularity:

SIGNATURES:

Test Administrator: _____

Student: _____

School Test Coordinator: _____

Principal: _____

Date: _____

This form must be submitted to the District Test Coordinator as an infraction occurs during testing but no later than (DATE) _____.

Please scan and email this document to the District Test Coordinator

Appendix X

TEST SEATING CHART

School: _____

Teacher: _____

Room #: _____

Door

Door
