

2026–2027 School Test Security Plan

School Test Security Plans document site-specific information and must be consistent with procedures outlined in the District and state test security plans.

School: **Sister Robert Joseph Bailey E.S. #0359**

Principal: Sandra Baeza

Individuals responsible for carrying out the procedures of the School Test Security Plan:

Name:	Title:
<u>Sandra Baeza</u>	<u>Principal</u>
<u>Timothy Granger</u>	<u>Assistant Principal</u>
<u>Melanie McGee</u>	<u>Test Coordinator</u>
<u>Stacy Collins</u>	<u>Test Coordinator</u>

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students and non-licensed individuals required to be present in the testing environment are trained in the following manner:

Staff will be required to complete the 2026-27 NDE and CCSD digital modules through the ELMS learning management system. Completion will be monitored by the Test Coordinator (TC) as staff members submit a signed copy that they have viewed the ELMs training. Site-based training for test security and administration will be provided, and teachers will sign an acknowledgment of the staff training. These procedures will be verified by the TC and stored in the Testing Binder for 2026-2027. All documentation will be retained for three school years.

STORAGE AND DISTRIBUTION OF HARD-COPY TESTING MATERIALS

Test materials are stored in the following secured and locked location(s):

Locked and stored in a cabinet in room #13, the administration office.

The following individuals have access to the secured test materials and/or computers:

Name:	Title:
<u>Sandra Baeza [Bailey ES]</u>	<u>Principal</u>
<u>Timothy Granger [Bailey ES]</u>	<u>Assistant Principal</u>
<u>Melanie McGee [Bailey ES]</u>	<u>Title 1 Learning Strategist</u>
<u>Stacy Collins [Bailey ES]</u>	<u>Behavior Strategist</u>
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Online testing rooms and test administrator computers are secured as follows:

Upon entry to the testing environment, the test administrator will check that students are not wearing earbuds or have wearable devices on them (e.g., smartwatches). During the test administration, the TA will collect all students' phones, check for any wearable electronic devices (smartwatches, earbuds), and have students put them into their backpacks. Computer labs and carts containing student devices are locked when not used for testing during the summative window. All TA computers are secured and monitored throughout the session during the test administration, and all student devices are in kiosk/testing mode, restricting student access. Each testing room will have sign-in/sign-out sheets to document all individuals, students, test administrators, proctors, and other school personnel in the testing room.

ELIGIBILITY

The following procedures are used to verify student eligibility:

To determine students' eligibility, the Test coordinator will ensure and determine eligibility by using the following metrics:

- WIDA— LEP Assessment Report from Infinite Campus
- CRT— Infinite Campus to verify grade-level enrollment
- NAA, WAA—use the Infinite Campus AdHoc, *Students Marked with Alternative Assessment*
 - Consulting with the Special Education Instructional Facilitator (SEIF) to:
 - Confirm that all students in the report have the NAA and WAA marked in their IEP.
 - Identify students missing from the report with NAA and WAA marked in their IEP; select the Alternate Assessment checkbox in Infinite Campus.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to distribute, collect, and return paper/pencil test materials or online test tickets:

Secure testing materials be stored in the locked wardrobe located in the administration office of room #11. All test tickets/teacher instruction manuals will be distributed and signed out to the assigned TA using a sign-in/out sheet. All return materials will be inventoried by the TC using class rosters. TA will be responsible for keeping testing materials secure during test administration. Students will sign out their test tickets on the class roster distributed by the assigned TA/proctor. Once students are signed into the testing DRC site, the TA will collect student test tickets and secure them in a locked drawer until turned in to the TA. TA must account for all testing materials, including counting all test tickets, before returning materials to the TC. Distribution Procedures: TC completes the following:

1. Test tickets are printed by the School Test Coordinator the morning of the test.
2. Test Tickets verified against the Infinite Campus student roster.
3. Test tickets, test instruction manual, and student roster are signed out by each Tr from the TC.
4. Test tickets, test instruction manual, and student roster are signed in by each TA by the TC.
5. An inventory of all testing materials/tickets is completed by TC and all test tickets, and scratch paper are shredded by school TC.
6. All inventory of material is secured in a locked storage cabinet in room # in the administration offices for the end of the day.

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EMERGENCY SITUATIONS

The following plan is in place to address test security issues during an emergency situation:

During an emergency requiring school evacuation, students will “pause” their test (if safe) and calmly exit the room. All testing rooms will be locked/secured after the last student has exited to secure materials. Re-entry of the testing area is accessible by the principal, TC/TA, and will be documented on the sign-in/out roster. Students will resume testing if possible. A report of Test Irregularity (TI) will be completed if an emergency occurs longer than the 20-minute “pause” assigned time.

SUPERVISED BREAKS

The following protocols are used by test administrators/proctors to provide students with a supervised break during testing.

Test administrators/Proctors will contact the office by school phone or school call button to advise that a student(s) need a supervised bathroom break. School staff that have completed Test Security training will assist with bathroom breaks. Prior to entering the classroom, the roster for personnel entering the room will be signed along with the date/time that they are escorting the student to the bathroom and signed along with the date/time upon their return. Students will also sign the Bathroom Log with date and time of leaving and returning to their classroom. Sign-in sheets will be collected daily and stored in the testing binder for that school year.

ADDITIONAL TIME

The following procedures are used for students who require additional time for testing:

At the end of the scheduled testing time, the TC, will locate students in need of additional time, collect their testing materials and test tickets from the TA, have students enter “pause” on their Chromebooks, and along with their devices, securely transport students in a single line, with no interaction amongst students to the designated make-up testing room of #P103/104. Students will sit in assigned areas, and their Chromebooks will be given to each student, verifying student test tickets, and the students will “resume” testing. TA will collect test tickets and proctor the test until the student completes the test. Documentation of the move to a new designated area will be completed/filed in the testing binder.

Lunch arrangements will be made for students who are still taking the CRT, to “pause” their test to eat lunch. The TC or designated staff will monitor the students' lunch break in the assigned testing location.

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ACCOMMODATIONS

The following procedures are used to ensure compliance with student testing accommodation plans:

The TC will meet with the SEIF before each testing window to review all NDE Testing Accommodations for Students in Special Education and 504 Programs forms. The identified special accommodations will be submitted to the Assessment Department for NDE approval. The TC will develop a spreadsheet of all students requiring support, organized by assessment. The TC will assign embedded support within the appropriate testing platform. Designated supports for the tests not on the platform will be signed out to each student according to their IEP. The TC will ensure that Confidentiality Agreement Forms are collected as needed.

COMMUNICATION PROTOCOLS

The following protocols are used by test administrators/proctors to communicate with personnel outside the testing environment:

During active Clark County School District (CCSD) testing sessions, test administrators and proctors must restrict outside communication strictly to secure, designated school channels. They use landline phones, administrative intercoms, or runner protocols to contact the main office, test coordinators, or IT support for emergencies or technical glitches, ensuring zero compromise of secure test materials.

In case of a power outage test administrators and proctors may use their cellphone to contact the test administrator or front office.

OTHER PROCEDURES

Listed below are additional procedures followed to ensure test security:

The TC will meet with teacher teams to identify students who need designated support aligned with the Usability, Accessibility, and Accommodations Guide. The TC will add this information to the accommodations spreadsheet.

All classrooms used for testing will be checked to ensure that all instructional materials that could aid students with the CRT, NAA, WAA, or WIDA have been covered or removed.

TA will notify a principal, TC, or other staff member who has completed the NDE Test Security Module when a student has to use the restroom. Students, TC, or staff members will sign out at the roster time/location. Students are taken to the restroom by TC or staff in a single line, and one boy and one girl may enter the restroom. Students are instructed not to talk/discuss the test.