

**BOAZ CITY SCHOOL SYSTEM  
TEST SECURITY PLAN  
2006-2007**

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2005-2006**

**INTRODUCTION**

The Boaz City School System plan for test security and the implementation of the State Testing program will contain of the following areas:

- I: Testing Personnel
- II: Inventory of Test Materials
- III: Dissemination and Collection of Materials
- IV: Storage of Test Materials
- V: Lost Test Materials
- VI: Unusable Test Materials
- VII: Monitoring Procedures
- VIII: Security of Locally Purchased Materials
- IX: Test Security and Administration Training
- X: Description Of The Procedures Used In Accounting For And Destroying Old Or Damaged Test Booklets:
- XI: Effective Date of Plan

## I. TESTING PERSONNEL

The Superintendent, the Board of Education, or their designated representatives will appoint the testing personnel. The personnel are as follows:

- A. System Coordinator: Dr. Randall Haney, Assistant Superintendent  
(Appointed by Superintendent)
- B. Building Coordinators: The Counselors at each school (Appointed by the Principal at each school)
- C. Test Administrators: Certified personnel selected by the Principal and Building Coordinator as needed for each assessment. Must be a full time employee.
- D. Proctor: Proctors will be appointed by the Principal and Building Coordinators as the need arises in the administration of a particular test. Must be a full time employee.

The personnel list will be submitted to the System Test Coordinator each school year during the months of August and February, prior to the testing cycle.

Due diligence will be maintained by the Principals to ensure that Test Administrators or Proctors are not placed in the position of assessing children in their immediate family.

## II. INVENTORY OF TEST MATERIALS

- A. Personnel Involved - Those who will be involved with the inventory of test materials are the:
  - 1. System test coordinator
  - 2. Secretary to the coordinator
  - 3. Building coordinators
  - 4. Test administrators

**Note:** All of these personnel will sign the Test Security Policy.

- B. Time Lines for Inventory:
  - 1. The system coordinator and staff will inventory test materials as they are received from the State and/or the publishing company preparing the test.
  - 2. The materials for each test will be inventoried before and after each testing session so that an up-to-date inventory will be on file in the system coordinator's office. The inventory sheets in the Alabama Student Assessment will be used for inventory purposes.

### III. DISSEMINATION AND COLLECTION OF MATERIALS:

#### A. System Coordinator - Building Coordinator:

##### 1. Timeline:

###### a. Exit/Graduation Exam:

The test materials will be received from the system coordinator at the central location on the morning on the test. These test materials will be returned immediately following the completion of testing for that day. The building coordinator will either deliver the materials to the central location or call the system coordinator to pick up the materials that day.

###### b. Stanford Achievement Test:

The system coordinator and building coordinator will meet at the central location the week prior to the assessment and prepare the necessary materials for testing. The building coordinators will take the materials to the secure storage facility at his/her local school until the day of the assessment. Following the completion of the assessment the building coordinator will make an appointment with the system coordinator to pick up the test materials and return them to the central location.

##### 2. Documentation:

The inventory sheets, provided in the Student Assessment Handbook, will be used to document the transfer of materials. Counting and signatures of both the system coordinator and the building coordinator will be required at pick up and delivery.

#### B. Building Coordinator - Test Administrator:

##### 1. Timeline

###### a. All Test

The building coordinator will separate and package the test materials for each day and the test administrator will pick up, count, and sign that he/she has received the necessary materials for that day. Immediately following the completion of the testing for that day, all materials will be returned to the building coordinator who will inventory the materials in the presence of the test administrator and sign for receipt. The morning of testing, the test administrator will pick up tests making sure that the materials are secure while in his/her possession.

2. Documentation:

The inventory sheets, signed by the building coordinator and the test administrator, will be the documentation for the materials. The building coordinator will keep a file containing these inventory sheets in his/her office.

**IV. STORAGE OF TEST MATERIALS:**

1: Central Storage Location:

a. Location:

Due to the amount of test materials and limited storage at the central office, there are 2 storage locations. Most material will be stored in a walk-in locked closet at the Boaz Elementary School by the test coordinator. There may be occasion when some material will be stored in a locked vault in the central office material warehouse located next to the city hall.

b. Access:

At the central office location there are only 2 keys to the secure room and only the Superintendent and the Test Coordinator have these keys.

The storage vault, located in the warehouse, will have a combination known only by the Superintendent and the Test Coordinator.

2. Local School Storage:

c. Location:

d. Each local school has a designated location where the school keeps the test materials while the materials are on campus. Each school will use a locked cabinet in the counselor's office.

e. Access:

All storage areas at the local schools are accessible by the principal and the counselor. All locked spaces in the counselor's office and the office is also locked providing double locking. Access is limited to the principal and the counselor during testing times.

**V. LOST TEST MATERIALS:**

Every effort is made to ensure no materials are lost. The use of inventory sheets and seating charts by all parties will eliminate materials from being lost. If a test administrator finds that some materials are missing, the following steps are to be taken:

1. Immediately notify the building coordinator
2. No students are to be dismissed from the testing room until the materials are located.
3. A report is to be completed and forwarded to the system coordinator.
4. If the materials are not found, the system coordinator will immediately notify the state testing office.

**VI. UNUSABLE TEST MATERIALS:**

1. Classification:
  - a. Test materials that have been written in or marked in will be identified as damaged and not usable.
  - b. Test materials that are torn or that have pages missing will be identified as damaged and not usable.
  - c. Test materials of out of date editions will be identified as not usable.
2. Reporting of Unusable Materials:
  - a. Test administrators will upon collection of materials will separate the unusable materials, list, and report these materials to the building coordinator.
  - b. The building coordinator will collect all unusable materials from the test administrators and report them to the test coordinator when he collects the materials.
3. Destroying Unusable Materials:
  - a. The system coordinator will separate all unusable test materials when all testing is completed.
  - b. Test materials to be destroyed by the state will be returned to the state in the prescribed manner.
  - c. Test materials to be destroyed locally will be done by the testing coordinator. The materials will first be shredded and then burned.
4. Inventory Revision:
  - a. The testing coordinator will revise the materials inventory and order the

necessary materials as indicated by the revised inventory.

**VII. MONITORING PROCEDURES:**

1. Random monitor will be done during each assessment.
2. The system coordinator's designee (central office personnel) will act as monitor since the system test coordinator cannot serve as a monitor.
3. Documentation will be the monitoring forms found in the Assessment Manual for each assessment. The completed forms will be filed in the central storage location by the system test coordinator.
4. Any major irregularities observed during the monitoring will be investigated by the system test coordinator and the results report to the Superintendent and State Testing Department for further action. Minor irregularities will be remedied locally.

**VIII. LOCALLY PURCHASED TEST MATERIALS:**

1. Test Materials Purchased:
  - a. The only test that may be purchased locally is the Stanford Achievement Test for grades 1 and 2.
2. Purpose:
  - a. The purposes in giving the SAT test to grades 1 and 2 are to prepare the students for the State testing program which begins in the 3rd grade, evaluation of the Title I program, and give teachers information as to the strengths and weakness of their classes.
3. Security Procedures:
  - a. The same security procedures will be followed for these tests as it is for the State testing program.

**IX. TESTING ADMINISTRATION AND SECURITY TRAINING**

1. Personnel Involved:
  - a. Principals and Assistant Principals
  - b. Counselors/Building Coordinators
  - c. Test Administrators and Proctors
  - d. Other Teachers and school personnel
2. Documentation of Training:

- a. An agenda for each session at each school
- b. A signature sheet for those in attendance
- c. A signed copy of the Test Security Policy for each person.
- d. All of the above documentation will be kept in a binder by the system coordinator in his office.

3. Training Schedule:

- a. Time - A training session will be held prior to each testing administration in accordance with the Assessment
- b. Location of Training - The security training sessions will take place on each campus. The system coordinator will schedule a time and place with the principal that best to serves each faculty.

4. Training Personnel:

- a. The system coordinator will conduct a training session for the building coordinators.
- b. The system coordinator and building coordinator will conduct training session for all other personnel.

**X. DESCRIPTION OF THE PROCEDURES USED IN ACCOUNTING FOR AND DESTROYING OLD OR DAMAGED TEST BOOKLETS:**

1. Test booklets will be classified as damaged when they no longer allow for equitable testing opportunities.
2. Test administrators will report/submit to the building administrator any test booklets which they believe to be damaged beyond the possibility of equitable testing use by students. The building administrators will then report/submit (to the system test coordinator) the damaged booklets. If there is any question by the system test coordinator concerning the condition of the test booklet for equitable use by students, appropriate personnel in the ALSDE Assessment Section will be consulted before the materials are destroyed.
3. Old or damaged test booklets and DIBELS material will be destroyed by shredding, incinerating, or other methods approved by the State Department of Education. The System Test Coordinator will personally supervise all destruction of test material and certify same.
4. After the destruction of the test booklets, the inventory will be revised/updated

**XI. EFFECTIVE DATE:**

This plan will be in effect following approval by the Boaz City Board of Education and the State Testing Office.

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Submitted – System Test Coordinator

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Approved - Superintendent, Boaz City Schools