School:	Madison Elementary		
BTC:	Jacqueline Epps	Date completed:	2/12/2021
Type	**Plan**	**Where - Please list room numbers where possible**	**Who will be responsible, have access? Please list names when possible**

Type	Plan	Where	Who	(guidance notes)
Docusign Procedure	All staff and volunteer proctors will be educated on docusign during trainings. The TA will email the BTC and principal upon completion of the test. The principal and BTC will report to the testing location for docusign process. The principal will email the TA the forms to be signed. The TA and TP will sign them and email them signed to the principal. TA's and TP's will not leave the testing location until the document has been signed. Docusigns will then be printed to verify accuracy. TAs will sign and turn in completed observation forms to the BTC.	Each testing location	BTC and Principal	
Tests Missed & Made-Up	The forms will be in each testing session. The T/A or T/P will fill out the forms for missed tests. The BTC will then set up times for the missed to be made up. When tests have been made up the day, time, and names will be recorded on the missed tests/made up tests form.	Couselor's office	All Test Administrators and BTC	
Additional Time	Students who need additional time, as a direct extension of the testing session: Students who are taking paper/pencil tests and still need additional time will be escorted to the designated classroom by the proctor and administrator. The Proctor will collect the tests for transport to the designated classroom. Students will then continue working under the direction of a Test Administrator as well as a Proctor. The students who are taking online tests will be allowed to stay in the testing room until they have completed their testing unless their testing time runs into the next testing session in which case their test will be paused and they will move along with their Test Administrator and Proctor to another location. Students should refrain from closing their computers, as this will put their computers in sleep mode and lock them out of their tests.	Title I reading room	Jan Merchant, Title I reading teacher with proctor	Provide your detailed, written school plan for unaccommodated students who need additional time. This must include: the location where students will continue testing, how materials will be handled, and how a secure testing environment will be ensured.
Emergency Plan (Evacuation of the testing room; fire, tornado, intruder).	In case of an evacuation emergency, once the announcement is made/alarm is sounded, teachers will instruct students to leave their test booklets facedown on their desks and close their tablets/laptops. Upon leaving the room, teachers will lock their doors behind them in order to ensure test security. The students will be instructed to refrain from discussing the test. The Building Test Coordinator will be notified of the emergency and will notify the District Test Coordinator, who will then notify the State Department.	All testing locations	All Test Administrators and BTC	Provide your detailed, written communication plan in case of emergencies. The plan should include sections for each of the following scenarios: student illness, power failure, fire/tornado alarm, and evacuation of building. Plans must include: what will be done with secure test materials, how this will affect students, what will be done to handle the testing environment, and who will complete the Test Irregularity Form.
Test Security Plan: to include test books & answer documents	When test materials are not in use, they will be locked and stored in the counselor's office. This room will remain locked at all times. Tests will be taken by the BTC to the TA'S designated testing room and signed out to the TA. The test Administrator will email the BTC when testing is complete. The BTC will come to the room and count books with the TA. The BTC will return the tests to the secured counselor's office.	Counselor's office	*Individuals with room access:* Dominic Barone-principal; Jacqueline Epps - counselor	Provide a detailed, written plan describing how security of the test materials is maintained at your district/building(s) and during test sessions. Include specific procedures to maintain the security of test booklets, test tickets, answer documents, and access codes prior to, during, and after testing sessions.
Transfer of secure testing documents to & from Alt. Site of Instruction (i.e. Homebound students)	Test Administrator from the Alternate Site of Instruction will pick up test materials from BTC at the Enrollment Site on the day the test is to be given. Students will be tested at enrollment site. Upon the completion of testing for the day, all test materials will be returned to the Enrollment Site and kept with the secure materials at that site.	Counselor's office	Test Administrators	Provide your district's detailed, written plan for the transfer of secure testing documents to and from an Alternate Site of Instruction (e.g., hospital, juvenile detention center, homebound, etc.). Required, even if your site did not use an alternate site.
Calculator Plan	3-5 Testing: WITH IEP or 504 ACCOMODATION ONLY: non-scientific, four-function calculators only. Calculators will be checked in to the BTC before the testing window. Calculators will be cleared by the BTC to ensure that they meet SDE policy before test administration starts. Upon completion of each testing session, calculators will be returned to the BTC and cleared before each testing session.	Counselor's office	*Individuals responsible for implementation:* Principal and BTC	Provide your plan for implementing the state calculator policy, including who will implement the plan. Plan must include how it is used, which faculty member(s) is in charge of implementation, and how students have access (e.g., who is responsible for clearing calculator memory before and after each testing session, who will ensure calculators meet SDE requirements, who will provide calculators for students).
Student Illness/Emergency Plan	The test administrator will call or buzz the front office or text the BTC. If the student is able to leave without assistance, the student will report immediately to the Health Aide's room. If the student needs assistance the front office staff, principal or BTC will send someone to pause the test and escort the student to the office. A note will be made in the testing log. *If the student is unable to return, an Irregularity Form will be submitted and the student will continue with the same test in a closely monitored make-up session. The student will not be allowed to return to any questions that were previously viewed.*	All testing locations	All Test Administrators and BTC	
Power Failure Plan	The BTC will send runners to each of the classrooms to notify the Test Administrator of the situation (temporary or long-term power failure). Directions for continuing (paper/pencil in adequate light) or discontinuing the test will be given by the BTC. The BTC will notify the DTC who will notify the OK State Dept of Ed. Test administrators may continue the test if the interruption lasts for less than 60 minutes and if the students are kept in a secure testing environment (e.g., no talking allowed). **If a testing interruption lasts for more than 60 minutes the tests will be collected and kept secure, and a test irregularity form will be submitted. If possible, the students will be allowed to continue with the same tests in a closely monitored make up session but will not be allowed to revisit any test questions that were previously viewed.** If a secure testing environment is not maintained during the interuption, the BTC and DTC will make arrangements to invalidate the tests and request breach forms.	Test administrators will be instructed to text the BTC's cell phone in event of a power failure.	All Test Administrators and BTC	
Testing Accommodations Plan	The BTC will set up testing sessions accordingly on the site testing schedule. The BTC has developed a spreadsheet to include all 504, EL, and IEP accommodations. These accommodations have been verified using the IEP accommodation pages provided by the Special Education Teachers, EL Teacher, and Counselor (Scuderi, Fowler, Mitchell, Smith, Epps). BTC keeps copies of all IEP, 504, and EL accommodation pages for record. TA's will be given a list of test accommodations prior to each testing session.	All testing locations	Gay Smith and team	Provide your detailed, written school plan and procedures for providing testing accommodations. This must include: who is responsible for ensuring accommodations are provided, and who is responsible for verifying the accommodation received is documented on the students' IEP, 504 Plan, or ELAP.
Cell Phones/Electronic Devices	IMPORTANT: The cell phones of ALL staff, including Administators and Proctors need to have their Wi-fi turned to the OFF position in order to ensure they are not draining the Wi-fi for testing. Electronic devices to include but not to be limited to phones, fitbits, smart watches, kindles, and ipods/ipads will be collected and labeled by post-it notes with the student's name. All devices must be shut off so as not to "stream" from the wi-fi and overload the system. The proctor will keep these in a bin until the test session has ended, at which time they will be returned to the students.	All testing locations	TA and TP	
When good tests go bad	When the test administrator realizes there is an issue (reading directions from the wrong TAM, an accommodation is not being provided): if this is noticed before the test begins, the TA will contact the BTC, (via buzzing, texting, calling) who will correct the situation. If noticed after the test has begun, the TA will suspend testing for the affected students and contact the BTC. The BTC will contact the District Test Coordinator to determine if an invalidation or an irregularity is in order. Notes will be made in the testing log. If necessary, the DTC will request an invalidation from the OK State Department of Ed.	All testing locations	TA: BTC: and DTC	Provide your detailed, written school plan and procedures for handling test security breaches/invalidations in the Testing Status Application via Single Sign On. Provide your detailed, written school plan and procedures for self-reporting test irregularities using the Test Irregularity Form.
Emergency Accommodations	The BTC will complete an Emergency Accommodations (EA) form and will submit the form to the DTC prior to the deadline occurs. If the accommodation is approved, the Test Administrator(s) will be instructed to provide/allow the accommodation for the student(s).	All Testing Locations	All Test Administrators and BTC	Provide your plan for implementation of Emergency Accommodations (EA Form). Required, even if your site did not use an Emergency Accommodation.
Non-Standard Accommodations	Read Aloud for ELA assessment - The IEP teacher will gather necessary documentation and complete the NS1 Accommodation form and submit these to the Special Services department before the deadline occurs. Special Services will then review and submit the forms, including all documentation, to the DTC, who will submit them on the SDE Testing Application. If the accommodation is approved, the BTC will instruct the Test Administrator(s) to provide/allow the accommodation for the student(s). Unique Accommodation - The BTC will complete the UA form and submit it to the DTC who will then submit the request on the SDE Testing Application. If the accommodation is approved, the BTC will instruct the Test Administrator(s) to provide/allow the accommodation for the student(s).	All Testing Locations	All Test Administrators and BTC	Provide your plan for proper implementation of Nonstandard Accommodations (ELA/Reading Test Read-Aloud & Unique). Required, even if your site did not these accommodation types.