LAWTON PUBLIC SCHOOLS

SITE TEST PLAN

2025-2026

District: Lawton Public Schools

School Site: Freedom Elementary

Principal: Sara Breeze

Building Test Coordinator: Sarah Owens

Thank you for taking on this important responsibility. Your cooperation, vigilance, and good sense are important in achieving success in this task. You should be alert, aware, and attentive at all times.

To ensure a testing environment for all students to be successful, staff must maintain a professional demeanor and decorum. Staff should remain focused on test security and protocol; personal conversations should not take place during testing and while students are present. School Test Administrators and Proctors should read and know the procedures for testing outlined in the School Security Plan and the OSTP Test Administration Manual. Please, refer to these documents for all security and test procedures for a comprehensive guide and explanation(s).

Test Security Protocols

The administration of the Oklahoma State Testing Program (OSTP/CCRA) assessments is a secure testing event. Building Test Coordinators are responsible for ensuring that Test Administrators (TA's) and Test Proctors (TP's) are properly trained in all testing and security requirements. For the on-line assessment from Cognia or any testing company, students may not have access to secure test content, printed student authorization tickets, printed access codes, or scratch paper (blank paper intended for use as scratch paper during testing) **before testing.**

Training

- Building Test Coordinator (BTCs) will attend all OSTP/CCRA training session(s).
- BTCs will hold training sessions for Test Administrators and Test Proctors. ALL attendees will be required to sign an attendance form. Those who are not in attendance will be required to receive one-on-one training prior to testing, or they **will not be allowed** to administer/proctor the tests. They will sign and note the date of training. Topics to be covered include but are not limited to:
    - Testing dates/times
    - Description of test materials

- All secure materials: test tickets, access codes, (test booklets if applicable)
- Test security
- Things to ALWAYS do during testing and NEVER do during testing
- Rules for accommodations
- Responsibilities of Test Administrators
- Responsibilities of Proctors Test Administrators and Proctors
- How to know that a child is in the right section of the test
- Reporting Irregularities
- Procedures for starting, stopping, and resuming a test session
- Security Affidavit Form

Test Administration and Test Proctoring training are located on the Cognia Resource site, and all BTCs, TAs, and TPs are required to view them and take the quizzes at the end. Results must be printed for site records and copies sent to the District Assessment Office. BTCs can choose to conduct additional in-person training, also. If this occurs, training documentation is required via sign-in sheets and kept in on-site records with copies sent to the District Assessment Office.

BTCs **are not allowed to sign for others or take training for others.**

Security Agreement

Before testing, all staff involved in the administration of OSTP/CCRA testing at each testing school site (Building Test Coordinator, Test Administrators, and Proctors) must sign the appropriate Security Agreement(s) from Cognia. Violation of this security agreement can result in consequences ranging from a reprimand to dismissal, depending on the severity of the violation. OSDE (Oklahoma State Department of Education) has the right to revoke your license, and in some cases, a violation can result in prosecution.

Test Material and Content Security Requirements

Site School Building Test Coordinators develops a chain-of-custody plan reflecting the requirements below:

- All test items will be locked in a Sarah Owens' office (A328) and checked in and out by the Building Test Coordinator (BTC), Sarah Owens. Securing test materials in a locked location. Ensure that test materials are accounted for at all times before, during, and after test administration.
- Procedures for documenting the distribution and return of test materials between BTC and Test Administrators.
    - Note that all secure test materials must be returned to Cognia and/or ACT (high school) per the directions provided by the company; thus, the BTC and Test Administrators must be familiar with the test administration manual in advance of the test administration. On-line access information or copies of manuals will be provided to all test administrators **at least** a week in advance of the assessment administration. Failure to implement and follow a chain-of-custody plan may result in test invalidations. The chain-of custody of test materials must be documented before, during, and after test administration.

Computer-Based Test Materials

Freedom Elementary BTC, Sarah Owens, must distribute test materials to and from the Test Administrators each test administration day/session. Test materials will be stored in a locked location until distribution. Test session boxes/ containers/packets/etc. with all pertinent testing materials necessary for each testing session will be checked out to Test Administrators and inventoried upon return. These test boxes or etc. **must not and will not** be stored in classrooms prior to or following the day of test administration.

Test materials that will be distributed by the BTC to Test Administrators for computer-based test administration include:

➢ Student Tickets

Each test session will have a username and unique password for each student that will be printed on the Student Authorization Ticket printed by the BTC and found in Cognia and/or Pearson Access Next: ACT (high school). Students will be prompted to enter the information on their individualized test ticket to access the test. Test tickets must be collected from every student in the test session and placed in the test box/or etc. for inventory following the end of the test session.

➢ Assessment Codes

Access Codes are used to enter specific sections/sessions of the assessments. Access codes prevent students from working ahead on a session not being administered or going back to a session that has already been completed. Access codes ensure that test sessions are taken in order. Access Codes also protect the security of test items because students cannot look ahead at sessions before taking scheduled breaks. Access codes are only given to students when the next section of the assessment is given. Access codes are not displayed and are placed back in the test box for inventory at the end of every test session.

➢ Scratch Paper

School sites provide scratch paper. Test Administrators must supply two pages per student, per session, per content area. Paper must be provided by Test Administrators, not students, and must be blank, lined or, for Mathematics, graph paper (there must be no writing of any kind on the paper). Scratch paper must be collected from every student at the end of the test session and placed in the test box/or etc. for inventory.

➢ Calculators

Hand-held, grade appropriate calculators that meet state standards are allowable and as needed because the online platforms have built-in calculators. It is up to each school site as to whether students bring their own allowed calculator (checked by test administrator prior to use) or whether calculators are provided by the school site. Make note that each calculator will have been cleared prior to use/distribution by the BTC and/or designated and trained testing assistants, as well as cleared again after the testing session by the Test Administrator and Test Proctor.

- ❖ Remember that on-line calculators are included in OSTP/CCRA assessments per information in Test Administration manuals. At some grade levels, formula editors are also included.
  - ➢ The items on the OSTP/CCRA assessments are designed so that all tasks can be solved without the use of a calculator. However, certain tasks are much more difficult if a calculator is not available.
  - ➢ Before the first day of the test, students using a calculator for any OSTP/CCRA assessments should be familiar with the use of the specific calculator that is allowed to be utilized. Students

should be consistently instructed throughout the school year in the use of calculators, otherwise it may hinder students' performance on the assessment.

Requirements:

All Students: Calculators meeting general requirements.

- Calculators are permitted but are not required.
- Calculator capabilities described for a specific subject give the maximum capabilities allowed; calculators with less capability are acceptable.
- Students may not share calculators.
- Students may use their own calculators or those provided by the school site.
- Calculators that make noise must have the sound feature turned off.
- All calculators must have the memory cleared before and after the test session.
- Any programs or applications must be removed prior to the test session.

Prohibited Calculators:

- Pocket organizers
- Handheld or laptop computers
- Electronic writing pads or pen-input devices
- Calculators built into cellular phones, smart watches, tablets or other electronic communication devices
- Calculators with a typewriter keypad (QWERTY format)
- Calculators with programs or applications that cannot be removed or disabled (e.g., Polynomial Root-Finder and Simultaneous Equation Solver on TI-86)
- Calculators with built-in computer algebra systems (CAS), such as, but not limited to:
  - Casio: Algebra fx 2.0, ClassPad 300, and all model numbers that begin with CFX-9970G
  - Texas Instruments: All model numbers that begin with TI-89 or TI-92, , TI-Nspire CAS
  - Hewlett-Packard: HP-48GII and all model numbers that begin with HP-40G or HP-49G

➢ **Utilizing a calculator that does not meet the above requirements invalidates the test results and is a direct violation of test security and validity. Any violation will be reported to the District Test Coordinator and the Oklahoma State Department Assessment and Accountability.**

➢ Headphones

Headphones are only allowed or for students on an education plan (IEP) or 504 plan who receive the text-to-speech accommodation for content area assessments (math, science & social studies, and ELA with specific approval from OSDE/ACT) and have been utilizing this accommodation in regular class assessments and tests/assessments/quizzes throughout the school year. The BTC is responsible for ensuring that required headphones are included in the session test box/or etc. for students requiring this accommodation. However, due to COVID 19, sites may choose to have students bring their own, as long as they are checked for appropriateness and violate no test security regulations.

- Students receiving this accommodation will be verified through documentation provided by each school site's Special Education liaison/counselor/department chair and school/grade counselors.
- Freedom Elementary will provide the headphones; personal headphones will be allowed in the testing session.

➢ NO Electronic Devices (e.g. cell phones, Samsung/Apple watches, Mp3 players, earbuds, etc.)

- **NOT ALLOWED IN TESTING SESSIONS**

➢ Optional Secure Materials Tracking Form

Freedom Elementary BTC, Sarah Owens, will maintain a check-in and check-out log of secure materials. Secure materials for computer-based testing include printed Student Test Tickets and printed Access Codes. Hard copies of any OSTP/CCRA Reference documents and scratch paper become secure materials once they are written on by students, and they must be tracked until they are destroyed by shredding. Freedom Elementary BTC, Sarah Owens, will utilize a Secure Materials Tracking Form for Computer-Based Testing. Test Administrators **will not have extended** access to test materials before or after administration. Test materials will be distributed no more than 20 minutes prior to and collected no fewer than 15 minutes after testing sessions end for the day. Test Administrators will assist the BTC in the inventory of his/her assigned test box/or etc. upon return of all secure test materials (used and unused) immediately after each testing session. The BTC, Sarah Owens, will check the appropriate box, and TAs will initial and date when the test box/ or etc. is handed out to the Test Administrator at the start of a testing session/day. After the test session, the BTC , Sarah Owens, will check and initial the appropriate box, and TAs will sign and add time of return after the inventory of the same test box/ or etc. at the end of the testing session.

Breaches of Security – Electronic Devices

Students may not bring personal cell phones, Apple/Samsung/Etc. watches, or other electronic devices into the testing room.

- The following apply to test administrators, proctors, students and anyone else in the testing site:
  - Using a cell phone or other prohibited handheld electronic device (e.g., Smartphone, iPod) while secure test materials are still distributed or while students are testing
  - Apple Watches/Samsung Watches/ or other electronic/computerized wrist or arm device are prohibited
  - Checking email while secure test materials are still distributed or while students are testing is prohibited
  - Using a computer, laptop or electronic tablet (other than the one being used to administer the test) while secure test materials are still distributed or while students are testing, is prohibited.

Breaches of Security – Test Supervision

- Explaining passages or test items to students
- Coaching students during testing including giving students verbal or nonverbal cues, hints, suggestions, or paraphrasing or defining any part of the test
- Engaging in activities (i.e. reading a newspaper, book, grading papers, etc.) that prevent proper student supervision at all times while secure test materials are still distributed or while students are testing
- Leaving test materials or online forms unattended or failing to keep test materials secure while secure test materials are still distributed or while students are testing
- Leaving students unattended for any period of time while secure test materials are still distributed or while students are testing
- Allowing students to leave the room to use the restroom or for any other reason without following the guidelines provided by the BTC and the OSDE State Test Administration Manual
- OSTP/CCRA U.S. History and Science State Assessments are **not timed** and immediate extensions of sessions are required for completion.
- For Pre-ACT, ACT, and AP: Giving students more time than is allotted for the session, as outlined in the manual (except for students who have an IEP or 504 Plan and are allowed to receive extended time)
- Encouraging/pushing students to finish early
- Passing notes, talking, or causing disturbances while test materials are still distributed or while students are testing
- Displaying or failing to cover visual aids in the room that may advantage or disadvantage students (e.g., word walls, multiplication charts). Examples of materials that must be covered or removed include, but are not limited to posters, maps, charts, graphic organizers, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems. It is not necessary to cover or remove calendars or posters displaying the Pledge of Allegiance
- Allowing a student to engage in any activities other than this: After student has checked his or her work and logged out of the test session, the student may sit quietly and take out ALLOWABLE material, as designated in the OSTP/CCRA Assessment Administration Manual
- Failing to follow test administration directions **exactly** as specified in the Test Administrator's Manual

Breaches of Security – Test Materials

- Giving a student access to test items or prompts prior to testing
- Viewing or permitting students to view secure test content at any other times other than administration time
- Reading or viewing the passages or test items before, after or during testing. Reading to a student who has the read aloud accommodation listed in his or her IEP or 504 Plan is permitted on the English Language Arts/Literacy assessments or as an accessibility feature for the Mathematics assessment
- Copying or reproducing any part of the passages or test items, or any secure test materials or online test forms
- Altering or interfering with a student's response in any way
- Making responses available to a student

- Handling the test materials for a purpose other than test administration (e.g., reading test items outside the test session)
- Revealing or discussing passages or test items with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
- Removing secure test materials from the school's campus or removing them from locked storage for any purpose other than administering the test
- Failing to properly secure and destroy Student Authorization Tickets, seal codes, and scratch paper necessary for online test administration

Test Irregularities – Test Environment

- Loss of Internet connectivity
- Building evacuation or lock-down
- Severe Weather
- Ill Student

Test Irregularities – Procedural

- Failing to follow administration directions for the test/misread script
- Displaying testing aids in the testing environment (e.g., a bulletin board containing relevant instructional materials) during testing
- Failing to provide a student with a documented accommodation
- Providing a student with an accommodation that is not documented and therefore is not appropriate or providing a wrong accommodation
- Providing Access Codes ahead of time and before reading the appropriate directions in the script
- Allowing students to go to lockers during test session
- Allowing students to pause tests and go to lunch during test sessions
- Not having trained TAs and TPs in the tests sessions
- Testing without TPs per test administration guidelines

Reporting Test Irregularities

All instances of security and testing irregularities must be immediately reported to the BTC, Sarah Owens. The BTC calls the Director of Assessment/DTC, Dr. Joan Gabelmann, immediately upon discovering testing security/irregularities. Director of Assessment/DTC, Dr. Joan Gabelmann, contacts the Office of Student Assessment upon receiving a call and follows the OSTP protocols. The DTC submits Testing Irregularity Form provided by the Office of Assessment on the OSDE website.

- **TEST INVALIDATION: Tests can be invalidated for the following (but not limited to) the following reasons**
  - Cheating
  - Presence of a cell phone or any other prohibited electronic device
  - Testing outside the testing window
  - Large-scale security violation

Once an Invalidation Request is completed on the Testing Status Application and if the OSDE approves the invalidation, the student must be considered a "nonparticipant" unless/until a Breach Assessment is administered. Once the invalidation is approved, the OSDE will order a Breach Test.

- **BREACH TESTS**
  - Must be administered to the student within the testing window

- Cannot be scheduled on the same day as the invalidated operational test

Unauthorized Visitors

Visitors, including parents/guardians, school board members, researchers, reporters, non-testing students, and school staff **not authorized** to serve as Test Administrators and/or proctors, are prohibited from entering the testing environment. Visits by state assessment office monitors, District monitors, and observers from the testing company **are allowed**.

Materials Provided to Students

Students may have only the following materials on their desks or at their computers during the test session (including breaks between sessions). School-supplied materials

- Student Test Tickets
- Access Code (must be written on the board by the Test Administrator)
- Approved Headphones (if administering a OSTP/CCRA Math, U.S. History, and/or Science assessment {ELA only with prior OSDE/ACT (high school) approval} needed for accommodations or accessibility purposes)
- Pencil(s) with eraser(s)
- Blank scratch paper
    - ❖ Two pages per student to start the session, student can ask for more; new paper must be provided for each session
    - ❖ Paper must be provided by Test Administrators
    - ❖ Paper must be blank, lined, or graph paper (there must be no writing of any kind on the paper and it must be collected by the Test Administrator after each test session)
- Approved Calculator
- OSTP/CCRA Approved and provided Formula Sheets

Materials that are allowable for the specific assessments MUST be noted in the OSTP/CCRA Test Administration Manuals.

Prohibited Materials

Prohibited materials can compromise test security and can violate the construct being measured by the assessment, thereby producing invalid results. Prohibited materials include materials that must be covered or removed from the testing room and hallways leading from the testing room to restrooms. Classroom resources such as books, models, displays, and teaching aids may provide unauthorized assistance or explain, define, illustrate concepts that are part of the subject areas being tested. The following list includes materials that must be covered or removed if they provide students with an advantage in answering questions for the tested content areas. There may be other examples not included in this list that school personnel should consider when preparing rooms for testing.

- Graphic organizers
- Mathematical posters
- Word lists
- Word definitions
- Writing formulas
- Writing definitions

- Any manipulative not approved for use prior to testing

Prohibited Materials during ALL Test Sessions

- All electronic devices (including camera phones, Apple Watches, and smartphones)
- Other non-test-related personal electronic equipment (e.g., personal document scanners, eBooks, electronic pens)
- Any electronic equipment capable of performing computations or providing other assistance in either content area (other than approved calculator devices for calculator parts on mathematics sessions)
- Instructional aids related to the content being assessed
- Reference books
- Food and beverages (except a bottle of water)

Materials Prohibited During Specific Testing Sessions

➢ ELA

- ❖ Writing journals and other personal reference or resource material
- ❖ Dictionary or thesaurus. Note: word-to-word dictionaries without definitions or pictures are **an allowable accommodation** for ELL
- ❖ Any resource or reference material (e.g., book, model, display, writing journal, or teaching aid) that defines, explains, or illustrates ELA /Literacy terminology or concepts or otherwise provides unauthorized assistance during testing

➢ Math

- ❖ Non-approved calculators
- ❖ Any resources (e.g., books, posters, models, displays, teaching aids) that define, explain, or illustrate mathematical terminology or concepts or otherwise provides unauthorized assistance during testing
- ❖ Mathematical formulas and conversion tables **other than** the grade-specific, OSTP approved Mathematics Reference Sheets

➢ Science/8th and 11th Grades

- Non-approved calculators
- Any resources (e.g., books, posters, models, displays, teaching aids) that define, explain, or illustrate scientific terminology or concepts or otherwise provides unauthorized assistance during testing
- Scientific Formulas

➢ U.S. History

- Any resources (e.g., books, posters, models, displays, teaching aids) that define, explain, or illustrate social studies terminology or concepts or otherwise provides unauthorized assistance during testing

Prior to Testing

Teachers will instruct their classes regarding testing requirements and policies starting 2 weeks prior to testing. They will instruct students to place prohibited materials for testing in their locker or book bags. Test Administrators will remind students about this before the test sessions begins and allow students to remove prohibited materials. If a student is found to have any prohibited materials in his or her possession upon arrival for testing, the student should be instructed to surrender the materials to the Test

Administrator and Test Proctor. The Test Administrator and Test Proctor will secure the items away from the student(s) until after the testing session is complete. If the prohibited material is an electronic device of any sort, instruct the student to first turn off the device and then hand it to the Test Administrator. If a student is observed with any of the prohibited items listed during testing or during breaks, the Test Administrator will collect the student's test materials and contact the BTC. The student will then be dismissed from the exam room, sent to the grade principal's office, and the test may be invalidated. The Test Administrator must document the incident and give the documentation to the BTC who will forward any and all pertinent information/documentation to the Director of Assessment/DTC, Dr. Joan Gabelmann. The decision to invalidate is made by the Director of Assessment/DTC, Dr. Joan Gabelmann after reviewing the circumstances.

Materials Allowed AFTER Students Testing Completed

The following materials may be accessed only after a student completes the test and turns in his or her test materials. See Test Administration Manual for instruction here.

Dismissing Students for Misconduct

The Test Administrator has the authority to dismiss any student for misconduct. If student misconduct rises to the level of dismissal, the Test Administrator will collect the student's test materials and close the student's test session. The BTC will be contacted; the BTC and another staff member will go to the testing location, and the student will then be dismissed from the exam room. If the student is disrupting the testing session, the same procedure will be followed, but the student will be immediately removed from the session to halt further disruption. The Test Administrator must document the dismissal and enter a referral to the grade principal in Infinite Campus. Director of Assessment/DTC, Dr. Joan Gabelmann, will be notified by the BTC, and the decision to invalidate the student's test will be made by her.

Emergency Plan during Testing

- **Ill Student**
  - The BTC will be notified to come escort student from the room
  - The student's test will be paused; if the student is unable to continue the test within 10 minutes, the Test Administrator will collect all test materials and close the test session; the BTC will be notified
  - The Test Administrator will document the event; the BTC will notify the Director of Assessment/DTC, Dr. Joan Gabelmann.
- **Power Failure**
  - Test Administrator and Test Monitor will stay in place, keep students calm, and wait for power to be restored. The BTC will notify the Director of Assessment/DTC, Dr. Joan Gabelmann, if the power outage is not restored after 10 minutes.
  - The Test Administrator will hold students in place no longer than 30 minutes. After 30 minutes, Test Administrator(s) will write classroom passes for students to return to normal classes.
  - The BTC will notify the Director of Assessment/DTC, Dr. Joan Gabelmann, and the test session(s) will be rescheduled.
- **Severe Weather**

  The safety and security of students and staff is of paramount concern.
  - In case of inclement weather the start time or date may be altered

- If there is a threat, assume that the threat is real and initiate the district/school-site classroom evacuation/lock-down procedure.
- If possible, note the time of the disruption, so the remaining time for the test session can be calculated. Upon returning to the testing room, prepare students for the continuation of the testing session.
- Test Administrators must resume students' tests per directions in the Test Administrators' Manual
- Test Administrators must inform students how many minutes remain in the test session

❖ **Exiting the Test Session**

- The Test Administrator will line up students and begin leading them from the test session to the designated safe area; the Test Proctor will collect test materials and place them in the assigned test box, as students leave the room, secure the test box, secure the testing room, and follow the Test Administrator and students to the designated safe area.
- Students will be reminded to not talk about the test in anyway
- After the room has been safely evacuated and students are in their designated safe area, BTC, if able, will immediately notify the Director of Assessment/DTC, Dr. Joan Gabelmann.
- If the students are not able to resume the test within 10 to 20 minutes, the test session will end.
- Test Administrators will document the event, give the documentation to the BTC, and a copy will be given to the District Test Coordinator for OSDE Assessments notification

➢ **Fire**

- Once a fire alarm is activated, assume the threat is real and initiate the district/school-site fire evacuation procedures.

❖ **Exiting the Test Session and Building**

- TAs students and TPs will evacuate the building using the prescribed routes and/or alternate routes to pre-designated and practiced assembly areas.
- TAs will have the class roster and TPs will turn off lights and secure the classroom/session door upon exit.
- Once all test session students, TAs and TPs arrive to the pre-designated assembly area, the BTC will notify the Director of Assessment/DTC, Dr. Joan Gabelmann, of the fire and subsequent evacuation.
- No one is allowed reentry to the building without proper notification from Emergency Response personnel.
- If the emergency fire evacuation is longer than 20 minutes, the test sessions will be rescheduled per OSTP/CCRA regulations.

➢ **Active Shooter/Intruder**

- It is the intent of LPS and Freedom Elementary to make sure all students, faculty, and staff are unharmed in the event of this type of crisis. In that vein, several scenarios can take place: lockdown and hide, run, and/or displace to a safe, alternate location. REMEMBER: Tests are not as important as the safety of students, faculty, and staff!
- In the event of an active shooter, TAs initiate lockdown procedures, accounting for all students and other individuals in the classroom and IMMEDIATELY hide, silently out of sight.
- TAs must assess the ability of evacuation from their position/location in the building.

- If evacuation is possible, quickly exit the classroom and disperse to designated evacuation areas.
- If evacuation is impossible, remain on lockdown, silent, and hidden until the lockdown all-clear has been announced and confirmed.
- If an active shooter enters the testing environment use WHATEVER means necessary to keep students safe to include any and all forms of resistance to the threat. This may include using computers, books, book bags, and physical contact etc. as means to stop the active shooter/intruder.
- Tell students to get out any way possible and move to a safe location.

Test Security Agreement

The content of any secure test, including published standardized assessments or state assessments, is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer or have access to test materials, including technology coordinators, or those authorized to observe administration, must sign a security agreement (Cognia Test Security Form) and agree to the statements therein. Failure to abide by the terms of the agreement may result in an investigation that leads to sanctions including employment and licensure consequences, according to OSDE: Office of Assessment and Accountability policies. This will be completed on the DocuSign platform.

➢ Building Test Coordinators

- Will establish and carry out a testing security plan for their specific school site that is aligned with LPS and school site guidelines
- Will provide training to all individuals involved in test administration for OSTP/CCRA Testing policies and procedures, as well as Cognia and ACT (high school) requirements.
- Will establish a system for documenting the chain-of-custody of secure test materials, and will keep all test materials locked in a central secure storage area when they are not in use
- Will make sure that all staff involved with a test administration at Freedom Elementary or having access to test materials sign on Qualtrics the proper, security agreement, copies of which are printed for site files and for District Office of Assessment
- Will follow all security policies and test administration protocols described in the OSTP/CCRA/ACT (high school) Test Administration Manual(s)

➢ Building Test Administrators and Proctors

- Will complete training necessary to understand OSTP: Cognia's test security and administration policies and procedures
- Will NOT allow electronic devices OR backpacks in testing environment
- Will keep test materials under supervision at all times, and will not leave them unattended
- Will make sure the testing room is set up so that no student can view another student's test materials or computer screen, and so that prohibited wall displays are removed or covered before testing
- Will supervise the students at all times and focus full attention on the testing environment
- Will not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing

- Will not allow students to access cell phones or other unapproved electronic devices during testing, even at breaks
- Will not allow students to access notes, books, or any instructional materials during testing
- Will ensure that students do not participate in any form of cheating
- Will not coach students in any way or do anything to enhance, alter, or interfere with their responses
- Will collect, inventory, and return all test materials and scratch paper distributed during the test
- I will follow all security policies and test administration protocols described in the Test Administration Manual

❖ Special Education notation: Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If a Test Administrator is administering such an accommodation, he/she will not disclose any test content that he/she views in the course of providing the accommodation. Additionally there will be a certified LPS staff member present in the occupation of TP.