

10/5/16

Edgecombe County Public Schools Test Plan

School name: Stocks

Building Level Test Coordinator's Name: _____

Backup Test Coordinator: _____

Test(s): RtA

Date of test administration: October 23, 2017

Start time and approximate completion time for test administration: 8:30 - 10:30

Make- up day(s): Tuesday October 24, 2017

TEST TRAINING:

Test Security Agreements signed by Test Administrators on: October 16, 2017

Test administrator and proctor trainings (date, time, location) – with sign in rosters maintained: Test administrators and proctors will be trained on October 16, 2017 room 105 at 8:40.

Online Assessment? Date(s) students participated in online tutorial (required): → NA

Gridded Response – please include date(s) students participated in practice. → NA

Test administrators and proctors assignments with room numbers:

Test Administrator	Proctor	Room Number	List Accommodations (If Any)
Ms. _____	Ms. _____	108	
Mr. _____	Ms. _____	105	Large Print (T.B.)

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Backup test administrators: Mrs. _____ M s. _____, Mrs. _____

Backup proctors: Mrs. _____, Ms. _____, and Ms. _____

Coverage of classes for Test Administrators Proctors will report to assigned room to cover classes while test administrators check out their material.

Assignment of students who are **NOT** required to test in a class The remaining students from Ms. _____ and Mr. _____ class will be divided among Ms. _____ and Ms. _____ room.

Physical security of test materials (Location): All test materials will be kept in the testing closet.

Keys to the Locked storage (2) are maintained by: (1) _____ and (2) _____

Distribution & collection of materials (accountability measures, when, location of checkout/check-in sheets):

(School checkout/check-in sheets should be retained at the school for no less than six months following test administration)

Test administrators will report to room 306 (Strother's room) to check out testing materials. Materials will be checked in by Mrs. _____, at the end of the testing session.

Instructions for school for students that need more than estimated time (which students needing more time will move, will students finished move, where should they report, etc.):

After the estimated time, students needing to finish testing/extended time will move to room 108 with Ms. _____ and her proctor to continue testing. Those that have finished testing will be moved to Mr. _____ room.

Actions needed to allow students to read when they finish (required):

Students will be allowed to read non-instructional materials after completing the test.

Monitoring of Accommodations:

When will *Review of Accommodations Used During Testing* forms (ROAs) be collected from Test Administrators? All test administrators will be required to complete a ROA (one per student – per subject) for all district benchmarks, Common exams, and state tests. (Please remember to forward a copy to Testing office – keep original at the school for monitoring).

Online Tests require that the **Accommodations Provided** screen in NC Education be completed after testing + a paper ROA be completed.

ROA logs will be completed at the end of the testing session. Mrs. _____ will collect the

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logs when she checks in the testing materials. Copies will be sent to testing office and original ROA's will be kept at Stocks in the testing closet.

Editing of test materials under secure conditions

(when/time/where/who):

Answer sheets will be edited in the PLC room with 3 adults under test coordinator's supervision.

When will the Online Teacher Review occur at your school (if applicable to the test):

NA

**Building Level Test Coordinator's
Signature/Date:**

Backup Test Coordinator's Signature/Date:

Principal's Signature: