# Test Security and Building Plan (TSBP)

To: Principal name

 Lead School Coordinator name

School Name:School name

Submit Proposed Plan to DAC by: DateDraft Plan Approved by DAC by: Date

## Persons Responsible for Completing the TSBP

District Assessment Coordinator (DAC):DAC namePhone: DAC phone#

Principal:Principal namePhone: Principal phone#

School Test Coordinator (SC): SC namePhone: SC phone#

It is recommended by the state that the [*TSBP Process Document*](https://wa.portal.cambiumast.com/resources/forms/test-security-and-building-plan-process-document) is reviewed when using this template.

## Test AdministrationName: Smarter Balanced, WA-AIM, WCAS, WIDA ACCESS (Summative), WIDA Alt ACCESS, WIDA Screener

## Testing Schedules

Your school’s test schedule is outlined *In the table below OR the TSBP Test Schedule Excel worksheet*. Schedules are approved by the DAC.

[Month] [School Year] Test Schedule Calendar

| Mon | Tue | Wed | Thu | Fri |
| --- | --- | --- | --- | --- |
| 4Add Info | 5Add Info | 6Add Info | 7Add Info | 8Add Info |
| **11**Add Info | **12**Add Info | **13**Add Info | 14Add Info | 15Add Info |
| 18Add Info | 19Add Info | 20Add Info | 21Add Info | 22Add Info |
| 25Add Info | 26Add Info | 27Add Info | 28Add Info | 29Add Info |
| 1Add Info | 2Add Info | 3Add Info | 4Add Info | 5Add Info |
| 8Add Info | 9Add Info | 10Last Day of Testing | 11Veterans Day | 12 |

## Test Communication Plan

The tasks listed in the table below help to support communication for test administration activities.

| Group | How and what to communicate: | Person Responsible  | Date |
| --- | --- | --- | --- |
| Cafeteria staff | [click/enter] | [click/enter] | [click/enter] |
| Community groups | [click/enter] | [click/enter] | [click/enter] |
| Custodial/maintenance staff | [click/enter] | [click/enter] | [click/enter] |
| Office support staff | [click/enter] | [click/enter] | [click/enter] |
| Parents | [click/enter] | [click/enter] | [click/enter] |
| PTA/PTOs | [click/enter] | [click/enter] | [click/enter] |
| Special services staff | [click/enter] | [click/enter] | [click/enter] |
| Students | [click/enter] | [click/enter] | [click/enter] |
| Teacher/faculty | [click/enter] | [click/enter] | [click/enter] |
| TA/Proctor | [click/enter] | [click/enter] | [click/enter] |
| Technology staff | [click/enter] | [click/enter] | [click/enter] |
| Transportation staff | [click/enter] | [click/enter] | [click/enter] |

## Universal Tools, Designated Supports, and Accommodations

The table below outlines the activities for collecting required individual student test settings and embedded and non-embedded accessibility feature settings. Also identified is the person responsible for each task. For appropriate use and restrictions of available accessibility features, refer to the[GTSA](https://wa.portal.cambiumast.com/resources/wa-guidelines/guidelines-on-tools-supports-and-accommodations-for-state-assessments).

| Activities for Collecting and Communicating Student Test Settings and Accessibility Features | Students: IEP, 504 plan, English language, other | Person Responsible |
| --- | --- | --- |
| [click/enter] | [click/enter] | [click/enter] |
| [click/enter] | [click/enter] | [click/enter] |
| [click/enter] | [click/enter] | [click/enter] |

## Ancillary Test Materials and Accessibility Features Availability

Listed below are the ancillary materials and accessibility features by test content. Refer to the GTSA for information on compliance when using ancillary materials and accessibility features.

| Test Content | Online Testing | Paper Testing | Ancillary Materials & Student Accessibility Features Availability | PersonResponsible |
| --- | --- | --- | --- | --- |
| [click/enter] |[ ] [ ]  [click/enter] | [click/enter] |
| [click/enter] |[ ] [ ]  [click/enter] | [click/enter] |
| [click/enter] |[ ] [ ]  [click/enter] | [click/enter] |

When scratch and graph paper is permitted, use the [*Ancillary Materials Tracking*](https://wa.portal.cambiumast.com/resources/forms/ancillary-materials-tracking-log) log to track use.

[ ]  Our school will require [Quantity] ([ ]  Reams [ ]  Individual pieces) **plain** or **lined paper**.

[ ]  Our school will require [Quantity] ([ ]  Reams [ ]  Individual pieces) of **graph paper**.

When headsets are required, each student should have individual access while testing.

[ ]  Our school will require [Quantity] [Smarter/WCAS headsets](https://wa.portal.cambiumast.com/resources/headset-document) or [Quantity] WIDA headsets

## Staff Training Plan

The information within the staff test administration and security training schedule includes the trainers name and the dates and times of training sessions. It also identifies district requirements for the Test Administration Certification training ([Smarter](https://wa.portal.cambiumast.com/summative-smarter-balanced.html)/[WCAS](https://wa.portal.cambiumast.com/wcas.html) location only; same training) and completion of the staff [Training Log](https://wa.portal.cambiumast.com/resources/forms/training-log-for-state-assessments) and signed security reports.

| Training Date | Training Time | TA Certification | Training Log  | Security Form | Trainer Name |
| --- | --- | --- | --- | --- | --- |
| [click/enter] | [click/enter] |[ ] [ ] [ ]  [click/enter] |
| [click/enter] | [click/enter] |[ ] [ ] [ ]  [click/enter] |
| [click/enter] | [click/enter] |[ ] [ ] [ ]  [click/enter] |

## Staff Required to Be Trained

Annual training is required for all staff who participate in overseeing test administration activities, who administer or support in the administration of a state test, who may access a testing location, or who may handle secure materials. The [Table below OR stand-alone document] lists the staff who require training for the current school year.

| Staff Name | Staff Name | Staff Name |
| --- | --- | --- |
| [click/enter] | [click/enter] | [click/enter] |
| [click/enter] | [click/enter] | [click/enter] |
| [click/enter] | [click/enter] | [click/enter] |

## Student Training Plan (Training Test, Practice Test, or Interim Assessment)

This section identifies the training opportunities for students to become familiar with state tests and accessibility features, as identified in each student’s IEP or 504 plan and configured in the vendor system. The students training test, practice test, or interim assessment training schedule is outlined in the [Table below OR *TSBP* *Student Training Plan* Excel worksheet]. Also identified is the TA who will provide this annual training, including who will administer the secure login practice test or interim assessment.

| TA Name | Training Date | Training Time | Test | Administration | Test Content | Grade | Student Test Group |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] |
| [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] |
| [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] |

## Participation Codes (reason student was not tested)

The [Table below OR *TSBP Participation Codes* Excel worksheet] lists the person responsible for documenting students identified as non-participants. If instructed by the DAC, enter the following participation codes in WAMS, Data Review, Testing Progress Dashboard: *Absent Excused, Absent Unexcused, Refusal Student, Refusal Parent, NNEP (also known as RAEL), Private, Homebased, F1 Visa.*

| Student Name | SSID | Participation Code | Person Responsible | Person Assisting |
| --- | --- | --- | --- | --- |
| [click/enter] | [click/enter] | [click/enter] | [click/enter] | [click/enter] |

## Additional Test Logistics and Security Responsibilities

Test security and logistics tasks and timelines are identified in the table below. Included are both the lead person responsible and the person assisting with each task.

| # | Category | Timeline | Person Responsible | Person Assisting |
| --- | --- | --- | --- | --- |
| 1 | Establish or confirm user accounts in the test vendor system. | [click/enter] | [click/enter] | [click/enter] |
| 2 | Review and verify technical requirements and inventory for all technology needs. | [click/enter] | [click/enter] | [click/enter] |
| 3 | Create testing schedules and submit for DAC approval.  | [click/enter] | [click/enter] | [click/enter] |
| 4 | Create communication plans and distribute. | [click/enter] | [click/enter] | [click/enter] |
| 5 | Identify district, school, & TA secure material chain of custody. | [click/enter] | [click/enter] | [click/enter] |
| 6 | Work with special services, programs, and education staff to identify students’ individual testing needs. | [click/enter] | [click/enter] | [click/enter] |
| 7 | Schedule students for access to the training or practice test or interim assessment, at least once before a summative test. | [click/enter] | [click/enter] | [click/enter] |
| 8 | Provide TAs with the test schedule and a list of students’ accessibility features and test settings. | [click/enter] | [click/enter] | [click/enter] |
| 9 | District: inventory & sign out & sign back in secure test material delivered to schools. Immediately store materials securely. | [click/enter] | [click/enter] | [click/enter] |
| 10 | School: inventory secure material as it arrives in school. Immediately store materials securely. | [click/enter] | [click/enter] | [click/enter] |
| 11 | School: Prepare, package, and distribute **nonsecure** test materials to testing locations. | [click/enter] | [click/enter] | [click/enter] |
| 12 | School: Prepare and package **secure** test materials for each test session. Sign out and sign back in materials delivered to TAs. | [click/enter] | [click/enter] | [click/enter] |
| 13 | Monitor test sessions during the test window. | [click/enter] | [click/enter] | [click/enter] |
| 14 | Ensure student responses have been transcribed from large print and Braille booklets. | [click/enter] | [click/enter] | [click/enter] |
| 15 | Reschedule test sessions for extended time testers and for students who were absent from the original session. | [click/enter] | [click/enter] | [click/enter] |
| 16 | Monitor test progress for completion of all test sessions. | [click/enter] | [click/enter] | [click/enter] |
| 17 | Handle incidents and submit required documentation to DAC. | [click/enter] | [click/enter] | [click/enter] |
| 18 | SC is required to submit the SSASR to the DAC within 5 business days at the close of the school’s test window. | [click/enter] | [click/enter] | [click/enter] |
| 19 | DC is required to submit the DASR to OSPI, through ARMS, within 10 business days at close of the test window. | [click/enter] | [click/enter] | [click/enter] |

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## Revision Log

Changes made to this document after the Spring 2022 school year are identified in the table below.

| Page | Location | Description of Update | Date Updated |
| --- | --- | --- | --- |
| All | Throughout | Updated hyperlinks to linked documents | 11/4/2022 |