

INVEST COLLEGIATE: Transform Charter School
Annual Testing Plan

Charter School Name: INVEST COLLEGIATE: Transform (60Q)

School Address: 2045 Suttle Avenue, Charlotte, NC 28208

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Testing Office Phone: 704-370-4000 ext. 4017

Fax: 704 – 376-6314

Office Hours: 8am – 4pm

Charter School: INVEST COLLEIGATE: Transform

Grade Levels: Kindergarten - Tenth

EDDIE Contact Person: Kate Alice Dunaway

EC Contact: Yolanda Newland

PowerSchool Contact: Linda Mendez

Director's Information

Name: Dr. Kate Alice Dunaway

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Phone: 704-370-4000 ext. 4004

Charter School Test Coordinator's Information

Name: Mr. Richard L. Bouldin, III, M.Ed

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Phone: 704-370-4000 ext. 4017

Assignment of School Test Coordinators and Counselors

- The principal or principal's designee (i.e., an employee of the school/school system who has professional training in education and the state testing program) shall serve as school test coordinator.
- Per G.S. §115C-316.1, school counselors may not coordinate any standardized testing. School counselors may serve in the roles of test administrators or proctors. (Does not pertain to charter schools.)

List all local school test coordinators (STCs) below (not applicable for charter schools).

Name of STC	Name of School	Elementary/Middle/High
Richard L. Bouldin, III, M.Ed	INVEST COLLEIGATE: Transform	K 10

School Test Administration Logistics

School Test Administrators and Proctors

- All test administrators must be persons employed by the school system in a professional educator position and hold a professional educator's license and have attended the test administrator training session with the school test coordinator (STC).
- Proctors (if utilized) should be school employees or trusted parents/community members who are not currently enrolled at an NC public high school and have attended a proctor training session; they must be age 18 or older and may not proctor with a test administrator who is a relative, close friend, or direct supervisor (i.e., a teacher assistant proctoring for his/her regular classroom teacher).
- Administrators and proctors (if utilized) must be trained before every test.

Training

- All charter school staff who handle secure test materials must sign a Test Security Agreement which must be kept on file at the LEA/charter school.
- The Charter School test coordinator will provide annual accommodations and security training to STCs by October 15. STCs train all school instructional personnel on accommodations and security by November 15. Training materials and sign-in sheets for each school will be kept **in the 2nd floor testing room**.
- If proctors are utilized, the STC must conduct the appropriate training. Proctors should sign an attendance sheet and a *Testing Code of Ethics* sign-off sheet.
- The STC trains all potential test administrators at least one week before the first day of testing. Administrators will sign a sign-in sheet and a Test Security Agreement. The school principal is encouraged to attend test training.
- At least one week before testing, the STC trains all test administrators on the use of any specific accommodation offered in their assigned test setting.

The following chart provides information about who is required to sign which test security documents:

	Confidentiality and Test Security Agreement	School Test Coordinator Test Security Agreement	LEA/Charter School Annual Testing Plan	Testing Code of Ethics	Principal's Test Security Agreement	Test Administrator's Security Agreement
LEA TC	Annually					
School TC		Annually	Annually	Annually		
Test Administrator						Prior to the administration of each state-mandated assessment
Charter School TC	Annually*		Annually*	Annually*		
Principal/Director				Annually	Annually	
Proctors (if utilized)				Prior to the administration of each state-mandated assessment		

*Charter school test coordinators must submit all documents to their RAC.

Test Materials Security

Materials Handling and Storage Procedures

- Charter School: **Upon arrival in the school, test materials are counted by Richard L. Bouldin, III; any discrepancies will be faxed to TOPS on the day the shipment arrives.**
- Test materials are stored in a secure, locked facility until needed and after use until securely destroyed or returned to TOPS.
- Charter School: all materials must be returned to TOPS. Follow the NCDPI guidelines in the Charter School Requirements for Destroying, Storing, and Returning Test materials for the 2019–20 School Year.

Include a brief description of where secure materials will be stored:

All testing materials will be stored in the testing room located on the second floor, this testing room is secured by a locked door. The door cannot be opened with the school's master key, or any key that the school's executive director has. The testing room door key is only in the possession of the testing coordinator.

Include a list of all personnel granted access to this location:

Schools testing coordinator – Mr. Richard L. Bouldin, III, M.Ed

- **Richard L. Bouldin, III** counts out and packages test materials for the schools.
- The STC picks up test materials from **Richard L. Bouldin, III**, not more than 10 days before the first day of testing; the STC counts all materials and then signs for receipt of the materials.
- The STC stores materials in a secure, locked, limited-access storage facility at the school until needed for testing.

- On test days, the STC distributes test materials to test administrators only. The STC has a system in place for test administrators to count, document the count in writing, and sign for materials before testing. After testing, the STC or designee counts, documents the count in writing, and signs materials back in at the end of each testing session.
- Test materials may not be left unattended at any time and may not remain in classrooms after testing is finished. Information written on Review of Accommodations forms and used scratch paper and graph paper may not be visible in any testing site; once used, these are considered secure materials.

Reviewing and Processing Test Materials Procedures

- Test administrators enter special codes and check student answer sheets after testing, including form number, 504 or Transitory Impairment Plan codes, accommodation codes.
- This process must be completed under secure conditions in a group setting (3 or more school personnel present) and without test booklets present.
- The STC prepares materials for scoring as follows:
 - Package each grade or subject's documents separately.
 - Place a properly completed header sheet on top of each tested section's answer documents.
 - Alphabetize the student answer sheets under each header.

LEA School Materials Return

- The principal, STC, or back-up STC may bring answer documents to the central office for scanning.
- The STC returns testing materials within five (5) days of the last day of testing; **(name of person)** counts and signs materials in.

Charter Schools Material Return

- The principal, STC, or back-up STC may bring answer documents to the RAC/RCC or return the materials to TOPS for scoring.
- The materials must be returned to TOPS within two (2) business days after the completion of the regular test administration.

Testing Environment

- STC checks all test administration sites and hallways before the first day of testing to ensure all information on tested content areas and test-taking skills has been removed from the walls.
- Test administrators report all concerns about lighting, temperature, etc. to the school principal in time for maintenance staff to take care of the situation.
- Bells at the school are turned off during testing.
- Internet activity is at a minimum during online testing.
- All intercom announcements and phone calls to/from testing rooms stop during testing.
- The STC, principal, and other designated personnel are visible in hallways during testing; they monitor individual testing rooms as they patrol the hallways.
- LEA staff members may visit some schools during testing for monitoring purposes. The LEA/charter school TC must be available during testing for testing emergencies.
- Drinks **(are)** permitted in test sites.

Accommodations Documentation

Review of Accommodation (ROA) Forms—ROA forms are required for students receiving accommodations on all state tests, except for ACT assessments. 504, EL, and IEP case managers complete the left side of the ROA form. At least 30 days before each test administration, case managers provide a current copy of the form for all students with accommodations to the STC. Immediately after testing, the test administrator giving the assessment completes the right side of the form. Purposes for the form include:

- Documentation of accommodations required, provided, and used during testing
- Data collection for future accommodations decisions

Accommodation Entry in PowerSchool—Accommodation information in PowerSchool derives from two sources:

1. IEP: For students with an IEP, the accommodation information is transferred automatically from ECATS or an alternate IEP program. **Yolanda Newland** is responsible for entering and updating the plan details and accommodations information into ECATS for each EC student.
2. 504 and EL: **Mathu Gibson and DeAngelo Robinson** is responsible for entering the special program participation and the accommodation(s) in the appropriate pages in PowerSchool for students with a 504 Plan or EL documentation. Unlike IEP data, PowerSchool is the authoritative source for 504 and EL accommodation data.
 - For each school year, the initial entry of special program assignment and accommodations must be completed by October 1 for returning students. PowerSchool entries for special program participation and accommodations must be made by the first of each month following initial assignment to a special program, annual review of the plan, and/or the addition of accommodations. Care must be taken to make certain that the start and end dates are correctly entered; PowerSchool defaults the accommodation start date to the current date and the end date as the last day of the school year.

Accommodations Self-Monitoring

The LEA/charter school test coordinator uses the following procedures for self-monitoring to ensure all documented, required accommodations were provided to students and to what extent the accommodations were used by the students during the test administrations:

- The STC designs a test plan that provides the appropriate accommodations to each student.
- The STC makes sure that each test administrator completes the right side of the form immediately following the testing session.
- The STC returns the original copy of the form to the student's case manager to be filed with the IEP, EL, 504, or transitory impairment plan.
- Central office staff who monitor schools during testing will check accommodation groups.

Annual Testing Plans and Self-Monitoring Procedures

- The STC submits an annual testing plan to the LEA TC at least 2 weeks before the first day of testing.
- LEA office staff members visit schools during testing with the goal of preventing any avoidable irregularities and ensuring that there are no errors in the coding. These staff members need to have access to the test plan upon their arrival and use the following self-monitoring procedures:
 - ✓ Make sure test coordinators are accessible.
 - ✓ Before testing starts, ask a couple of students in an online setting if they watched the online tutorial video and had a chance to do the sample test items on the computer they will be using.
 - ✓ Check to see if the bells are turned off.
 - ✓ Each testing site should have a DO NOT DISTURB sign on each door.
 - ✓ Check to see if there is a test administrator in each room.
 - ✓ Observe whether each test administrator is providing a positive test-taking climate.

- ✓ Check to see if there are enough testing materials (e.g., scratch paper, calculators, etc.)
- ✓ Be sure the test administrator and proctor (if utilized) remain in the room and are moving quietly around the testing site monitoring students.
- ✓ Students should not receive instruction related to the concepts measured by the tests on the morning of or during the test administration session.
- ✓ Classroom displays that provide information regarding the content being measured by the test or test-taking strategies should be covered or removed.
- ✓ Do not allow visitors in the testing site while testing. (Monitoring staff are not visitors.)
- ✓ Windows on doors should be uncovered and doors should be unlocked.
- ✓ Report any noise or disruptions.
- ✓ Randomly select **five** students receiving accommodations during each testing period. Pull the IEP, EL, 504, or transitory impairment plans. Make sure that the accommodation(s) each student is receiving matches those listed on the plan and those listed on the Review of Accommodations form. Record the information from the IEP, EL, or 504 plans; accommodations listed on the Review of Accommodations form; and the accommodations observed in the testing site on the Self-Monitoring Report Form.
- ✓ Complete the Self-Monitoring Report Form for each testing period and deliver or fax it to the LEA TC or RAC.

Test Irregularities Reporting Procedures

1. The test administrator or proctor (if utilized) report any alleged testing violation or testing irregularity to the school test coordinator on the day of the occurrence.
2. The test administrator and proctor (if utilized) sign the Materials Checkout Form following each administration to verify that they have reported all testing irregularities.
3. LEA: The STC contacts the LEA TC immediately with any allegation of a testing violation.
4. Charter school: The STC contacts the RAC immediately with any allegations of a testing violation.
5. The STC then conducts a thorough investigation and completes a report of testing irregularity. The LEA TC ensures submission of the report through the Online Testing Irregularity Submission System (OTISS).
6. If a student refuses to use a documented accommodation or if the student is not offered a documented accommodation, the school must obtain a written statement from the parent/guardian before receiving score results. The statement indicates whether the parent waives the right to have the student retested or will accept the score results from the initial administration. (See the sample Test Irregularity Parent Notification Form.)
7. The OTISS report is submitted to the RAC within five (5) days of the irregularity occurrence.

Precoded Student Answer Documents and Student Information Corrections in PowerSchool

- The LEA/charter school TC ensures that all answer documents are electronically precoded using MEMBER files pulled from PowerSchool. Before testing, the STC will identify any students who enrolled after the date of the MEMBER file used for precoding and ensure that a staff member hand-bubbles the precoded information on the student's answer document.
- Schools will utilize the attached Materials Checkout Form to document any reports of inaccuracies in precoded information that needs to be reviewed in PowerSchool. The STC will share this information with the data manager.

Online Testing

- Schools decide as early in the school year as possible which assessments will be given online and which will be given on paper. The format of each test is included on the school test calendar that is shared with students, staff, and parents. **(Attached is a sample parent letter.)**
- Schools ensure every student participating in an online assessment has completed the Online Assessment Tutorial for the associated assessment at least one time at the school before test day.
- The test administrator ensures any information from the test saved or cached on any network appliance or computer is purged or deleted immediately following the completion of the test administration. To ensure this step, all devices are shut down after each test administration.

Arrangements for Completing Makeups

- Every eligible student must take the state assessment. STCs develop school-based plans to ensure that ALL eligible students participate in the appropriate tests.
- Students under suspension are required to take the appropriate state assessments. The school makes arrangements to test these suspended students in a location (e.g., central office, home, school after-hours) that is mutually agreeable to parents/guardians.
- Each test administrator takes attendance and reports absences before starting the test session.
- The STC designates someone to contact all students absent from the test session.
- Makeup testing occurs on days immediately following the regular test administrations.
- If a student is absent from the initial makeup test session, the STC schedules another makeup session to ensure that the student is tested.
- Makeups must occur within the five-/ten-day test window. The STC must provide a thorough written explanation for each eligible student who is not administered the state assessment. (See Sample "Students Absent from Makeups for State-Required Assessments" form).

LEA E-mail and FERPA Protocol

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. According to the *State of North Carolina Statewide Information Security Manual*, "All confidential information shall be encrypted when transmitted across wireless or public networks." E-mail privacy, without some security precautions, can be compromised. Therefore, school e-mail communications cannot contain Personally Identifiable Information (PII). For additional information, please see NCDPI *Transmitting Private Information Electronically* publication.
- To protect the confidentiality of individuals from those who do not have access to individual level data, PII should be transmitted using one of the following methods:
 - Encrypted Files,
 - Password Protected Files (as long as the password is not contained within the e-mail, file, or on the electronic device containing the data),
 - Secure FTP Servers, and
 - E-mailed Files (but only if encrypted and/or password protected using strong passwords [example: mixed case, special characters])
- **Include a brief description of how the LEA plans to share Personally Identifiable Information.**
 - INVEST COLLEIGATE: Transform will share personally identifiable information through SecureShell when communicating with the RAC office. When communicating with parents and families this information will be distributed directly to parents and families through hard copy print-outs.

Schoolwide Emergencies

Sometimes schools experience severe weather, bomb threats, gas leaks, or other situations that interrupt state assessments. During such events, the safety of students always takes precedence. However, maintaining test security to the maximum degree possible during an emergency requires careful planning beforehand to minimize the potential for invalidating the test results and requiring a retest of all students at a later date.

1. Follow safety guidelines as dictated by the school's emergency response plan.
2. Paper/Pencil: If test materials have been distributed, direct students to quickly place answer documents, cover/work sheets, and all other test materials such as graph paper or formula sheets inside their test books.
Online: Direct students to click the **"Pause"** button and gather test materials such as graph paper, formula sheets or scratch paper.
3. As students exit the room in a single file, collect all testing materials from each student and quickly secure them.
4. As students exit, note the time of day and the amount of time elapsed since the beginning of the test. Record that information on the cover of the *Guide* and include it with the collected students' materials.
5. It is essential to prohibit talking between students if you reasonably expect to return to the building and resume the testing activity.
6. After the emergency has ended and students have returned to their classrooms, testing can be resumed, but only if it is possible to complete the tests as required during that same day. If the tests can be completed immediately, materials will be redistributed and testing resumed with students allowed the allotted remaining time for the test.
7. The STC must contact the LEA TC as soon as possible to properly document the incident and provide the details needed for determining if a misadministration may have occurred.

Process to Request Testing outside the Test Window

1. Under the following *rare* circumstances, exceptions may be permitted to test a student outside the state-designated testing window, including makeup dates:
 - a. **Special Circumstances:** Examples: Family emergency, family relocation, surgery/medical procedure scheduled during the test window, etc. For high school EOC and NCFE subjects, the EOC or NCFE test score must be used as the course exam in the final grade calculation.
 - b. **IEP/504 Plan Documentation:** Per G.S. 115C-174.12(a), exceptions shall be permitted to accommodate a student's IEP or 504 Plan. In these cases, the need for additional time beyond the window must be documented in the student's IEP or 504 Plan. Example: Multiple Test Sessions over multiple days that will need to extend beyond the test window.
2. **Parent/Guardian Request Form:** The parent/guardian must complete, sign, and submit the form, *Parent/Guardian Request Testing outside the Scheduled Test Window and Test Security Documentation*. Staff will make every effort to process the request as soon as possible, but parents should allow 3–4 weeks.
3. The school principal must determine if the student will be permitted to close out the semester when he/she withdraws and be provided final averages and credits for the courses in which the student was enrolled.
 - If the principal **is not** willing to close out the semester for the student who is leaving, the principal denies the early testing request. The parent must enroll the student at his/her new school in order to complete the semester. (The process stops here.)
 - If the principal **is** willing to close out the semester for the student and award course credits, move to #4 below.

4. Charter Schools: The principal and school test coordinator must complete, sign, and submit the form to their RAC, *School Principal Request for Student to Test outside of the Scheduled Window*, with the following attachments:
 - a. *Parent/Guardian Request Testing Outside the Scheduled Test Window and Test Security Documentation* form signed by the parent/guardian and school principal
 - b. Other required documentation as specified on the *School Request to Test Outside the Scheduled Window* form

If a request for testing outside of the test window is approved by NCDPI, the requested test(s) must be administered on the last day(s) of school attendance or date specified by the RAC or the LEA testing coordinator. All state and local policy and procedures for materials and testing must be followed by school staff. If the request is not approved, the school principal will be notified that testing must take place within the test window.

The school principal and/or school test coordinator must notify the parent/guardian as to whether the request has been approved or denied.