



State of Rhode Island and Providence Plantations  
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

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Deborah A. Gist  
Commissioner

## IMPORTANT: SECURITY MATERIALS FOR OCTOBER 2013 NECAP STATE TESTING

Dear Principal:

Once again, the time has arrived to ensure that you are ready to implement all of the required components of the New England Common Assessment Program (NECAP) assessments. As you are aware, careful planning for test security is extremely important in order to maintain the integrity of the entire testing process in Rhode Island, Maine, New Hampshire, and Vermont. Please review the enclosed security materials and the *Principal/Test Coordinator Manual* for detailed suggestions on managing both the security processes and all aspects of test administration effectively. Because you will be administering several assessments over a relatively short time span, your School Testing Coordinator will need your assistance as well as your support.

This packet contains each of the following important documents needed for the security process (*you may make additional copies as needed*):

- ✓ **OVERVIEW OF THE SECURITY PROCEDURES** (black-line masters for transparencies) – *for use at staff meeting*
- ✓ **DOs & DON'Ts of TEST SECURITY** (salmon) – *distribute to all adults in building*
- ✓ **AFFIRMATION OF TEST SECURITY** (white/blue) – *to be signed by all directly involved*
- ✓ **TEST BOOKLET TRACKING SHEET GRADES 3 & 4** (green) – *use when distributing & collecting tests*
- ✓ **TEST BOOKLET TRACKING SHEET GRADES 5 – 8** (lavender) ) – *use when distributing & collecting tests*
- ✓ **TEST BOOKLET TRACKING SHEET GRADE 11** (yellow) ) – *use when distributing & collecting tests*
- ✓ **CHECKLIST FOR REQUIRED DOCUMENTATION OF TEST SECURITY** – *use at conclusion of testing*

Please hold a staff meeting(s) to review the administration and security procedures with all adults in the building prior to the testing window (October 1<sup>st</sup> – 23<sup>rd</sup>). At the staff meeting(s), be sure to obtain signatures on the *Affirmation of Test Security* forms from those directly involved with test administration and from those providing clerical support.

### KEY SECURITY POINTS:

- ⇒ Signing test booklets in and out must be done **personally** by each test administrator with the Principal/School Testing Coordinator, verifying that the booklet count is correct.
- ⇒ The Principal/School Testing Coordinator must be aware on a **daily** basis of where **all** test and answer booklets are before, during, and after testing. A master schedule should be maintained, including info about specific locked storage availability for each test administrator and how to gain access in an emergency.
- ⇒ Remind every test administrator to use his/her locked and secure storage for all of the test materials **at all times** (except during the testing periods). Please be sure to provide central locked and secure storage for testing materials if adequate storage is not available in classrooms.

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