School Site-Specific Information	School Year:	2025-2026

School:

Alpine Academy
1421 Pullman Dr.
Sparks, NV 89434

Principal:

Lewis Perlin

Individuals responsible for carrying out the procedures of the School Test Security Plan

Name: **Title:**

Name	Title
Lewis Perlin	Administrator, Testing Coordinator
Ashley Showers	Teacher, Testing Administrator
Sue Chene	Teacher, Testing Administrator
Cosandrra Marsh	Teacher, Testing Administrator

STORAGE OF TESTING MATERIALS

Test materials are stored in the following secured and locked location:

Test materials are stored in a locked storage room in a locked file cabinet.

The following individuals have access to the secured testing materials:

Name: **Title:**

Name	Title
Lewis Perlin	Administrator
Dawn Gilmore	School Secretary
Ashley Showers	Teacher
Sue Chene	Teacher
Cosandrra Marsh	Teacher

TEST ADMINISTRATION AND SECURITY TRAINING

School personnel who administer tests to students are trained in the following manner (when/where/how):

All personnel who administer tests to students are trained in a Professional Development meeting. They are trained one month before testing and they are trained by the Test Coordinator. Personnel are given copies of relevant testing procedures and administration manual prior to testing. Personnel also participate in a refresher course on testing procedures the week prior to testing.

VERIFICATION OF STUDENT IDENTITY

The following procedures are used to verify the identity of secondary students participating in testing:

Students' identities are verified by using rosters, student IDs and sign in sheets. Due to the low number of students testing (approximately 60 per grade level), staff members are well-acquainted with students. If there is a question of identity, students ID will be used to identify them.

DISTRIBUTION, COLLECTION, AND RETURN OF TESTING MATERIALS

The following procedures are used to collect test materials from students after each test administration:

Test booklets, answer documents, test tickets, writing booklets, scratch paper (if permissible), and calculators (if permissible) are checked out by test Administrator from the Testing Coordinator by counting, verification, and two signatures (Administrator and Coordinator). Materials are then distributed to students based on identifiable demographics (name, serial number, school ID number). Upon completion of each testing session, the above testing materials are collected by test administrator and manually checked in using rosters and placed according to serial number or alphabetical order. At the end of each testing session, materials are returned into Testing Coordinator, counted, verified, and checked in using two signatures (Administrator's and Coordinator's). Scratch paper and test tickets are destroyed.

The following procedures are used for ordering and returning all testing materials to vendor following each test administration:

The Test Coordinator gathers all testing materials and organizes them for return. Once all testing materials are accounted for and organized they are placed in the appropriate return boxes with all documentation filled out. The Principal signs the form to assure all testing was done in accordance with the law. The materials are then sent to the vendor.

EMERGENCY SITUATIONS

The following plan is in place to address test security issues during an emergency situation:

If an emergency occurs, all students will be evacuated or directed to shelter in place and the Testing Administrator will collect the tests to ensure security is maintained.

ADDITIONAL TIME
The following procedures are used for students who require additional time for testing:

Unless it is a timed test, students will be afforded as much time as they need. Students requiring additional time will remain in the same testing room or may be required to move to another testing room to complete their test. If students are moved to another room, all testing materials will be collected, counted, and verified by Test Administrator and returned to students once they are seated in the new room.

ACCOMMODATIONS
The following procedures are used to ensure compliance with student testing accommodation plans:

All testing accommodations are requested and carefully reviewed prior to testing. Students who require accommodations are tested in a separate room with a different test administrator. Accommodations are only given to students who have them identified and outlined in their IEP or 504. Testing Administrators will ensure each student with accommodations, receives them.

ON-LINE TESTING
Verification that computers are prepared for online testing

Computers are prepared for online testing by the Test Coordinator and verification is done by the Testing Administrator. Online testing takes place in the Test Coordinator Office/Classroom or Gym only.

OTHER PROCEDURES
Listed below are additional procedures followed to ensure test security:

All staff, students, and testing administrators are encouraged to report testing irregularities to the Test Coordinator and Test Administrators. If test irregularities occur, the Test Coordinator will be informed and will contact the State Assessment Department to conduct an investigation. School Administrator will ensure that the investigation and conclusion is carried out successfully and that the corrective action is put in place.