

Edgecombe County Public Schools Test Plan

School name: SouthWest Edgecombe High School

Building Level Test Coordinator's Name: Shavon Brown

Backup Test Coordinator: Alaina Ritter

Test(s): Mock EOC exams

Date of test administration: _____

Start time and approximate completion time for test administration: 8:00am-12:30pm

Make- up day(s): April 19th-April 28th

TEST TRAINING:

Test Security Agreements signed by Test Administrators on: Day of
Testing

Test administrator and proctor trainings (date, time, location) –
with sign in rosters maintained:

Mastery Connect refresh (April 15th)

Virtual

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

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

--

Test administrators and proctors assignments with room numbers:

April 20-21--All virtual students (Math 3, English 2, Math 1, Biology)

April 20-21: 1st and 2nd period classes

April 22-23: 3rd and 4th period classes

April 27-28: 5th period classes

Test Admin	Locations
Hall	T139
Johnston	T112
Clatterbuck	T136
Hopper	T134
Reynolds	M219

Sutton	M208
Savage	M108
Baker	M107
C. Griffith	Virtual monitoring
T. Mills	Virtual monitoring
K. Staton/M Johnson (1st pd accom)	M218/M226
Joell/Spence (2nd pd accom)	S105/M205
Sutton/Owens (3rd pd accom)	M208/M214
Cuddapah/Hall (4th pd accom)	T130/T139
Bracey/Wimmer (5th pd accom)	M205/S109

Backup test administrators: Listed on attached plan

Backup proctors: None needed

Coverage of classes for Test Administrators

No coverage Needed. Only students scheduled to test will be onsite during testing

Assignment of students who are **NOT** N/A
required to test in a class

Physical security of test materials

(Location):

Test are given online. Administrators will be given instructions on how to access their specific test the morning of benchmarks. This information will be given by the test coordinator, as given by the district coordinator.

Keys to the Locked storage (2) are maintained by: (1)Alaina Ritter (2) Shavon Brown

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)

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.):

N/A

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

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's will be checked back in with the testing coordinator at the end of each testing session. Copies will be forwarded to the district testing coordinator, and the accommodations provided screen in NC education will be completed after testing is complete.

**Editing of test materials under secure conditions
(when/time/where/who):**

N/A

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

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

Backup Test Coordinator's Signature/Date:

Principal's Signature:
