NERSBA
Early College

2025-26 Public School Unit (PSU) Annual Testing Plan

PSU Name: NERSBA Early College   PSU Code: 94Z

PSU Test Coordinator: Julie Gurganus

PSU test coordinators shall ensure a written annual testing plan for the school is developed and disseminated before the beginning of the school year. Plans should also be available in an electronic format and include "Sample" documents that will be used for testing throughout the year. The annual testing plan clarifies local procedures. Testing staff are still required to read and follow all of the NCDPI's Annual Testing Program's publications related to state tests. The superintendent or school director ensures that the PSU accountability contact, and school test coordinators (STCs) are accurately coded in the Educational Directory and Demographical Exchange (EDDIE) throughout the school year. PSUs may use or modify this template to develop their annual testing plan.

Test Administrators and Proctors
- If staffing allows, proctors **will** be utilized. If utilized, **include a description of local proctor requirements, including the bullets below**:
    - Proctors assigned: (1) a one-on-one, full-time proctor and/or (2) roving proctors.
    - The school will use the following procedures for roving proctors, who can assist up to three test administrators in three testing rooms:
        - Roving proctors will not be responsible for more than three, centrally located classrooms.
        - Roving proctors will spend 10 minutes in each room before rotating to the next room to proctor.
        - The door to test rooms using roving proctors must stay open throughout the testing session.
        - Test settings served by a roving proctor cannot have more than thirty students testing in the group.

Training
- All school staff who handle secure test materials must sign a Confidentiality and Test Security Agreement that must be kept on file at the PSU.
- Signed Confidentiality and Test Security Agreements will be kept in the STCs office in the 2025-26 Testing/Accountability Notebook.
- The STC will provide annual accommodations and security training to all instructional staff.
- Training materials and sign-in sheets will be kept in the STC's office in the 2025-26 Testing/Accountability Notebook.
- The STC trains all proctors before testing. Proctors sign a Confidentiality and Test Security Agreement. Signed proctor agreements will be kept in the STC's office in the 2025-26 Testing/Accountability Notebook.
- 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 Confidentiality and Test Security Agreement. The school principal or director is encouraged to attend test training.
- Before testing, the STC trains all test administrators on using the specific accommodations that will be provided to students in their assigned test settings.

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The following chart provides the name of each required test security document, the person(s) required to sign each document, and when each document must be signed.

Person Responsible	Test Security Documents				
	Principal and Executive Director - Confidentiality and Test Security Agreement	**School Test Coordinator - Confidentiality and Test Security Agreement**	**Test Administrator - Confidentiality and Test Security Agreement**	**Proctor - Confidentiality and Test Security Agreement**	**Public School Unit Annual Testing Plan**
Regional School Test Coordinator		Annually*			Annually*
Principal and Executive Director	Annually				
Test Administrator			Annually; before the administration of any state-mandated test		
Proctors (if utilized)				Annually; after proctor training session and before the administration of a state-mandated test	

*Regional/Charter school TCs must submit all documents to their RAC, except for the *Proctor Training Agreement*.

Test Materials Security
- The PSU TC stores materials in a locked, secure, limited-access facility until needed for testing. Materials will be locked in a file cabinet in the testing coordinator's office. The only one with access to the file cabinet is the testing coordinator and the back-up testing coordinator.
- Materials will be checked out from the School Testing Coordinator. A Materials Check-Out Form will be completed by the School Test Coordinator and signed by the Test Administrator when the materials are distributed to the Test Administrator.
- Once all students have completed their assessments, the test administrator will return the materials to the STC's Office where the testing coordinator will check the materials to ensure they are all returned. The Materials Check-Out Form will be signed by the Test Administrator, Proctor (if utilized) and the STC. The testing coordinator will return all materials to TOPS.

Testing Environment
- Food and drink **are not** permitted in test sites. However, bottled water will be allowed.

Accommodations Documentation
Accommodation Entry in NC SIS- Accommodation information in NC SIS derives from two sources:
1. IEP: Sheralyn Reddick is responsible for entering and updating the IEP details and accommodations information into ECATS for each EC student.
2. Section 504 Plan and EL documentation: Julie Kolikas is responsible for entering the special program participation and the accommodation information in the appropriate pages in NC SIS for students with a Section 504 Plan or EL documentation. For each school year, the initial entry of special program assignment and accommodations must be completed by October 1 for returning students. NC SIS 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.

School Testing Plans and Self-Monitoring Procedures
- The STC securely submits a school test plan to the RAC at least two weeks before the first day of testing for each test, such as ACCESS and EOCs and no later than May 1 for end-of-year testing.
- Julie Gurganus completes monitoring during testing with the goals 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 and should use the following self-monitoring procedures:
  - ✔ Inquire about students' test preparation. Before testing starts, ask a couple of students in online test settings if they watched the online tutorial video and if they had a chance to do the sample test items on the device they will use for testing.
  - ✔ Check to see if the bells are turned off.
  - ✔ Check that each testing site has a DO NOT DISTURB sign on the door.
  - ✔ Check to see if there is a test administrator in each room.
  - ✔ If utilized, check to see if there is a proctor (one-on-one or roving) serving each room. Roving proctors are permitted with these conditions:
    - The roving proctor may serve no more than three centrally located classrooms.
    - The proctor rotates every **15** minutes.
  - ✔ 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 remain in the room throughout the testing and move frequently and quietly around the room monitoring students.

✔ Check to be sure that classroom displays that provide information regarding the content being measured by the test or test taking strategies should be covered or removed.

✔ Ensure that visitors are not allowed into the testing site during testing. (Monitoring staff are not visitors.)

✔ Report any noise or disruptions.

✔ Randomly select 10% of students receiving accommodations during each testing period. Pull the IEP, EL Plan, Section 504 Plan, or transitory impairment documentation. Make sure that the accommodation(s) each student is receiving matches those listed on the plan/documentation and those listed on the *Review of Accommodations Used During Testing* form. Record (1) the information from the IEP, EL Plan, Section 504 Plan, or transitory impairment documentation, (2) the accommodations listed on the *Review of Accommodations Used During Testing* form; and (3) the accommodations observed in the testing site on the *Self-Monitoring Report Form*.

✔ Complete the *Self-Monitoring Report Form* for each testing period and keep it on file at the school.

Test Irregularities Reporting Procedures
- Julie Gurganus, the School Test Coordinator, follows all state procedures for submission of irregularities and misadministrations into the Online Testing Irregularity Submission System (OTISS) within five days of the occurrence.
- If a student refuses to use a documented accommodation or if the student is not provided a documented accommodation, the school should obtain a written statement from the parent or guardian before receiving score results. The statement indicates whether the parent waives the right to have the student retested and that the results from the test already taken are not valid.

Online Testing
- The STC will ensure every student participating in an online assessment has completed the appropriate Online Assessment Tutorial at least one time before test day. The process for verifying completion of the tutorial will include a signed statement from each teacher who administers the tutorial noting that all students participating in an online assessment for their class have completed the Online Assessment Tutorial.
- 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. Steps to clear the cache will be shared with each testing administrator to ensure these steps are completed after each student has ended their assessment.

Arrangements for Completing Makeups
- Each test administrator takes attendance and reports absences by checking the provided hardcopy of their roster and marking any student who is absent before starting the test session. They will note any absent students on the Materials Check-Out Form.
- The STC will contact all students who are absent from the test session on the day of testing.
- The STC will list all students ABSENT from makeup.

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Family Educational Rights and Privacy Act (FERPA) Protocol
- To protect the confidentiality of individuals from those who do not have access to individual-level data, personally identifiable information (PII) should be transmitted using the following method:
  - Secure FTP server based on SFTP or RTPS protocols.

Any PII data transmitted to the RAC will be submitted via the Secure Shell. No PII data will be transmitted via email at the school level. The Student ID number will be used when transmitting any confidential information regarding a student.

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Appendix A –
Testing Calendar/
Testing Plan Template

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2025-26 NERSBA Testing Calendar

Test Administration	Administration Date(s)
PreACT (Grade 10 Only)	**Wednesday, October 15, 2025****
ACT Workkeys (Grade 12 Only) Students only need to participate in one of the testing sessions.	**Friday, November 21, 2025*** **Wednesday, March 11, 2026***
1st Semester Exams - Includes EOCs (Biology, English II, NC Math I & NC Math 3), CTE Post-Assessments and Teacher Made Exams	**Friday, December 12 -** **Thursday, December 18, 2025***
ACT (Grade 11 Only)	**Tuesday, February 24, 2026****
2nd Semester Exams - Includes EOCs (Biology, English II, NC Math I & NC Math 3), CTE Post-Assessments and Teacher Made Exams	**Monday, May 18 - Friday, May 22, 2026***

*Online Assessment
**Paper/Pencil Assessment
NOTE: ALL assessments will be administered on the NERSBA Campus. The PreACT, ACT, ACT Workkeys, End-of-Course (EOC) Assessments and CTE Post-Assessments are required by the State Board of Education.

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2025-26 Testing Plan Template

Date & Time	Exam/Review	Administrator	Proctor	Room #	# Students
Tuesday, MM/DD 8:30 a.m. - 12:30 p.m.	1st Period Exam				
Wednesday, MM/DD 8:30 a.m. - 12:30 p.m.	2nd Period Exam				
Thursday, MM/DD 8:30 a.m. - 12:30 p.m.	3rd Period Exam				
Friday, MM/DD 8:30 a.m. - 12:30 p.m.	4th Period Exam				
Monday, MM/DD	MAKE-UP TESTING				

A map of the school facility is attached.

Any secure materials will be locked in a file cabinet in the STC's locked office.

Test administrators pick up and return test materials to the STC in the STC's office.

Should there be a need for editing any paper/pencil assessments, then three school personnel will be present for the editing process. The STC, Testing Administrator for the affected assessments and the Guidance Counselor will be utilized for the editing process if they are available. If they are not available, then other staff will be used. This will take place on the same day the affected assessment was administered in the STC's Office. One staff member will make the edits needed. One will make sure the edits are correctly completed. One will monitor the setting.

1215 Saint Andrews Street
Jamesville, NC 27846

Front Office
Main Entrance

Front Entrance to
Lobby / Auditorium

EXIT DOORS

EXIT DOOR

Rear Entrance to
Lobby / Auditorium

EXIT DOOR

EXIT DOORS

EXIT DOORS

EXIT DOOR

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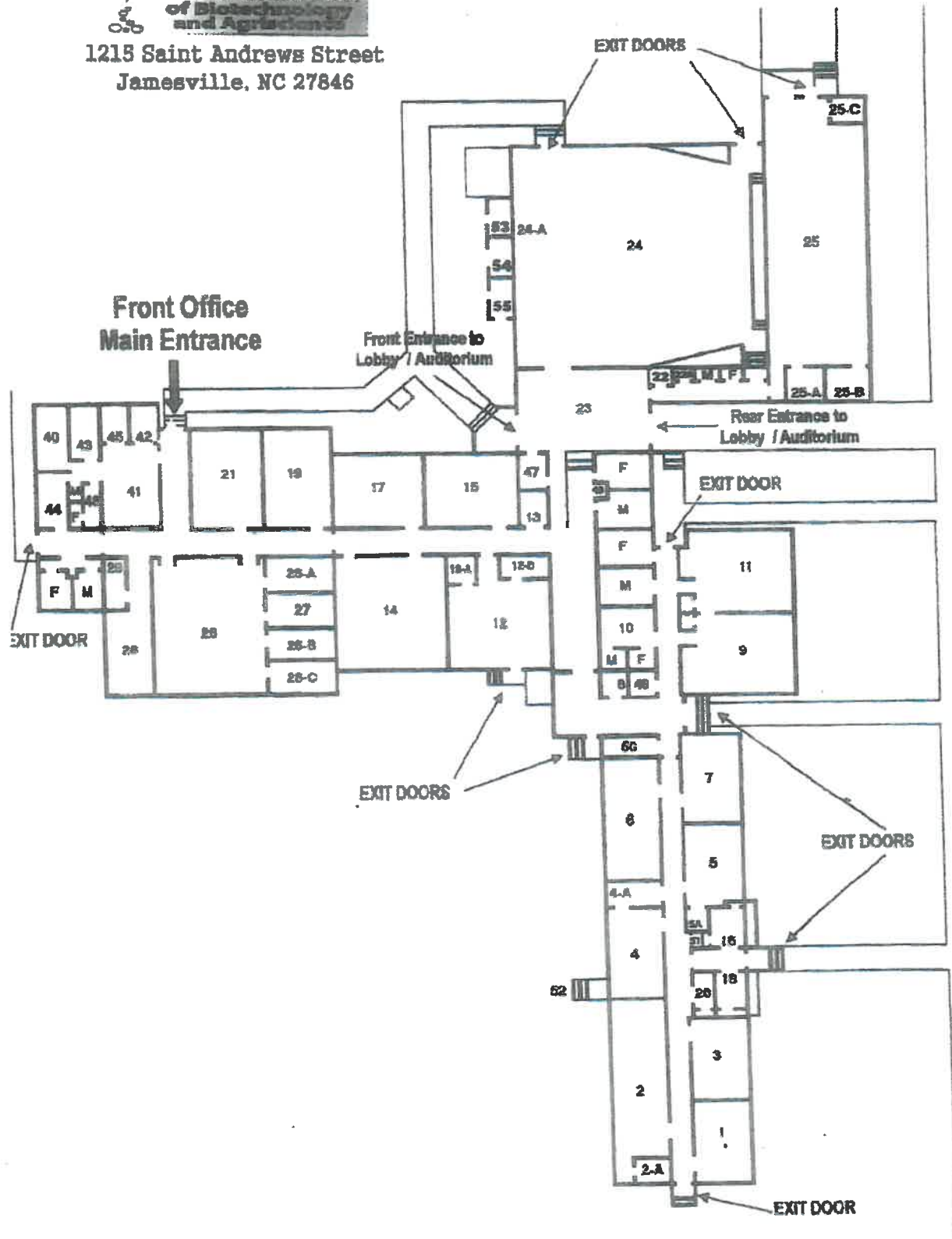
Appendix B –
Sign-In Sheet/Forms

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Training Sign-In Sheet Template

_____Training

Date: _____

Facilitator: <u>Julie Gurganus</u>

Name (printed)	Signature	Test Admin (A) and/or Proctor (P)	Received Test Admin Guide	Received Accommodations Training

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Test/Exam Date: _____

Materials Checkout Form

Complete before Testing Session

I acknowledge that I have attended training for the test/exam noted below and have received and read a copy of the *Administrators' Guide*. I further acknowledge that I am responsible for the information provided during training and for understanding and adhering to the contents of the *Assessment Guide(s)*, including the North Carolina *Testing Code of Ethics*.

Administrator's Signature:_____ Date:_____

TEST/EXAM:_____

Please note the number of materials received for each item:

Room #	Administrator	Proctor	# of Students	Special Setting?	P/P	Online

Items Received:

Blank Paper		Pencils		Do Not Disturb Sign	
Graph Paper		Reference Tables		Review of Accom. Sheets	
Calculators		Student Access Codes			

Signature of Test Administrator at Checkout: _____

Signature of Test Administrator at Check-in: _____

Students Absent from this session

1. _____   2. _____   3. _____

Mistakes on Precoded Answer Sheets (paper administrations only):
Who: Mistake: What it should say:

Complete after Testing Session

I affirm that I have followed the following rules and procedures in the administration of student assessments.
1. I have read and complied with all of the procedures in the *Testing Code of Ethics*.
2. I have maintained test security at all times.
3. I have administered the tests according to the directions in the administration guide and any subsequent updates developed by the test publisher.
4. I have administered tests to all eligible students.
5. I have reported all testing irregularities to the school system test coordinator.
6. I have provided a positive test-taking climate.

Administrator's Signature: _____ Date: _____

Proctor's Signature: _____ Date: _____

School Test Coordinator's Signature:_____ Date:_____

School Transcription Tracking Form

School Code:

Test Coordinator:

Test Name	Student ID Number	Student Name (Last)	Student Name (First)	Test Form (Letter/Number)	Transcriber Name	Transcription Date

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Test Irregularity Parent/Guardian Notification Form

Student: _____   Grade: _____

Test and Subject: _____   PowerSchool ID: _____

Teacher: _____   Test Date: _____

School Test Coordinator (STC): _____   STC Phone: _____

The following test irregularity occurred during testing today, which <u>invalidates</u> your child's test results.

Your child's test will <u>not</u> be scanned or scored, and your child is scheduled to retake the test on

_____ .

Description of Test Irregularity:

_____

_____

_____

_____

_____

_____

_____

Waiver of Right to Retake the Test

In some cases, you may choose to waive the right for your child to retake the test and accept the scores from the test already taken. Please sign and return this form to the <u>school test coordinator</u> before the date listed above. If this form is not returned by the above date, the test will be readministered to your child as indicated. *Note: The test already taken is deemed invalid and will not be scanned or scored unless you choose to waive the right for your child to retake the test.*

☐ I would like for my child to retake the test. I understand we will not receive results from the original test.

☐ I do <u>not</u> want my child to retake the test. I understand that the results from the test already taken will be used. Furthermore, I understand I am waiving the rights for my child to retake the test.

_____   _____
Parent Signature   Date

Note to staff: This document should be scanned and attached to the OTISS report

![NERSBA Early College logo]

Students Absent from Makeups for State-Required Assessments

The STC must list all students ABSENT from Makeups on this form. If 100% tested for EOCs, EOGs, and NCFEs, write NO ABSENCES.
For Online Tests, the STC must code the student ABSENT from ALL Makeups in NC Education also.
For Paper/Pencil tests, the STC must code the ABSENT bubble on the answer sheet.

Last Name	First Name	NC SIS ID	Grade	Subject	Classroom Teacher	Reason Student Is ABSENT from Testing

My signature below indicates that I understand it is the responsibility of the principal and school test coordinator to ensure that ALL eligible students are tested. Every effort was made to test students listed above and/or student was no longer available to be tested. Reason for not testing is stated clearly under "Reason Student is ABSENT from Testing".

_____
School Test Coordinator Signature / Date

_____
Principal Signature / Date

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Self-Monitoring Report Form

Date:_____   Test:_____

CHECK ALL BOXES THAT ARE OBSERVED; INCLUDE EXPLANATIONS FOR ANY AREAS NOT OBSERVED

	Test Notebook in Office		Notebook Includes Copy of Test Plan		DO NOT DISTURB Signs on Each Door		Proctor/Roving Proctor Assigned to All Test Sites
	Notebook includes Review of Accommodations During Testing forms		Notebook Includes Copies of ECATS (or other IEP program) Testing Participation Report		Test Administrator and Proctor Monitoring Students		Classroom Displays Covered or Removed
	Notebook includes copies of 504 and EL plans		Bells Turned Off		Positive Test-Taking Environment		All Materials Provided (Calculators, Paper, Pencils, etc.)

Test Session

_____ This test was conducted in accordance with the accepted practices of standardized testing.

_____ This test had some irregularities and/or findings as listed below.

_____

_____

Accommodations

Choose two students at random who are receiving accommodations on the test and complete the chart below.

Student Name	Type of Plan (504, EL, IEP)	Accommodations Viewed on the "Review of Accommodations" Form	Accommodations Observed in Test Site

Monitor Name:_____   Monitor Signature:_____

Secure Test Materials Destruction Verification Form

School Name:_____   School Number:_____

The signatures below indicate that all secure student test materials have been collected by the school test coordinator and securely destroyed using one of the following methods: shredding, secure recycling, observed landfill burial (i.e., by two or more designated school personnel), or incineration.

School Test Coordinator
(Print Name)

_____

School Test Coordinator
(Signature)

                                        Date:
_____

School Principal
(Print Name)

_____

School Principal
(Signature)

                                        Date:
_____

Regional school test coordinators must return this form to the RAC no later than three school days following the completion of all test sessions.