

## **MINA Charter School (MCS)**

### **Student Accountability Plan**

Testing materials will be kept secure in a locked room inside a locked storage cabinet. Only the Lead Administrator and School Testing Coordinator (STC) will have a key to the locked storage cabinet. Only the Lead Administrator and STC will have a key to the locked room.

#### Test Security Policy

Test materials will be stored in a locked cabinet in a locked room. The Lead Administrator and STC will be the only employees with a key to the locked storage cabinet. All teachers will receive training on test security and procedures before the administration of any mandated NC test.

Adopted and approved by MCS: 05/20/2020