

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

School District Name: The Newark Public Schools- Dr. George Washington Carver School

County: Essex

Type of Examination: NJ ASK

Date of Board Meeting: May 24, 2016

OFAC Case#: INV-088-12

Contact Person: Joshua Koen

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Recommendation Number	Corrective Action	Method of Implementation	Individual Responsible for Implementation	Completion Date
1. Staff compliance with testing security procedures	<p>A. Ensure the School Testing Coordinator (STC) attends the office of Data & Policy's workshop on test administration.</p> <ul style="list-style-type: none"> • The STC will attend the district-led testing compliance and security workshop. • The Principal will attend the district-led testing compliancy and security workshop. <p>B. Monitor the implementation of STC "turn-key" trainings.</p> <ul style="list-style-type: none"> • The STC will train school-level examiners and proctors on testing protocols. • The STC will send the training's agenda, handouts, staff 	<p>A. Training B. Training C. Operational Protocols D. Training</p>	<p>A. Office of Data & Policy, School Testing Coordinator, and Principal B. Office of Data & Policy, School Testing Coordinator, and Principal C. Office of Data & Policy, School Testing Coordinator, and Principal D. Office of Data & Policy</p>	<p>A. April 2017 B. April 2017 C. April 2017 D. April 2017</p>


Chief School Administrator

6/6/16
Date


Board Secretary/Business Administrator

6/6/16
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<p>assignments, bell schedule, security plan, and sign-in sheet to the following: Assistant Superintendent, Office of Data & Policy, and the district testing monitor assigned to the school.</p> <ul style="list-style-type: none"> • Following the turn-key training, school examiners and proctors must read and sign the Test Security Agreement. • In SY 16-17, a Central Office staff member will attend the turn-key training at the school. <p>C. The Office of Data & Policy will review and approve the school's testing security plan.</p> <ul style="list-style-type: none"> • The school's Test Security Plan will be kept on file at the Office of Data & Policy and a copy at the school subject to audit by the district. • The principal will be required to certify the test security plan as well as receive the Office of Data & Policy's approval of the 		
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Christophe Coy
Chief School Administrator

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<p>plan.</p> <ul style="list-style-type: none"> The school's test security plan is required to include information pertaining to: mandatory turnkey training; storage of security materials; delivery problems; centrally located distribution center; missing test booklets; chain of command; sick students; disruptive students; fire/emergency procedures; and inclement weather. All school personnel are required to be informed of security procedures prior to all test administrations. <p>D. Train and assign Central Office Staff to serve as District Testing Monitor.</p> <ul style="list-style-type: none"> A Central Office staff member will be assigned to serve as the monitor during the administration. The monitor will be present for all days of the administration and report daily on: student 		
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Christina Coy
Chief School Administrator

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<p>2. Staff compliance with accommodations and modifications during testing for students' with IEPs.</p>	<p>attendance, staff attendance, staff notes, and call log of absent students.</p> <p>A. Ensure schools' examiners and proctors adhere to accommodations and modifications in students' IEPs</p> <ul style="list-style-type: none"> The Office of Special Education (OSE) and Child Study Team (CST) will generate and provide a list of accommodations for each special education student to the STC. The STC and the CST will review accommodations and create homogenous testing environments satisfying accommodation types outlined in the students' IEP's. The STC will monitor examiners and proctors interaction with special education students during testing session and ensure all accommodations are provided. 	<p>A. Operational Protocols</p>	<p>A. Office of Special Education, Child Study Team, School Testing Coordinator, and Principal</p> <p>A. April 2017</p>
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Christopher Coy
Chief School Administrator

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[Signature]
Board Secretary/Business Administrator

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