



# **TESTING PROCEDURES AND SECURITY PLAN**

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## **Introduction**

This Testing Procedures and Security Plan sets forth the test security policies, procedures, and responsibilities that the Greene County School System has established for the district's testing program. It is expected that all district personnel and contracted staff adhere to its content.

This plan aligns with requirements outlined in the Georgia Department of Education's Student Assessment Handbook. A copy of the GaDOE Student Assessment Handbook can be found at the following link: [https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Documents/For%20Educators/2020\\_2021\\_Student\\_Assessment\\_Handbook\\_Rev\\_September\\_2020.pdf](https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Documents/For%20Educators/2020_2021_Student_Assessment_Handbook_Rev_September_2020.pdf)

## **Program Overview**

Greene County Schools testing program is a combination of National, State and District Level assessments. The assessments are utilized to determine strengths and areas of growth for students as well as the instructional program.

### **State-Level**

Testing materials, security guidelines and administration procedures are provided by the State of Georgia for the following assessments (comprehensive information can be found in the GaDOE Student Assessment Handbook related to each assessment):

#### **ACCESS for ELLs in Grades K-12**

##### **Alternate ACCESS for ELLs**

##### **Georgia Milestones Assessment System EOG (End of Grade) in grades 3-8**

###### **ELA, Mathematics, Science and Social Studies**

##### **Georgia Milestones Assessment System EOC (End of Course)**

###### **American Literature and Composition, U.S. History, Biology, Coordinate Algebra**

##### **Georgia Alternate Assessment in grades K, 3-8 and 11 (GAA)**

##### **Georgia Kindergarten Inventory of Developing Skills (GKIDS)**

##### **Benchmark Assessments**

##### **Other State Piloted/Linking Assessments**

The most current policies and rules below can be found on the State of Georgia Department of Education rules page web site at the following link: <https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/Pages/PEABoardRules.aspx>

Policies and rules relating to assessment are:

160-3-1-.07 Testing Programs – Student Assessment

160-4-2-.11 Promotion, Placement, and Retention

160-4-2-.13 Statewide Passing Score

160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses  
160-4-2-.31 Hospital/Homebound (HHB) Services  
160-4-2-.34 Dual Enrollment  
160-4-2-.06 through 160-4-2-.48 (IHF) High School Graduation Requirements  
160-4-5-.02 Language Assistance: Program for English Learners (ELs)  
160-4-8-.12 Alternative/Non-Traditional Education Programs  
160-5-1-.07 Student Data Collection  
160-5-1-.14 Transfer of Student Records  
160-5-1-.15 Awarding of Units of Credit and Acceptance of Transfer Credit and/or Grades 160-7-1-.01 Single Statewide Accountability System

### **National Level**

Greene County Schools uses the **Northwest Evaluation Association (NWEA)** assessment as its universal screener for Response to Intervention (RTI).

### **District-Level**

Greene County Schools offers district and school level common assessments including benchmark exams. Schools are required to follow security protocols as defined by the Georgia Department of Education.

### **Testing Security Policy (II)**

Greene County Schools references State Rule 160-3-1-.07 Testing Programs - Student Assessment and adheres to state policy and procedures for testing. Testing in Greene County shall be administered in accordance with the requirements of the governing agency for the assessment and with a high level of security to ensure fidelity of the testing environment, the integrity of the assessment and the accuracy of the data produced by the assessment. The test administration shall be conducted in such a way that prevents, mitigates and reports any irregularities arising at any time before, during or after testing. In accordance with state policy, employees have an ethical responsibility and an affirmative obligation to report testing irregularities.

### **Consequences for Violations Related to Assessment Security**

Employees shall comply with all state policies and Georgia Professional Standards Commission rules with regard to testing ethics and the confidentiality of student information. Employees who violate these provisions shall be subject to disciplinary action. Any employee who suspects a breach in assessment security must immediately report the breach to their immediate supervisor. Failure to report suspected breaches in assessment security can have negative implications upon an employee. In addition, any investigation that results in a determination of guilt related to violations of assessment security can result in loss of employment and a report filed with the Georgia Professional Standards Commission, which may result in loss of a teacher's certificate.

The Superintendent is authorized to develop administrative regulations to implement this policy.

### **Identification of Testing Personnel**

According to the Georgia Department of Education, the principal has the ultimate responsibility for testing within the school. The principal must identify an individual who holds an educator's certificate with Georgia's Professional Standards Commission to serve as the Building Level Testing Coordinator (BLTC). Additionally, the principal is required to identify a secondary staff member, who also holds an educator's certificate with the Georgia Professionals Standards Commissions, that will serve as "back-up" and support to the BLTC.

The principal is responsible for identifying the designated secure location for test materials, designating individuals with access to the secure location and agreeing to uphold a high level of integrity in the school's testing program. If there are any changes in the test coordinator during the year, the principal will notify the system testing coordinator in writing within a 10-day period of the change.

The system testing coordinator will provide annual training to BLTCs on district testing expectations and provide access to all assessment resources provided by GaDOE in order to maintain the fidelity of the district's assessment program.

## **Roles and Responsibilities**

The following section outlines the roles and responsibilities for school level personnel published by the Georgia Department of Education in the Student Assessment Handbook. In order to verify the adherence to these roles and responsibilities all examiners must complete an *Examiner Adherence Certification Form*. The principal and BLTC must complete the *State Certification Form* certifying the adherence to all state and system administration and ethics expectations. Testing coordinators, examiners and proctors for state level assessments must participate in training before being permitted to interact in the testing environment. Testing ethics are covered in more detail in the Georgia Student Assessment Handbook.

### **Superintendent**

1. Has ultimate responsibility for all testing activities within the local school system.
2. Appoints the System Test Coordinator.
3. Supervises Principals and System Test Coordinator to ensure that they fulfill their specific responsibilities for the administration of tests.
4. Maintains contact with System Test Coordinator to become thoroughly informed of all testing activities.
5. Conducts investigations of reported testing irregularities (e.g., student cheating, unethical professional conduct). Reports unethical professional conduct to the Educator Ethics Division of the Professional Standards Commission.
6. Monitors testing activities in the local school system to guarantee compliance with regulations established by the State Board of Education and current legislation.
7. Informs local board members, parents, and other citizens about requirements pertaining to statewide testing.
8. Ensures that appropriate local personnel attend GaDOE workshops concerning state assessment programs.
9. Ensures that the appropriate personnel complete all necessary readiness checks for online testing.
10. Ensures that personnel enforce prescribed calculator, cell phone, and electronic device

guidelines.

11. Reviews and returns certification/verification forms to the Office of Assessment and Accountability at the GaDOE by the due dates.
12. Ensures that Principal's Certification Forms are completed after each test administration and retained as required.
13. Approves all special administrations.
14. Informs citizens residing within the local system's area concerning the collective achievement of enrolled students by school and system.
15. Ensures that local calendars are planned so that all tests are administered according to the state- published testing calendar.

### **System Test Coordinator**

1. Coordinates all test administration activities within the school system.
2. Serves as liaison between the system and the GaDOE for all test administration activities.
3. Coordinates with various local system divisions to ensure successful test administrations (Special Education, Technology, Title III, etc.)
4. Assumes responsibility for carrying out the approved plan for administration of all tests.
5. Furnishes all information and submits all forms required by the GaDOE by specified dates.
6. Ensures principals complete the Principal Certification Form for each administration and maintains these forms for five years.
7. Orders special format tests (Braille, large print, advanced reading aids).
8. Receives test materials from GaDOE at a designated time and place and maintains them in a secure location.
9. Reviews and follows all procedures in all administration manuals and is familiar with administrators' roles and proctors' roles.
10. Ensures that appropriate security provisions and technology readiness checks are in place/completed relative to online testing environments including, but not limited to, security of log-ins, passcodes, seating arrangements, etc.
11. Adheres to test dates, time schedules, and specified instructions set by the GaDOE and returns all materials to GaDOE and returns all materials to GaDOE and/or its contractors as specified and by the prescribed date(s).
12. Ensures that each test setting (room) is suitable, has an assigned examiner, and has the appropriate number of proctors.
13. Ensures that prescribed calculator, cell phone, and electronic device guidelines are applied in each school.
14. Accounts for all test materials delivered to the school system and for the disposition of specific materials.
15. Attends statewide testing program meetings.
16. Arranges schedule for staff to monitor schools during testing sessions.
17. Trains all system/school personnel involved in test administration, including School Test Coordinators, examiners, proctors, the system Special Education Coordinator (on the administration of the GAA), the system ESOL Coordinator (on the administration of ACCESS for ELLs/Alternate ACCESS), and any others who have responsibilities related to testing and/or testing materials.
18. Ensures that principals and School Test Coordinators are aware of and follow the

protocols/procedures prescribed in Student Assessment Handbook, testing manuals, and other ancillary materials.

19. Maintains a portfolio of all training session materials and rosters of attendees.
20. Answers questions of all School Test Coordinators and Principals and makes decisions regarding testing, when appropriate.
21. Ensures that School Test Coordinators account for all students in terms of testing requirements.
22. Ensures strict test security and reports to Superintendent concerning testing irregularities (e.g., student cheating, unethical professional conduct).
23. Communicates to the Assessment Administration Division when testing irregularities occur.
24. Distributes test results to the Superintendent and to the schools in a timely manner and ensures that students are informed of the expected date for the return of the test results.
25. Interprets test results to school personnel and appropriate others.
26. Ensures that local calendars are planned so that all tests are administered according to the state-published testing calendar that provides testing dates for the current and future academic years.
27. Ensures that students, parents, and the general public have access to information concerning all test administrations and utilization of test results.
28. Works with system personnel to communicate to parents of students with IEPs, IGreene County Schools, and ELL/TPC plans pertinent information regarding all statewide tests.
29. Facilitates the transfer of GAA portfolios when students withdraw from or enrolls in the school system.

### **System Special Education Coordinator**

1. Acquires and maintains current information on the statewide testing program, including the section for Students with Disabilities, which is found in the Assessing Special Populations section of the *Student Assessment Handbook* and the *Accommodations Manual*.
2. Acquires and maintains current information of IDEA, state rules, and waiver process for students with disabilities.
3. Provides technical assistance to special education teachers on test administration.
4. Ensures that all due process rights pertaining to the testing programs are provided for students with disabilities.
5. Ensures that IEP teams understand the appropriate selection of approved accommodations and the selection of the Georgia Alternate Assessment for state-mandated tests.
6. Ensures that appropriate documentation is maintained for all students with disabilities.
7. Ensures that students with disabilities have the appropriate test-taking experience or have been taught test-taking skills prior to taking the tests.
8. Informs System Test Coordinator of the number of special format tests (i.e., Braille, state-approved assistive technology, or large print) needed to test students with disabilities for all test administrations.
9. Informs the System Test Coordinator of the number of students who must receive each accommodation allowed by state regulations.
10. Acquires and maintains current information about the Georgia Alternate Assessment(GAA).
  - a. Discuss the GAA with students and parents/guardians.
  - b. Informs parents and students of participation in the GAA and the requirements for

graduation and diploma eligibility.

11. Ensures that the following activities are completed by special education personnel in preparation for all state-mandated assessments.

- a. Discusses the state-required tests with the students and parents/guardians.
- b. Informs IEP students and their parent(s)/guardian(s) of pertinent test information and the role of the IEP team in identifying test accommodations, if any, which the student may require in order to participate.
- c. Discusses with the student and parents/guardians the consequences of the student not passing a state-mandated assessment. Such a discussion should include the state rule (i.e., implications of the Secondary Assessment Transition Plan for high school students, students must pass the GHSWT to receive a regular diploma, must pass Georgia Milestones in certain grades and content areas for promotion) and relevant local policy, if any. Document the occurrence of this discussion.

12. Ensures that all special education teachers have been trained to administer the GAA.

13. Collaborates with Title III/ESOL colleagues to train the appropriate teachers to administer the Alternate ACCESS for ELLs.

### **System Title III/ESOL Coordinator**

1. Ensures that all assessments and, in certain cases, conferences relating to a student's ESOL eligibility (Rule 160-4-5-.02) are documented prior to assigning EL or EL-M status.

2. Acquires and maintains current information on the statewide testing program, including the section on accommodations for EL or EL-M students which is found in the Accommodations section of the SAH.

3. Acquires and maintains current information of state rules and the deferment/accommodation process for EL or EL-M students.

4. Provides technical assistance to teachers on test administration.

5. Ensures that appropriate documentation is maintained for all EL or EL-M students.

6. Ensures that EL or EL-M students have appropriate test-taking experience or have been taught test-taking skills prior to taking the tests. **EL-M students must not be administered the ACCESS.**

7. Informs the System Test Coordinator of the number of students who must receive each accommodation allowed by state regulations.

8. Ensures that the following activities are completed by EL/ESOL personnel in preparation for all state-mandated assessments:

- a. Discusses the state-required tests with the students and parents/guardians.
- b. Informs EL or EL-M students and their parent(s)/guardian(s) of pertinent test information and the role of the EL/TPC in identifying test accommodations, if any, which the student may require in order to participate.
- c. Discusses with the student and parents/guardians the consequences of the student not passing a state-mandated assessment. Such a discussion should include the state rule (i.e., implications of the Secondary Assessment Transition Plan for high school students, students must pass the GHSWT to receive a regular diploma, students must pass the Georgia Milestones in certain grades and content areas for promotion) and relevant local policy, if any. Document the occurrence of this discussion.



- d. Informs System Test Coordinator of the names of EL students receiving deferments. This list should specify which tests or subtests are subject to deferment.
9. Train Title III/ESOL teachers to administer ACCESS for ELLs and collaborates with special education colleagues to train the appropriate teachers to administer the Alternate ACCESS for ELLs.

### **School Level Personnel**

#### **Principal**

1. Has ultimate responsibility for testing activities in the local school.
2. Ensures proper environment for test administration.
3. Ensures that all testing sites are appropriately prepared: adequate student workspace, proper lighting, good ventilation, sufficient number of desks in good repair, instructional materials (e.g., posters, word walls, etc.) removed or covered, etc.
4. Ensures that the appropriate personnel complete all necessary readiness checks for online testing.
5. Ensures that personnel apply prescribed calculator, cell phone, and electronic device guidelines to each test setting.
6. Ensures that the test accommodations identified in students' IEPs, and EL/TPC plans are provided for each student as specified.
7. Ensures that testing sites are free of interruptions during test administration (e.g., intercom messages, visitors, wandering students).
8. Designates a School Test Coordinator to coordinate the testing program. The School Test Coordinator must hold a PSC-issued certificate.
9. Assigns personnel to serve as Examiners and Proctors.
10. Arranges appropriate schedules for teachers who will be Proctors and Examiners and for those who will be teaching other students not involved in testing.
11. Informs students and parents/guardians about the purpose of testing, dates and times for testing, and expected dates for return of test results (see Test Preparation section).
12. Creates an atmosphere in which all staff members know that their cooperation is needed and expected for successful test administration.
13. Advises School Test Coordinator, Examiners, and Proctors if emergency situations arise.
14. Monitors the administration of tests.
15. Supervises all testing activities to ensure strict test security.
16. Maintains test materials in a secure location, with restricted access.
17. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.
18. Notifies System Test Coordinator of testing irregularities and provides explanation of circumstances.
19. Ensures that the school calendar is planned so that all tests are administered according to the system's testing calendar.

20. Monitors test preparation activities to ensure that secure testing materials are not misused.
21. Verifies all special education teachers have been trained to administer the GAA.
22. Verifies all ESOL teachers have been trained to administer the ACCESS.
23. Verifies all kindergarten teachers have been trained to administer the GKIDS.
24. Validates the content and procedures of students' portfolios by signing the GAA validation form.
25. Reviews and returns the Principal's Certification Form to the System Test Coordinator after each administration.

### **School Test Coordinator**

1. Receives test materials from System Test Coordinator and verifies numbers received.
2. Determines the number of test booklets to be assigned to each testing site and accounts for material distribution and return.
3. Prepares all testing sites.
4. Assists Principal in assigning Examiner(s).
5. Assigns Proctors appropriately in accordance with state guidelines.
6. Coordinates with various local school and/or system divisions to ensure successful test administrations (Special Education, Technology, Title III, etc.)
7. Accounts for the security of all test materials during the time the materials are in the building.
8. Under supervision, ensures the accuracy of student FTE and GTID numbers on each answer document.
9. Ensures all materials are stored in a secure, locked location with restricted access, confirms access is restricted by accounting for keys.
10. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.
11. Ensures that appropriate security provisions are in place relative to online testing environments and materials including, but not limited to, security of log-ins, passcodes, conducive seating arrangements, etc.
12. Ensures that personnel apply prescribed calculator, cell phone, and electronic device guidelines to each test setting.
13. Conducts orientation and training sessions for Examiners and Proctors.
14. Adheres to system testing schedule.
15. Distributes test materials to and collects from each Examiner on the testing days.
16. Ensures Examiners sign out (date and time) materials each testing day shortly before testing begins each day.
17. Ensures Examiners return (sign, date, and time) materials immediately after testing each day.
18. Ensures that a minimum of one certified administrator is present and witnesses the transposition of student responses when/where necessary (e.g. such as when a student has the accommodation of marking answers in the test booklet). Documentation of this process must be retained (form located on page 167 of the GSAH).
19. Provides each Examiner with a list of student FTE and GTID numbers.

20. Gives Examiners extra No. 2 pencils, pens for writing tests, and resource materials, if appropriate.
21. Accounts for all students in terms of testing requirements.
22. Notifies Principal and System Test Coordinator of any emergency situation and helps to decide what action needs to be taken.
23. Conducts, coordinates, and supervises inspection of all completed answer documents before delivering them to the System Test Coordinator for the following purposes only: to ensure that student demographic/identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
24. Counts materials returned from Examiners each day and accounts for all materials distributed each day of testing.
25. Packages and returns materials to System Test Coordinator according to directions and time line.
26. Notifies Principal and System Test Coordinator of any testing irregularities and provides explanation of circumstances.
27. Maintains dated student sign-in/sign-out sheets for each test administration.
28. Ensures that students have only one opportunity to test during each window.
29. Ensures that for any students not currently enrolled in their local school, the following protocol is applied:
  - a. contacts students' schools for verification of test eligibility
  - and b. requires photo ID and maintains photocopy record.
  - c. The decision to test out-of-system students is a local one. The burden of identification, establishment of eligibility, and record-keeping ensuring score reports are returned to the appropriate school must be borne by the administering school/system. Systems should collaborate and discuss such cases prior to test administration.

### **Examiner**

1. Participates in training.
2. Reviews and follows all procedures in handling all administration materials.
3. Counts materials prior to testing and after testing to verify accuracy.
4. Ensures the security of test booklets while they are in the testing site before, during, and after testing.
5. Provides No. 2 pencils, erasers, pens for writing tests, and resource materials (if appropriate).
6. Follows procedures for testing as given in the *Examiner's Manual*, including reading all directions to students.
7. Confirms that all assigned students have entered and bubbled in the test form number correctly if one is required.
- 8. Maintains control of testing situation and keeps students on task. Examiners should actively circulate and monitor students throughout the testing session(s).**
9. Applies and enforces prescribed calculator, cell phone, and electronic device guidelines.
10. Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions to School Testing

Coordinator immediately.

11. Allows no student to leave the test room unless there is an emergency.
12. Counts and verifies all testing materials each day prior to dismissing students.
13. With direct administrator supervision, at the conclusion of testing, inspects answer documents for the following purposes only: to ensure that student demographic/identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
14. Returns all test materials to School Test Coordinators immediately after testing each day, including special format tests, such as Braille or large print.
15. Documents the daily receipt (date, time, and number received) of test materials and the daily return of test materials.
16. Ensures that no content-related instructional materials are displayed in the testing site. Charts, diagrams, and posters should not be visible. Chalkboards/whiteboards should be free of any writing except for test procedure information.

### **Proctor**

1. Participates in training.
2. Assumes responsibility for assigned students.
3. Monitors a specific area if a large testing site is used.
4. With Examiner supervision, assists in preparing test materials for distribution to students in a classroom on days of testing.
5. Ensures that desks are clear of everything except test materials.
6. Assists the examiner in applying and enforcing prescribed calculator, cell phone, and electronic device guidelines.
7. With examiner supervision, assists in distributing and collecting classroom test materials.
8. With examiner supervision, answers questions regarding test procedures but does not explain items or answer any questions regarding the content of the test.
9. Remains in testing site during entire testing time.
10. Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions to School Testing Coordinator immediately.
11. Reports any unusual circumstances to Examiner immediately (e.g., suspicion of cheating).
12. Circulates among students during testing to discourage misconduct and to be available to answer student questions.
13. Avoids standing by a student's desk too long or touching a student, as this may be distracting.
14. Monitors students with disabilities, 504 students, or EL students who may require closer observation than other students or who need special assistance.
15. With examiner supervision, assists in accounting for all classroom test materials (Test materials should be returned to the School Test Coordinator by the Examiner).
16. Assists the Examiner in maintaining strict test security.

## TEST SECURITY MANAGEMENT

This section outlines processes to manage the security of test materials and security incidents including testing misconduct, breaches and mishandling of protected exam material, coaching and other testing improprieties. These guidelines should be used in conjunction with those set forth by the GaDOE and the Student Assessment Handbook.

### *Secure Chain of Custody*

For **all** assessments administered by GREENE COUNTY SCHOOLS, the following must be implemented and followed:

*Receipt of Materials from State Vendor:* All test materials for main administrations are shipped by the state's vendor to the District Office to the attention of the System Testing Coordinator. Upon receipt, shipments received are placed in a secure location. In a timely manner, the individual boxes are inventoried to match content with packing slip to ensure receipt of all material noted. Open of materials is limited to meeting inventory needs.

*Distribution to and Receiving Materials at Schools:* The system testing coordinator develops a plan for distribution of materials to schools in alignment with district and school testing plans. Materials are delivered to the BLTC and secured in the school's secure testing room. The BLTC must sign for receipt of materials.

*Inventory and Request for Additional Test Materials:* The contents of the boxes must be inventoried and certified by the BLTC in the presence of the System Testing Coordinator.

*Orders/Reorders:* BLTCs must provide the System Testing Coordinator with requested information for processing testing enrollment orders in accordance with state deadlines. In the instance that additional materials are needed, the System Testing Coordinator must be notified in a timely manner to ensure on-time arrival of materials.

### *Storage of Secure Materials*

As outlined in the Georgia Department of Education's Assessment Handbook, all test materials must be kept in a secure location.

All schools within the Greene County School System have secure testing rooms with at maximum three individuals having access to the room. The doors to these rooms must be locked at all times.

**Each bundle of test documents is to remain shrink-wrapped to ensure confidentiality/security.**

The Coordinator's Handbooks will outline specifics related to handling of test materials prior to distribution. The BLTC is required to prepare test materials to accommodate the number of students tested in each section within each grade. However, when not in use, these materials and all other testing materials must be stored in the secure location.

*During the Testing Window/Period:* Individual packets of materials are removed from the secure location within the schools and are distributed to examiners prior to each testing

session (as close to the start time as possible). Using the *Testing and Assessment School Security Management Form* for accountability, the BLTC must count all materials before disseminating to examiners. Additionally, the examiners must verify count upon receipt, record time and initial to confirm accuracy of the information. Examiners distribute test materials (booklets and answer documents) to the students, based on directions found in the specific assessments Examiner's Manual. The testing process in each school is supervised by the BLTC and is monitored by district office personnel, to include the System Testing Coordinator. All examiners are instructed to precisely follow directions from the Examiners Manual.

Following each test session, the examiner must account for all materials before dismissing students. The BLTC must count all materials as examiners check in at the end of testing each session. The information must be recorded and verified for accuracy on documenting forms.

(*Testing and Assessment School Security Management Form*). Additionally, each Test Examiner must certify appropriate test administration by signing an *Examiner Certification of Adherence to Prescribed*

*Test Administration Procedures, Test Examiners Receipt and Acknowledgement Form and Must Do – Must Not Do Form* after each administration.

*After the Testing Window:* Following the testing period, the BLTC is required to count and verify the return of all testing materials and package all scoreable and non-scoreable documents for return to the district office. The System Testing Coordinator will pick materials up and verify accuracy of count, ensuring that all materials delivered to school buildings are returned.

## **Lost Test Materials**

Schools are expected to return all scorable and non-scorable testing materials after the completion of the testing window. If test materials are lost or misplaced, immediate contact must be made with the System Testing Coordinator who will document and notify state personnel in accordance with procedures outlined in the Student Assessment Handbook.

## **Incident Response Plan**

Greene County Schools will deal with emergency/unexpected situations as outlined in the Georgia Department of Education's Student Assessment Handbook.

**In any unexpected situation, educators must first act to assure the safety of all children and adults, and to protect property from damage.** While test security is critical and must be maintained if at all possible, student safety is always the priority. Beyond that, and to the greatest extent practicable, the integrity of the test being administered is to be maintained. Below are some examples of situations where unexpected interruptions of the testing session could occur. If handled appropriately, testing can be resumed without compromising the integrity of the test.

## **Training**

### **District-Level**

The System Testing Coordinator will participate in all required assessment trainings for supporting testing in Greene County Schools. The System Testing Coordinator will ensure that all Building Level Testing Coordinators are training before testing is allowed in schools.

### **School-Level**

The BLTC is responsible for training all personnel within their schools. All proctors, examiners (certified educators) and monitors must be trained on procedures and test security. Additionally, proctors and examiners administering assessments to students with accommodations will receive training and resources to familiarize them with accommodation expectations in the testing environment.

## **Monitoring**

According to the Georgia Department of Education's Student Assessment Handbook, "The Principal, Assistant Principal, and/or designated central office staff must monitor all testing sessions. This is especially necessary when testing is being conducted in multiple locations within a building."

## **Online Testing**

High level security is maintained in the online testing environment, as in the paper/pencil testing environment. All required trainings and documentation for paper/pencil testing exist for online testing. Testing tickets and rosters are to be treated as high security documents by the BLTC and test examiners.

Testing environments are to be structured to maintain the integrity and security at the same level expected for paper/pencil testing. Unique identifiers and passwords will be used to secure testing stations and sessions in accordance with state guidelines and vendor specifications.

## **Distribution of Student-Level Test Scores**

It is the responsibility of the district to ensure that test scores are available to schools in a timely manner. Score reports received by the System Testing Coordinator and shared with building level principals. It is the responsibility of the local school to ensure that test scores become a part of students' records as soon as possible after testing, and that such records follow students in the case of a transfer. The district office is not authorized to share scores with parents. Schools are responsible for reporting all student test scores.

## **Security Incident Response Plan**

The Greene County School System will follow the process outlined by the Georgia

Department of Education in the Assessment Administration Protocol Manual for reporting irregularities (to include cheating/unlawful modifications to tests) which begins at the school and/or district level. The link to the Manual is here: [https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Documents/For%20Educators/Assessment\\_Administration\\_Protocol\\_Manual\\_Revised\\_September\\_2020.pdf](https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Documents/For%20Educators/Assessment_Administration_Protocol_Manual_Revised_September_2020.pdf)

### **Communicating to the Public and Local Educators**

The Greene County School System's Testing Security Guidelines and District Assessment Plan/ Calendar will be posted to the district's website and available for download by any member of the public.

Prior to the administration of each state assessment, the district will provide a letter to each school that notifies parents of the purpose of the assessment, its administration dates, guidelines for preparing students for the assessment, the contact information of the principal, and consequences for test examiners that can result from violating test procedures.

The district will submit/publish a newspaper announcement and radio PSA of major test administrations, as additional means for notifying parents of upcoming assessments, providing test-taking guidelines and tips, and school contact information.

School level principals will be responsible for using the district's calling system and social media avenues to notify parents and students of test administration dates and details.



*Taken from the Georgia Student Assessment Program  
Student Assessment Handbook Professional Ethics*

Standardized testing has become a basic component of accountability for students, teachers, administrators, schools and school systems in Georgia and other states. Communities rely on their schools' standardized test scores to determine the success of their schools and to compare them to other communities. Test scores also have a major impact on the economic future of communities. New industries use test scores as a major factor in selecting locations for new facilities. As a result of national and state accountability ratings, standardized testing has become important to all states. When tests are properly administered, scored, and interpreted with a high degree of professionalism, all of the aforementioned stakeholders can be guided to make reliable and appropriate decisions.

A good testing program provides the following benefits:

Students, based on their individual test scores, will know which skills and knowledge they have mastered and how they compare to other students.

Parents can evaluate whether their children are obtaining the skills and knowledge they need to be successful during and after their school experiences.

Teachers can determine if students have mastered the skills and knowledge needed to advance to the next level and if not which skills and knowledge are in need of improvement.

Community members can compare local student performance with performances of students in other locations. The community has a measuring stick to determine if schools are making improvements from year to year.

Georgia relies on state-mandated assessments as a key component of the state accountability program as well as using the test results to fulfill national requirements for educational accountability. For reliable and valid reporting, tests must be administered fairly and ethically. In the pursuit of fair and ethical testing for all stakeholders of Georgia, the following areas shall be addressed before, during, and after testing:

**Test Security** – Test materials shall be secured before, during, and after testing and scoring to ensure fair assessment of all students.

**Test Preparation** – The test should reflect the state-adopted content standards being taught, and should be developmentally appropriate for the age and level of the test-taker.

Students should be familiar with test-preparation skills. Educators should be trained on proper administration procedures and testing practices. Tests should be administered in the appropriate environment.

**Test Administration** – Policies and procedures should be developed to implement fair and ethical testing procedures and practices. All eligible students should be assessed. Tests are used for their intended purposes.

**Test Data** – Test scoring should be reliable and valid. Test data interpretation shall be appropriately given to stakeholders. Curriculum improvement should be guided by adequate data analyses.

