

# Telfair County Schools

## TEST SECURITY PLAN

### Security and Accountability

#### Security Breaches

Any action that compromises test security or leads to the invalidation of an individual student's or a group of students' test scores will be viewed by the Georgia Department of Education (GaDOE) as inappropriate use or handling of tests and will be treated as such. Below are guidelines to assist system personnel in determining which activities might compromise test security or score validity. Please note that this list is not exhaustive. Any concern regarding test security must be reported to GaDOE immediately. Assessment Administration Division staff members are available to help system personnel develop and implement appropriate test security procedures.

It is a breach of test security if anyone performs any of the following:

- coaches examinees during testing, or alters or interferes with examinees' responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets/online testing forms;
- makes answers available to examinees;
- reads or reviews test questions before, during (unless specified in the IEP, IAP, or EL/TPC), or after testing;
- questions students about test content after the test administration;
- fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing (NOTE: lost test booklets constitute a breach of test security and will result in a referral to PSC);
- uses or handles secure test booklets and answer documents for any purpose other than examination;
- fails to follow administration directions for the test;
- fails to properly secure and safeguard pass codes/usernames necessary for online test administration;
- participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts;
- erases, marks answers, or alters responses on an answer document.

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Such must be reported to the GaDOE and may be referred to the Educators Ethics Division of the Professional Standards Commission as failure to adhere to established policies and procedures. Under no circumstances may any tests be reproduced or duplicated for individual or group use unless authorized by GaDOE. Failure to comply with the U.S. Copyright Laws protecting these materials could result in legal action. Any instance of violation of copyright laws must be reported immediately to the GaDOE.

#### Testing Irregularities

It is the responsibility of all personnel in the local system to follow protocol as they become aware of testing irregularities. Security breaches and testing irregularities can have long-reaching impact on students, schools, and systems, as well as upon any personnel who might be responsible for causing or contributing to any circumstance leading to a testing irregularity. Examples of testing irregularities include, but are not limited to missing test booklets; copying of (by machine or in handwriting) or verbal communication about test content; failure to create an appropriate test environment (e.g., relevant teaching aids visible by students during the test session); teachers assisting students with answers during the test session; actual or cloned test items presented to students before, during, or after the test session (except released test items or items in the OAS); testing session disruption for any reason; student cheating (i.e. sharing answers, using electronic devices to copy, send, share answers or test information).

Any signs of any testing irregularity must be dealt with immediately. The Examiner should contact the School Test Coordinator if any cheating or security violations are suspected. The School Test Coordinator, in turn, notifies the System Test Coordinator.

If any system personnel become aware of testing irregularities within the testing window, the GaDOE Assessment Administration Division Assessment Specialist should be called immediately to determine if the test session can/should continue or if student scores must be invalidated (incidences of cheating will result in invalid student scores). If the decision is made to discontinue the testing process, Assessment Administration Division staff will assist system personnel with re-scheduling and/or re-testing, if appropriate. If the irregularity is revealed following the scheduled testing window, Assessment Administration Division staff should be contacted to determine if the scores on the affected tests are valid. All reports to the GaDOE should be made by the System Test Coordinator.

Occasionally, persons from the general public will contact the Assessment Administration Division with allegations of classroom/school/system testing irregularities. In these cases, the Assessment Administration Division staff will generally contact the System Test Coordinator, asking that person to investigate, determine if possible unethical conduct is involved, make the appropriate report to Professional Standards Commission with a copy to the Assessment Administration Division, and report the incident on the GaDOE 0385 form which is signed by the system Superintendent. The Assessment Administration Division of the GaDOE will review all reports of irregularities and may advise the local system as to whether a report of possible unethical conduct should be made to the PSC.

Irregularities in Security Procedures include, but are not limited to, the following:

- Examinee was given access to test questions or prompts prior to testing.
- Test Examiner or other personnel copied or reproduced and distributed secure test materials.
- Test Examiner or other personnel coached examinee(s) during testing.
- Test Examiner or other personnel altered or interfered with examinee's responses in some way.
- Test Examiner or other personnel made responses available to the examinee.
- Test Examiner or other personnel failed to follow regulations and/or procedures for test security.
- Test Examiner or other personnel used or handled the test materials for a purpose other than test administration (i.e. teacher takes a test home to review; teacher/administrator reads a test booklet after school, etc.)

Irregularities in Test Administration include, but are not limited to, the following:

- Test Examiner or other personnel failed to follow administration directions for the test.
- Examinee's test booklet, answer sheets, or portfolio entries (for GAA) became lost.
- Teaching aids are displayed in the testing environment (i.e. a bulletin board containing relevant instructional materials) during testing.
- Test Examiner fails to provide an examinee with a documented accommodation or provides examinee with an accommodation that is not documented and therefore is not appropriate.

### **Steps for Reporting a Testing Irregularity**

School Test Coordinator:

- Communicate with the System Test Coordinator about a possible testing irregularity.
- System Test Coordinator will provide guidance to investigate the possible testing irregularity.
- Written narrative must be provided by all parties involved in the irregularity.
- Return all documentation to the System Test Coordinator.

## System Test Coordinator:

- Collect Testing Irregularity Forms and documentation from School Test Coordinators
- Compile documentation for each incident reported.
- Call the assessment specialist in the Assessment Administration Division to determine appropriate coding for student answer documents. (Additional information about using the Portal to report irregularities will be shared during each pre-administration webinar.)
- Include appropriate information and documentation in the GaDOE 0385.
- The Assessment Administration Division will inform the local district if it is required to report the irregularity to the Professional Standards Commission.

Professional Standards Commission  
Educator Ethics Division  
Two Peachtree Street – Suite 6000  
Atlanta, Georgia 30303

Department of Education  
Assessment Administration Division  
1554 Twin Towers East  
205 Jesse Hill Jr., Drive  
Atlanta, Georgia 30334

The System Test Coordinator is not required to call for guidance on irregularities concerning common place interruptions (e.g., alarms, sickness, cell phones ringing, power outage, etc.). All irregularities must be coded and documentation completed and submitted to the GADOE Assessment Administration Division. Once the irregularity code is received, it may be used on future common place irregularities without calling the GADOE. Only the GADOE may invalidate assessments. Additional clarification on the coding of irregularities for the specific testing programs and the use of the surveys on the MYGADOE Portal will be provided at the pre-administration workshops.

### **Cell Phone Use on Georgia Standardized Assessments**

Students are not permitted to use or bring into the testing environment any electronic device that could allow students access to information (e.g., cell phone, PDA, electronic recording or playback device, etc.). An announcement should be made prior to testing that such devices are not allowed in the testing environment. Such items brought into the testing environment should be collected and secured by the examiner prior to testing and returned only after students have turned in all testing materials. Examiners and proctors should watch for students having and/or using such devices and collect them before testing begins. In the event a student brings such a device into the testing environment but does not have the device out during testing, the examiner and/or proctor should collect the device and allow the student to continue testing.

In the event the examiner determines the student is using the device to share, retain, or access information, the examiner should:

- collect the device,
- stop testing that student, and
- remove the student from the testing session.

The examiner and/or proctor should notify the School Test Coordinator immediately. The School Test Coordinator should notify the System Test Coordinator. The System Test Coordinator should contact the specific assessment specialist at the Georgia Department of Education (GaDOE) and report the incident as an irregularity. An Irregularity Form with statements must also be submitted to the GaDOE as soon as possible on the MyGaDOE Portal. If it is subsequently determined by the Department that the student did use or intended to use the device to share, retain, or access information, in addition, the test for that student will be invalidated.

Each electronic device incident will vary and will be handled on an individual basis. Once the information has been evaluated, the GaDOE will determine if the assessment should be invalidated. If necessary, the assessment specialist will provide instructions for coding the invalidation. Please make certain that you provide the GaDOE with as much information as possible in order for the Department to determine if the assessment should be invalidated.

Many districts have a policy addressing the use of electronic devices. The district should continue to apply and enforce their local discipline or other policies regarding the use of electronic devices. Only the GADOE will determine if the assessment should be invalidated.

If questions arise, or if any situation occurs that could cause any part of the test administration to be compromised, System Test Coordinators should contact the Assessment Administration Division at 404-656-2668 or 800-634-4106.

## **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 curriculum 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.

## Georgia Student Assessment Program Responsibilities

**Superintendent** - The Superintendent has ultimate responsibility and accountability for all testing activities within the local school system:

- Develops local policies and procedures based on Georgia Department of Education guidelines and test publisher's directions to maintain test security.
- Supervises and monitors Principals to ensure that they fulfill their specific roles and responsibilities for the administration of tests.
- Ensures that all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations for each assessment given.
- Informs the local Board of Education, GaDOE, and Professional Standards Committee of any breach of security by employees of the system.
- Completes the Superintendent's Certification Form no later than January 31 and July 31 of each year.

**Principal** - The Principal has ultimate responsibility and accountability for all testing activities within the local school.

- Ensures test security within the school building.
- Ensures distribution of test materials occurs immediately prior to test administration.
- Supervises all testing activities.
- Ensures that all school personnel have been appropriately trained on test administration, procedures, and policies, including accommodations for each assessment given.
- Ensures that accommodations have been given to only those students who appropriately need accommodations and have documentation of such need.
- Implements system's testing policies and procedures and establishes needed local school policies and procedures to ensure all students are tested fairly and appropriately.
- Reports immediately any breach of security to the Superintendent.
- Completes the Principal's Certification Form following each test administration.

The Professional Standards Commission adopted an updated **CODE OF ETHICS FOR EDUCATORS** effective 2009. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as the guide to ethical conduct.

While the entire Code of Ethics for Educators is critical, the following standard addresses testing specifically:

***Standard 11: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:***

1. ***committing any act that breaches Test Security; and***
2. ***compromising the integrity of the assessment.***

The following portion of the Code of Ethics for Educators addresses reporting requirements and disciplinary actions that may apply to the assessment and accountability process for the testing program:

*Reporting: Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.). The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.*

*Disciplinary Action: The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:*

- 1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11;*
- 2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators;*
- 3. order from a court or a request from DHR that the certificate should be suspended or denied for non-payment of child support;*
- 4. notification from the GHEAC that the educator is in default and not in satisfactory repayment status on a student loan;*
- 5. suspension or revocation of any professional license or certificate;*
- 6. violation of any other laws and rules applicable to the profession; and*
- 7. any other good and sufficient cause that renders an educator unfit for employment as an educator.*
- 8. An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification.*

The Code of Ethics for Educators effective 2009 can be found at this link:

<http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>

## Test Distribution and Storage

Test booklets, answer documents, *Examiner's Manuals*, *School Test Coordinator's Manuals*, and *System Test Coordinator's Manuals* are distributed to each school system two to three weeks prior to the test dates depending upon the assessment. Manuals are also posted on the GaDOE web site prior to testing. All testing materials must be stored in a secure central location. Each school system must implement an accounting system for each test administration. The Superintendent and System Test Coordinator are responsible for test security.

The School Test Coordinator and School Principal, in cooperation with the System Test Coordinator, are responsible for test storage and security once the tests are distributed to schools. Tests should be distributed to schools by grade and for the exact number of students (with a small surplus for emergencies). The System Test Coordinator should distribute test materials to the School Test Coordinator allowing an appropriate amount of time before testing is to begin. During this period, teacher orientations or workshops must be conducted. Whenever tests or administration materials are not in use, they must be stored in a secure locked location with restricted access. No student, teacher, or other school personnel may have access to test booklets or questions prior to testing. Tests must be returned to the central location (System Test Coordinator) as soon as possible, but no later than three days after all test administration has been completed. The System Test Coordinator must implement an accounting system between the central location and the school, and then back to the central location. The System Test Coordinator will ensure that only appropriate personnel will have access to testing materials. Procedures for disposing of and securing materials are specific to each program. Consult the *System Test Coordinator's Manual* for each test for specific instructions regarding these procedures.

### TEST SECURITY INFORMATION FOR SCHOOL TEST COORDINATORS/TEACHERS/EXAMINERS

This section on security includes information that applies to both test coordinators and teachers. This information is intended to help teachers understand the procedures that test coordinators use to inform them of their responsibilities.

The need to be very careful regarding test security is critical. Test coordinators should be certain that they are aware of their responsibilities and have made everyone who assists them with test administration aware of his/her responsibilities. Staff members who are not involved in testing should also be aware of the school's responsibility for test security. Paraprofessionals, custodial staff, and others in the school who may be in classes during testing or may be in the area where tests are stored, even though they do not have direct access to tests, should be aware of security rules.

Situations may arise which call for unplanned reactions. New questions may arise about what can and what cannot be done in relationship to testing issues. Therefore, test coordinators may have to make decisions on what actions should result. Attempting to analyze each situation by asking the following questions may help to decide the proper action to take:

- Could this possibly give one student an improper or unfair advantage over others?
- Could this possibly give one teacher's class an improper or unfair advantage over others?
- Could this possibly give a student or teacher advance knowledge of the test?
- Could this possibly be considered as teaching a child a small amount of information that is known to be on the test, or is very likely to be on the test, rather than teaching skills and the entire curriculum for the subject area to be tested?
- Could this possibly be considered unethical or a violation of board rule, professional teaching practices, the provisions in the GaDOE *Student Assessment Handbook*, or the instructions in the Examiner's Manual?

If the answer to any of the above was yes, then the action would be improper and should not be taken. This does not mean that teachers should not prepare students for standardized tests. They could have a daily review of skills or concepts that are to be tested. They should also be taught appropriate test-taking skills. Teachers should contact the School Test Coordinator for any questions about testing issues. If an answer is not readily available; one will be obtained from the GaDOE by the System Test Coordinator.

Following is a list for consideration prior to testing. The list should not be considered all-inclusive.

**Must Do:**

- Contact the School Test Coordinator if any question arises about tests or test security. The school principal must also be made aware of any issues involving testing or test security.
- Keep all testing materials stored in a secure place accessible only by the principal and the test coordinator. The GaDOE recommends that tests be stored in a locked cabinet in a locked room. If an adequate number of locked cabinets are not available then test materials are to be stored in a locked room to which only the principal and test coordinator have access. Restricted access should be confirmed prior to receipt of test materials.
- Be certain that everyone involved in the testing process has been properly trained and informed of responsibilities in the area of test security. Provide sign-in sheets and rosters as well as training agendas. Attendance at training must be mandatory and well-documented. Untrained examiners must not be allowed to test.
- Be certain that all materials issued to persons administering tests are counted carefully when given out and when returned. Keep a daily log of checkout times and return times. If a problem occurs, notify the School Test Coordinator immediately.
- Distribute testing materials as close to the actual testing time as possible.
- Be certain that all persons receiving materials sign a checkout sheet when they receive the materials. This sheet should show date and time.
- Make certain that all materials are returned immediately after the testing session. Teachers are responsible for turning them in and coordinators are responsible for verifying that they do.
- Be certain all persons returning materials sign a check-in sheet. This sheet should show date and time.
- Be certain that materials are issued only to persons who have been carefully advised of their responsibilities for test security. Only staff members who have been trained on the proper management of secure test materials should handle such materials.
- Follow instructions in the test manual exactly. This is very important because manuals change each year. Not doing so can invalidate test scores.
- Be certain that the test coordinator, principal, or principal's designee is present when demographic data (name, student number, etc.) is entered on test booklets for grades K-12 if this is done in advance. This should be done in a central and well supervised location.
- Take down or cover any content materials displayed in the classroom if the item could provide assistance to students during the test.
- Teachers should collect and turn in to the School Test Coordinator any scratch paper used during a standardized test and the School Test Coordinator should destroy it. Scratch paper must not be used for a test if the test directions do not allow it.
- Teachers should notify the School Test Coordinator of any problems that occur during testing. School Test Coordinators should immediately notify the principal in writing of any problems and then notify the System Test Coordinator. If necessary, the System Test Coordinator will notify the GaDOE.
- Make certain that everyone involved in testing in any manner is aware of the items in this list and the list below.
- Make certain that everyone involved in testing is aware of professional practices and the consequences of violations.



**Must Not Do:**

- Allow anyone to see test forms for any state-mandated test before they are administered—not even for a brief look regardless of the reason.
- Copy tests or test materials in any way—no photocopies, no handwritten copies, no notes may be made about test content, including secure GAA portfolio entries.
- Allow anyone else to copy tests, testing materials, or make notes about test content.
- Keep tests or testing materials at the end of the testing session or the assessment window.
- Give students the answer, or any clues to the answer, to any test item.
- Make notes about test content during test administration.
- Use any information about actual test items, regardless of how it is obtained, to help students prepare for the test. Such information may not be shared with anyone for any purpose. This does not include appropriate sample test items or practice materials.
- During instruction, teach a particular problem or bit of information because it is known to be on the test. (This does not mean that skills and concepts, which are listed in the objectives or on test profiles, should not be emphasized—they should be.)
- Add anything to, or delete anything from, the directions in the test manual. This violates standardized test conditions and may invalidate scores. Directions may be clarified.
- Discuss test items or actual test content with anyone at any time. This does not prohibit discussions about test objectives, test profiles, test results, or test preparation.
- Select and distribute test materials, test forms, writing prompts, etc. in a manner designed to provide a student/group of students with an advantage over others.
- Alter or interfere with a student’s responses.
- Remove secure test materials from their secure storage location for reasons other than the preparation of materials for testing, actual test administration, and the completion of tasks prescribed by test administration manuals or the *Student Assessment Handbook*.

**I received a copy of this three-page document (*Test Security Information for School Test Coordinators/Teachers/Examiners*) and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## ROLES AND RESPONSIBILITIES

The successful implementation of the statewide student assessment program requires a concerted effort by many individuals at the local level. General responsibilities are described below. More detailed responsibilities are listed on the following pages.

NOTE: The failure of any personnel to assume the responsibilities described herein may result in testing irregularities and/or invalidation of scores. Additionally, failure to assume responsibilities may affect professional certification status.

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

I received a copy of the one-page document and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## ROLES AND RESPONSIBILITIES

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NOTE: The failure of any personnel to assume the responsibilities described herein may result in testing irregularities and/or invalidation of scores. Additionally, failure to assume responsibilities may affect professional certification status.

### 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. Assumes responsibility for carrying out the approved plan for administration of all tests.
4. Furnishes all information and submits all forms required by the GaDOE by specified dates.
5. Ensures principals complete the Principal Certification Form for each administration and maintains these forms for five years.
6. Orders special format tests (Braille, large print, advanced reading aids).
7. Receives test materials from GaDOE at a designated time and place and maintains them in a secure location.
8. Reviews and follows all procedures in all administration manuals and is familiar with administrators' roles and proctors' roles.
9. Adheres to test dates, time schedules, and specified instructions set by the GaDOE.
10. Ensures that each test setting (room) is suitable, has an assigned examiner, and has the appropriate number of proctors.
11. Accounts for all test materials delivered to the school system and for the disposition of specific materials.
12. Attends statewide testing program meetings.
13. Arranges schedule for staff to monitor schools during testing sessions.
14. 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.
15. 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.
16. Maintains a portfolio of all training session materials and rosters of attendees.
17. Answers questions of all School Test Coordinators and Principals and makes decisions regarding testing, when appropriate.
18. Ensures that School Test Coordinators account for all students in terms of testing requirements.
19. Ensures strict test security and reports to Superintendent concerning testing irregularities (e.g., student cheating, unethical professional conduct).
20. Communicates to the Assessment Administration Division when testing irregularities occur.
21. 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.
22. Interprets test results to school personnel and appropriate others.
23. 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.
24. Ensures that students, parents, and the general public have access to information concerning all test administrations and utilization of test results.
25. Works with system personnel to communicate to parents of students with IEPs, IAPs, and ELL/TPC plans pertinent information regarding all statewide tests.
26. Facilitates the transfer of GAA portfolios when students withdraw from or enrolls in the school system.

I received a copy of the one-page document and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## ROLES AND RESPONSIBILITIES

The successful implementation of the statewide student assessment program requires a concerted effort by many individuals at the local level. General responsibilities are described below. More detailed responsibilities are listed on the following pages.

NOTE: The failure of any personnel to assume the responsibilities described herein may result in testing irregularities and/or invalidation of scores. Additionally, failure to assume responsibilities may affect professional certification status.

### 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, Kurzweil, 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 for those students who participate in the GAA:
12. 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 the CRCT/CRCT-M in certain grades and content areas for promotion) and relevant local policy, if any. Document the occurrence of this discussion.
13. Ensures that all special education teachers have been trained to administer the GAA.
14. Collaborates with Title III/ESOL colleagues to train the appropriate teachers to administer the Alternate ACCESS for ELLs.

I received a copy of the one-page document and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## ROLES AND RESPONSIBILITIES

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### 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 and 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 should 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 the EL/ESOL personnel in preparation for all state-mandated assessments:
  - a. Discusses the state-required tests with the students and parents/guardians.
  - b. Inform 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., students must pass all portions of the GHS GT and the GHS WT to receive a regular diploma, students must pass the CRCT 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 ELs.

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### 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 test accommodations identified in students' IEPs, IAPs, and EL/TPC plans are provided for each student as specified.
5. Ensures that testing sites are free of interruptions during test administration (e.g., intercom messages, visitors, wandering students).
6. Designates a School Test Coordinator to coordinate the testing program. The School Test Coordinator must hold a PSC-issued certificate.
7. Assigns personnel to serve as Examiners and Proctors.
8. Arranges appropriate schedules for teachers who will be Proctors and Examiners and for those who will be teaching other students not involved in testing.
9. 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).
10. Creates an atmosphere in which all staff members know that their cooperation is needed and expected for successful test administration.
11. Advises School Test Coordinator, Examiners, and Proctors if emergency situations arise.
12. Monitors the administration of tests.
13. Supervises all testing activities to ensure strict test security.
14. Maintains test materials in a secure location, with restricted access.
15. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.
16. Notifies System Test Coordinator of testing irregularities and provides explanation of circumstances.
17. Ensures that the school calendar is planned so that all tests are administered according to the system's testing calendar.
18. Monitors test preparation activities to ensure that secure testing materials are not misused.
19. Verifies all special education teachers have been trained to administer the GAA.
20. Verifies all ESOL teachers have been trained to administer the ACCESS.
21. Verifies all kindergarten teachers have been trained to administer the GKIDS.
22. Validates the content and procedures of students' portfolios by signing the GAA validation form.
23. Reviews and returns the Principal's Certification Form to the System Test Coordinator after each administration.

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### 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. Accounts for the security of all test materials during the time the materials are in the building.
7. Under supervision, ensures the accuracy of student FTE and GTID numbers on each answer document.
8. Ensures all materials are stored in a secure, locked location with restricted access, confirms access is restricted by accounting for keys.
9. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.
10. Conducts orientation and training sessions for Examiners and Proctors.
11. Adheres to system testing schedule.
12. Distributes test materials to and collects from each Examiner on the testing days.
13. Ensures Examiners sign out (date and time) materials each testing day shortly before testing begins each day.
14. Ensures Examiners return (sign, date, and time) materials immediately after testing each day.
15. Ensures that a minimum of one certified administrator is present and witnesses the transcription 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.
16. Provides each Examiner with a list of student FTE and GTID numbers.
17. Gives Examiners extra No. 2 pencils, pens for writing tests, and resource materials, if appropriate.
18. Accounts for all students in terms of testing requirements.
19. Notifies Principal and System Test Coordinator of any emergency situation and helps to decide what action needs to be taken.
20. 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.
21. Counts materials returned from Examiners each day and accounts for all materials distributed each day of testing.
22. Packages and returns materials to System Test Coordinator according to directions and time line.
23. Notifies Principal and System Test Coordinator of any testing irregularities and provides explanation of circumstances.
24. Maintains dated student sign-in/sign-out sheets for each GHSGT administration.
25. Ensures that students have only one opportunity to test during each window.
26. 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.

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### \*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. Maintains control of testing situation and keeps students on task. **Examiners should actively circulate and monitor students throughout the testing session(s).**
8. Confirms that all assigned students have entered and bubbled in the test form number correctly if one is required.
9. Allows no student to leave the test room unless there is an emergency.
10. Counts and verifies all testing materials each day prior to dismissing students.
11. 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.
12. Returns all test materials to School Test Coordinators immediately after testing each day, including special format tests, such as Braille or large print.
13. Documents the daily receipt (date, time, and number received) of test materials and the daily return of test materials.
14. Ensures that no content-related instructional materials are displayed in the testing site. Charts, diagrams, and posters should not be visible. Chalkboards should be free of any writing except for test procedure information. Electronic devices are not allowed in the testing site.

**Note:** **Certified** educators (teachers, counselors, administrators, paraprofessionals) must administer all assessments. Educators without Georgia certification from the Professional Standards Commission may not administer state assessments.

\* The term **Examiner** refers to the person administering the assessment.

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### 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. With examiner supervision, assists in distributing and collecting classroom test materials.
7. With examiner supervision, answers questions regarding test procedures but does not explain items or answer any questions regarding the content of the test.
8. Remains in testing site during entire testing time.
9. With Examiner supervision, observes students during test to monitor that they are: (a) marking answers completely and correctly; (b) choosing only one answer per item; (c) marking answers which have the same number as the corresponding item number in the booklet; (d) using only specified test materials; (e) not using calculators unless permitted on specific subtests; and (f) using appropriate materials such as correct test forms and answer documents. Reports student actions to examiner immediately.
10. Reports any unusual circumstances to Examiner immediately (e.g., suspicion of cheating).
11. Circulates among students during testing to discourage misconduct and to be available to answer student questions.
12. Avoids standing by a student's desk too long or touching a student, as this may be distracting.
13. Monitors students with disabilities, 504 students, or ELL students who may require closer observation than other students or who need special assistance.
14. With examiner supervision, assists in accounting for all classroom test materials (Test materials should be returned to the School Test Coordinator by the Examiner).
15. Under Examiner supervision, assists in completing and proofing coding, including the correct entry and bubbling in of test form numbers.
16. Assists the Examiner in maintaining strict test security.

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**Telfair County School System**  
**Test Security Plan and Procedures**

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Such practices will be reported to the Georgia Department of Education and may be referred to the Educators Ethics Division of the Professional Standards Commission as failure to adhere to established policies and procedures.

Procedure for reporting an irregularity:

Any signs of any testing irregularity will be dealt with immediately. The Examiner will contact the Local School Test Coordinator if any cheating or security violations are suspected. The Local School Test Coordinator, in turn, will notify the System Test Coordinator. The System Test Coordinator will then immediately contact the Superintendent and the Georgia Department of Education Assessment Administration Division assessment specialist to determine if the test session can/should continue or if student scores must be invalidated.

Consequences:

The consequences for all testing and/or security violations will be determined by proper authorities based on the severity of the violation. The decision to place an employee on paid/un-paid administrative leave, release them from their contract and/or employment, or have their Georgia Professional Standards Commission educator's certificate suspended, will be determined in a timely manner and all actions taken will be in accordance with local, state, and federal guidelines.

**Training/Monitoring Plan and Procedures**

The Superintendent will ensure that all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations for each assessment given. The System Test Coordinator will ensure that all Local School Test Coordinators participate in scheduled trainings provided by the Georgia Department of Education, including: Elluminates, Webinars, and Face-To-Face Trainings. Powerpoints, training agendas, and sign-in sheets will be used to document the training received by all test coordinators. Principals will ensure test security within the school building, distribution of test materials occurs immediately prior to test administration, and ensure all school personnel have been appropriately trained on test administration, procedures, and policies, including accommodations for each assessment given.

In the event of a security violation or data quality issue, an investigation into the incident will begin immediately upon notification of the alleged incident and all personnel will be held accountable for their actions to the fullest extent of the law, including, but not limited to: local, state, federal, and the Professional Standards Commission (PSC) guidelines and regulations.

## **Test Distribution/Return Plan and Procedures**

Test booklets, answer documents, Examiner's Manuals, School Test Coordinator's Manuals, and a System Test Coordinator's Manual are distributed to each school system two to three weeks prior to the test dates, depending upon the assessment. All testing materials will be stored in a secure central location. The School Test Coordinator and School Principal, in cooperation with the System Test Coordinator, are responsible for test storage and security once the tests are distributed to schools. Tests will be distributed to schools by grade and for the exact number of students (with a small surplus for emergencies). The System Test Coordinator will distribute test materials to the School Test Coordinator allowing an appropriate amount of time before testing is to begin. During this period, teacher orientations or workshops must be conducted. Whenever tests of administration materials are not in use, they will be stored in a secure locked location with restricted access. No student, teacher, or other school personnel will have access to test booklets or questions prior to testing. Tests will be returned to the central location (System Test Coordinator) as soon as possible, but no later than three days after all test administration has been completed. The System Test Coordinator will implement an accounting system between the central location and the school, and then back to the central location. The System Test Coordinator will ensure that only appropriate personnel will have access to testing materials.

The following will be submitted to the System Test Coordinator, with all testing materials, after each test administration:

- Principal's Certification Form
- Test Security Information for School Test Coordinators/Teacher/Examiners signed document
- Training Agenda
- List of Examinees and Proctors for the current test administration

# Code of Ethics Guidelines for Student Assessment

The chart below provides guidance for sanctions of Ethics violations by educators. The sanctions (1, 2, 3, 4 & 5) listed below are intended to be progressive. Repeated violations have escalating consequences, which shall include additional sanctions at the local system level. Proposed sanctions are as follows:

- 1.** System Reprimand. **2.** PSC Reprimand. **3.** PSC Suspension w/out pay. **4.** PSC Revocation. **5.** PSC sanction based on situation

<b>Before the Test Session – It is inappropriate and unethical to:</b>	<b>Sanctions</b>
1. Reveal all or any part of copyrighted tests to students or others, in any manner, oral or written, prior to test administration unless directed by the DOE.	3 - 4
2. Use of test items and prompts prior to administration for instructional purposes.	3
3. Discourage students from putting forth optimal effort based on purpose of the test.	1 - 2 - 3
4. Review or provide answers to test questions.	3 - 4
5. Possess unauthorized copy(ies) of state tests.	3 - 4
6. Reclassify students solely for the purpose of avoiding state testing.	3 - 4
<b>During the Test Session – It is Inappropriate and Unethical to:</b>	<b>Sanctions</b>
7. Vary from the directions outlined in the administration manual (i.e. time, reading verbatim, etc.)	1 - 2 - 3 - 4
8. Read any parts of the test to students except where indicated in the directions (unless indicated by an IEP, IAP, or TPC).	1 - 2 - 3 - 4
9. Fail to provide state approved accommodations as prescribed in a student’s IEP, IAP, or TPC plan <b>OR</b> provide accommodations that are not included in the IEP, IAP, or TPC plan.	1 - 2 - 3 - 4
<b>During the Test Session – It is Inappropriate and Unethical to:</b>	<b>Sanctions</b>
10. Interpret, explain, or paraphrase the test items.	1 - 2 - 3 - 4
11. Define or pronounce words used in the test.	1 - 2 - 3 - 4
12. Coach (comments or gestures of any kind) students during the test, including remarks about quality or quantity of student work.	2 - 3 - 4
13. Provide answers to test questions.	3 - 4
14. Reveal all or any part of copyrighted tests to students or others, in any manner, oral or written, prior to test administration unless directed by the DOE.	3 - 4
15. Use test items and prompts prior to administration for instructional purposes.	3
16. Fail to provide an appropriate testing environment (e.g. instructional materials removed/covered).	1 - 2
<b>After the Test Session– It is Inappropriate and Unethical to:</b>	<b>Sanctions</b>
17. Make inaccurate reports, unsubstantiated claims, inappropriate interpretations, or otherwise false and misleading statements about assessment.	5
18. Discuss test items or answers.	1 - 2 - 3
19. Erase or change student answers.	3 - 4
<b>At Any Time During Test Administration, It is Inappropriate and Unethical to:</b>	<b>Sanctions</b>
20. Not account for all secure test materials as provided by the school test coordinator at any time during test administration.	3 - 4
21. Compromise the integrity of the assessment.	5
22. Fail to report possible ethical violations by any professional.	5

*\*\*“Test session” means any time during the test administration process. This could include training sessions, test sessions over multiple days of the same test, or the time following test administration when materials are still in the school buildings/systems.*

In the event of a violation of the Code of Ethics for Testing, the PSC may, in accordance with its rules, impose any one or more of the following: Reprimand, Suspension, or Revocation.



